

SITE PLAN APPLICATION & EXPLANATION OF PROCEDURE

Briefly, a site plan of a lot or subdivision is a map, which shows topography, location of all buildings including all uses and interior dimensions, roadways, easements, floodplains and related information.

Approval of a site plan is required in several instances:

- 1. Construction of a building (other than a one or two family).
- 2. Alteration of a building (other than one or two family) if any floor is increased by 25%; or
- 3. Change in use or occupancy of land or building (other than one or two family) that causes a change in the required off-street parking.

If your project requires site plan approval, no site preparation may begin, and no permits may be issued, until the final site plan is granted. Site plan approval usually takes two to three months.

The application fee is \$100.00 plus \$20.00 per 1,000 square feet or fraction thereof plus all consulting and engineering fees incurred by the Village.

<u>Preliminary site plan documents:</u> Fifteen copies of all documents measuring larger than eleven inches by seventeen inches are needed. An environmental Assessment form may be required. Submit the preliminary site plan documents and an application to appear before the Planning Board to the Building Department. If all is in order, the matter will be placed on the agenda for the next scheduled Planning Board meeting.

You must be present at the Planning Board meeting. You may be asked to modify the plans during this time.

The approval process is preparation and approval of final site plan documents. The time required at this stage will depend on the extent of modifications required on the preliminary site plan documents. You must submit the final site plan documents to the Building Department. Your appearance before the Planning Board will be scheduled for the next Planning Board meeting.

The basic site plan document is a map of the property. Technical data, which should appear on a site plan map for a project of some complexity, are outlined in this packet. For assistance in determining the detail your map must show, please review your project with the Village Building Inspector.

If your project lies within 500 feet of a municipal boundary or state or county right-of-way, it will be referred to the Monroe County Department of Planning for review of issues of countywide concern and is required.

If your project does not meet all zoning requirements or requires a special use permit you must apply to the Zoning Board of Appeals for relief.

If any area variances are required, you should continue with your application for preliminary site plan approval and at the same time apply to the Zoning Board for relief. Any area variances will be granted subject to obtaining final site plan approval from the Planning Board.

In all other cases, if you require relief from the Zoning Board, you should proceed to the Zoning Board before beginning the site plan process.

If your project involves the creation of new lots, it will be necessary to file a subdivision application. Subdivision maps are approved the by the Planning Board; one or more public hearings may be required.

You must obtain a building permit after site plan approval is granted. All signs require sign site plan approval and the issuance of sign permits. All fences require a fence permit.

TECHNICAL REQUIREMENTS

- A. Any preliminary application for site plan approval shall be made, in writing, to the Zoning Officer and shall be accompanied by the following information prepared by a licensed engineer, architect, landscape architect or surveyor, drawn to scale of not greater than one inch equals 20 feet or smaller than one inch equals 100 feet, submitted on a sheet 20 inches by 20 inches:
- 1. One area map shall be provided showing the applicant's entire holding, that portion of the applicant's property under consideration, and all properties, subdivisions, streets and easements within 500 feet of the applicant's property.
- 2. If grades exceed 3% or if portions of the site have a moderate to high susceptibility to erosion or a moderate to high susceptibility to flooding and ponding, one topographic map, showing contour intervals of not more than five feet of elevation, shall be provided.
- 3. Fifteen copies of a preliminary site plan shall be provided, which shall include the following information:
 - a) The title of the drawing, including the name and address of the applicant.
 - b) The North point, scale and date.
 - c) The boundaries of the property plotted to scale.
 - d) The existing watercourses.
 - e) A site plan showing the location, proposed use and height of all buildings; the location of all parking and truck loading areas, with access and egress drives thereto; the location of outdoor storage, if any; the location of all existing or proposed site improvements; including drains, culverts, retaining walls and fences; a description of the method of sewage disposal and the location of such facilities; the location and size of all signs; the location and proposed development of buffer areas; and the location and design of lighting facilities. In addition, the site plan must state the gross floor area and net floor area for each building and delineate and state the area of each use therein, including flex space, if any.
- 4. A tracing overlay shall be provided showing all soil areas and their classifications and those areas, if any, with moderate to high susceptibility to erosion. For areas with potential erosion problems, the overlay shall also include an outline and description of existing vegetation.
- B. The Planning Board may, in its discretion, waive such of the foregoing as may not be necessary in the interest of the public health, safety or general welfare, or for proper review of the application.
- C. The Planning Board shall comply with the provisions of the State Environmental Quality Review Act (SEQR) and implementing regulations thereunder. An application for preliminary site plan approval shall not be considered complete, and the review period shall not begin to start, until either a negative declaration has been made or a draft environmental impact statement has been filed.

^{**}The final detailed site plan shall conform substantially to the preliminary site plan that has received preliminary site plan approval. It should incorporate any revisions or other features that may have been recommended by the Planning Board at the preliminary review. All such compliances shall be clearly indicated by the applicant on the appropriate submission.

APPLICATION FOR SITE PLAN REVIEW

Preliminary	_Date	Final _	Date	
Name of Proposed	d Development			
Applicant:			Plans Prepared By:	
Name:				
Address:				
Telephone:				
Signature:				
Owner (if different))			
Name:				
Address:				
Telephone:				
Signature (authorize	zing application):			
Location of Site: _				
Owners intentions, i.e., purchase options				
Tax map description	on:	Curren	t Zoning Classification	
State and Federal	permits needed:			
Proposed uses(s)	of site:			
Total site area (sq	uare feet or acres):			
Anticipated constr	uction time:	Will de	velopment be staged?	
Current land use of site (agriculture, commercial, undeveloped):				
Current condition of site (building, brush, etc.):				
Is any portion of this parcel in a flood plain?				
Character of surrounding lands (suburban, agricultural, wetlands):				
Estimated cost of i	improvements: \$			

Descr	pated increase in number of residents, shoppers, employees:ibe proposed use, including primary and secondary uses; ground floor area; height and er of stores for each building:
>	For residential buildings include the number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms, include square footage of each unit) and number of parking spaces to be provided:
>	For non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces:
Other	proposed structures:
Fee: §	S Date Paid:
	(owner of property),
Permi	ed at hereby grant ssion to members of the Fairport Planning Board and Zoning Board of Appeals and Staff to enter upon and review my premises in connection with my application for a:
	(Variance, Subdivision or Site Plan)
Date:	Signature: