



# TOWN OF PITTSFORD

## GUIDELINES & APPLICATION FOR APPROVAL OF A SITE PLAN

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

**COMPLIANCE WITH THE FOLLOWING RULES WILL IN NO WAY GUARANTEE APPROVAL OF AN APPLICATION. It may even be necessary for the board to request additional information to make its decision.**

The Planning Board meets on the second and fourth Mondays of each month at 7:30 P.M. local time at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York. New hearings are opened only on the second Monday of the month. The applicant, or the applicant's duly authorized agent, must appear at all public hearings held on the application. Failure to appear may result in automatic denial.

The requirements set out in this packet for the applications to the Planning Board are not to be considered all-inclusive. Depending on the nature and scope of a particular application, it is the prerogative of the Director of Planning, Zoning and Development, the Development Review Committee, or the Planning Board to request more information of the applicant. Prior to making an application, it is strongly recommended that discussions take place with Department of Public Works (DPW) staff to discuss procedure and application content, and to determine the need for pre-application meetings with DPW staff or the Planning Board.

A complete package of application materials must be filed with the Secretary of the Planning Board of the Town of Pittsford by the submission deadline for the requested public hearing date of the application. A schedule of public hearing dates, including submission deadlines, is available from the Planning Board Secretary. An application to the Planning Board will not be accepted until all required materials have been deemed to be complete and accurate. The Board has adopted a policy of accepting only the first four (4) complete applications submitted for any one agenda. **All application materials will be available for public review.**

Approximately ten (10) days prior to the public hearing, the Town will post a sign in a conspicuous location on the subject property. This sign should be maintained on the property until it is removed by the Town.

### REQUIREMENTS FOR ALL APPLICATIONS

A complete application consists of the following forms and documentation. Twenty-seven (27) copies of each form or item of documentation should be collated into packets no larger than 8½ inches by 11 inches.

1. A letter of intent / cover letter explaining the scope of the project and its intended purpose.
2. The one page application form (pg. 2) filled out completely and accurately, typed or printed.
3. Authorization to make application – When the applicant is not the owner of the subject property, the Authorization to Make Application form (pg. 3) must be completed and signed by the owner and included as part of the application.
4. Disclosure Form E (pg. 4), in compliance with Section §809 of the N.Y.S. General Municipal Law (pg. 5).
5. List of Abutters form (pg. 6) filled out with the names and addresses of all owners of properties, which either directly abut or are located across the street from the property lines of the subject property.
6. Items listed in Section § 185-191 of Article XXIX, Site Plan Approval, of the Code of the Town of Pittsford (pgs. 8-10).
7. Submission of the appropriate application fee, in accordance with the current fee schedule (pg. 11). This fee covers the cost of the legal ad which appears in the *BRIGHTON-PITTSFORD POST* and part of the administrative costs involved. The check should be made payable to the "TOWN OF PITTSFORD".



# TOWN OF PITTSFORD

## SITE PLAN

### APPLICATION FORM

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TAX ACCOUNT NO: \_\_\_\_\_

OWNER: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, ST ZIP: \_\_\_\_\_ CITY, ST ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_

- REQUEST FOR:** (Please check all applicable.)
- Concept Subdivision
  - Preliminary Subdivision
  - Final Subdivision
  - Special Permit
  - Wetlands Permit
  - Preliminary Site Plan
  - Final Site Plan

**HEARING DATE REQUESTED:** \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_

Total Acreage of Disturbance: \_\_\_\_\_

**ZONING CLASSIFICATION:** \_\_\_\_\_ **SIZE OF PARCEL:** \_\_\_\_\_

Is this parcel in a flood plain, agricultural district, and/or wetlands, or does it contain features of archaeological or historical significance?  NO  YES (Please specify)

If this parcel is within 500' of a municipal boundary, please specify: \_\_\_\_\_  
(Municipality)



# TOWN OF PITTSFORD

## SITE PLAN

### AUTHORIZATION TO MAKE APPLICATION

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

*If the applicant is not the owner of the subject property, this form must be completed and signed by the owner.*

I, \_\_\_\_\_, the owner of the property located

at: \_\_\_\_\_  
(Street) (Town) (Zip)

Tax Parcel # \_\_\_\_\_ do hereby authorize

\_\_\_\_\_ to make application to the

Town of Pittsford Planning Board, 11 South Main Street, Pittsford NY 14534 for the

purpose(s) of \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

# Disclosure Form E

STATE OF NEW YORK  
COUNTY OF MONROE

TOWN OF PITTSFORD

In the Matter of

\_\_\_\_\_  
(Project Name)

The undersigned, being the applicant(s) to the...

*Town Board*     *Zoning Board of Appeals*     *Planning Board*     *Architectural Review Board*

...of the Town of Pittsford, for a...

*change of zoning*     *special permit*     *building permit*     *permit*     *amendment*  
 *variance*     *approval of a plat*     *exemption from a plat or official map*

...issued under the provisions of the Ordinances, Local Laws, Rule or Regulations constituting the zoning and planning ordinances regulations of the Town of Pittsford, do hereby certify that I have read the provisions of Section §809 of the General Municipal Law of the State of New York attached to this certificate.

I do further certify that there is no officer of the State of New York, the County of Monroe or of the Town of Pittsford or of any other municipality of which the Town of Pittsford is a part who is interested in the favorable exercise of discretion by said Board as to this application, except for those named below:

Name(s)

Address(es)

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/Town, State, Zip Code



# NEW YORK STATE

## GENERAL MUNICIPAL LAW

### SECTION § 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them...
  - (a) is the applicant, or
  - (b) is an officer, director, partner or employee of the applicant, or
  - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
  - (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

Section eight hundred six of the General Municipal Law added by this act, shall apply only to application, petitions or requests as described therein which are submitted on or after the effective date of this act.

This act shall take effect September 1, 1969.



# TOWN OF PITTSFORD

## LISTING OF ABUTTERS

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

The undersigned, being an Applicant for approval of...

**site plan**

**special permit**

**subdivision**

...for property at: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ submits the following list of names and addresses of all owners of properties which either directly abut or are located across the street from the property lines of the subject property.

***If there are other properties in close proximity which might be effected by this proposal, please include the names and addresses of those properties as well.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **LIST OF PROPERTIES ABUTTING OR ACROSS THE STREET FROM SUBJECT PROPERTY**

## Appendix C

## State Environmental Quality Review

**SHORT ENVIRONMENTAL ASSESSMENT FORM**

For UNLISTED ACTIONS Only

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality	County
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially                  acres                  Ultimately                  acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	



# TOWN OF PITTSFORD

## TOWN CODE ARTICLE XXIX SITE PLAN APPROVAL

### § 185-189. Purpose.

The purpose of site plan approval is to determine compliance with the objectives of this chapter where inappropriate development may cause a conflict between uses in the same or adjoining zoning district by creating conditions which could adversely affect the public health, safety or general welfare.

### § 185-190. Approval required.

Prior to issuing a building permit for the construction of any building, accessory building or structure, except for single-family or two-family detached residences and their accessory buildings and structures appurtenant thereto, including additions, the authorized official shall refer the site plan and supporting documentation to such project to the Planning Board. All site plan information and building designs shall be prepared by a licensed architect or engineer. In addition, the architect or engineer shall submit to the Town a signed affidavit that the plans for the project were prepared by said architect or engineer, his employees or by an agency of the federal, state or local government. No building permit shall be issued until after a final site plan has been approved in accordance with the standards and procedures set forth in this article.

### § 185-191. Preliminary application submission requirements.

Application for preliminary site plan approval shall be made in writing to the Code Enforcement Officer who shall certify the application complete and refer the application, when complete in all respects, to the Planning Board and to the Environmental Board and to the Monroe County Planning Board for their review and recommendations. Wherever practicable the Planning Board shall undertake the environmental review mandated by SEQRA contemporaneously with the preliminary site plan review. All developers or applicants may request and have at the discretion of the Planning Board preliminary hearings before said Board prior to the submission of its site plan application. A site plan application submission shall include the following:

- A. An area map showing applicant's entire holding, that portion of the applicant's property under consideration and all properties, their ownership, uses thereon, subdivisions, streets, zoning districts, easements and adjacent buildings within 500 feet of the applicant's property.
- B. If grades exceed 5% or portions of the site have a moderate to high susceptibility to flooding and ponding, a topographic map showing contour intervals of not more than five feet of elevation shall be provided with an overlay outlining the above susceptible areas, if any.
- C. A project information form or environmental assessment form as required by SEQRA.
- D. A preliminary site plan, including the following information:
  - (1) The title of the preliminary layout, including name and address of the developer(s).
  - (2) The North point, scale, date and general location map and names of owners of adjacent land or names of adjacent subdivisions. The North point should be in the upper right-hand corner of each sheet, and the direction of North should be either to the top of each page or to the right-hand side of each page.
  - (3) The boundaries of the project, plotted to scale; if the developer intends to develop the project in stages, the entire project shall nevertheless be included in the preliminary layout with anticipated stages and timing indicated. The location of proposed land uses and their area in acres and the location, proposed use and height of all buildings and estimates of population and dwelling units by type shall be provided for each layout or stage and an equivalent population estimate for areas not proposed for residential development.
  - (4) A topographic survey showing ground contours for the parcels and parcels adjacent to and within 200 feet of the project at intervals of not more than five feet of elevation, and all pertinent topographic and planimetric features within the site and the adjoining tract, including existing buildings, watercourses and their one-hundred-year flood limits, water bodies, swamps, wooded areas and individual large trees. Features to be retained in the project should be so indicated. If the proposal is not to be served by a public sanitary sewer system, then the topographic survey shall be provided as above except at not more than two feet of elevation, and perk test results, administered by the County Health Department, and the layout of the proposed sewage system indicated shall be provided.
  - (5) A detailed location map showing the boundaries of the project in relation to adjoining streets; schematically the locations of the nearest elementary school; water and sewer lines, parks and playgrounds within 1/2 mile of the proposed development and other public facilities, such as shopping, churches and public transportation routes as appropriate and land uses adjacent to the proposal.
  - (6) A system for stormwater drainage conforming to Chapter 161, Drainage Control, and drainage standards.

- (7) Existing streets immediately adjoining and within the project and the distance to nearest major street intersection.
  - (8) Existing drains, water lines and sanitary sewer nearby and within the project with their location, size, type and approximate elevations and gradients using mean sea level as datum plane. Existing easements for such facilities should also be shown.
  - (9) A statement as to proposed sources of water supply and method of sewage disposal to include a statement as to who will own the water and sewer systems, a conceptual layout of each system, whether necessary districts are formed or are in process, the receiving sewage treatment plant, the lines, dimensions and purpose of all utility easements, including properly placed fire hydrants and preliminary design of bridges and culverts. Sanitary and storm sewers and water service must be in public ownership. Also, where water mains are not looped, blowoff valves should be provided.
  - (10) A tracing overlay showing all soils 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 and outline any description of existing vegetation.
  - (11) A separate drainage report which will clearly indicate the basis of design and the intended method of all stormwater disposal and flood hazard prevention, how all runoff will be handled during grading and development operations and erosions and sedimentation prevention measures.
  - (12) The approximate lines and gradients of proposed streets and sidewalks and the names of proposed streets.
  - (13) A preliminary grading plan of the site showing locations and approximate size of cuts and fills and cross section for any final grading steeper than 2:1 or where the cut or fill will be deeper than five feet.
  - (14) The approximate lines of proposed lots, the acreage or square footage contained in each lot and individual lot numbering. If a proposed lot contains one or more existing buildings, the proposed yard dimensions for such buildings shall be indicated.
  - (15) The approximate locations and dimensions of areas proposed for neighborhood parks or playgrounds or other permanent open space.
  - (16) The location of any municipal boundary lines, existing special service district lines and zoning district lines within the project.
  - (17) Location of all parking and truck-loading areas with access and egress drives thereto.
  - (18) Type and location of any potentially hazardous materials of any nature.
  - (19) The location and quality of water bodies directly affected by and adjacent to the project and finish or design water levels.
  - (20) Any variance or special permit that may be needed, and any permits needed from the county, state or federal government.
  - (21) The location of buffers required either during or after construction is completed and the reason for the buffer and the location of other proposed vegetation and the location of all other site improvements whether public or private.
  - (22) The location, size and type of proposed lighting and any anticipated signs.
  - (23) The name or names of the landscape architect and/or licensed professional engineer and licensed land surveyor responsible for the preparation of the preliminary layout and preliminary information.
  - (24) A delineation of the various residential areas, if applicable, indicating for each such area its general extent, size and composition in terms of total number of dwelling unit type, general description of the intended market structure and a calculation of the residential density in dwelling units per gross acre for each such area.
  - (25) When applicable, a general description of the provisions of other community facilities, such as schools, fire-protection services and cultural facilities, if any, and indication of how these needs are proposed to be accommodated.
- E. In addition, the following documentation shall accompany the preliminary site plan:
- (1) Evidence that the proposal is compatible with the goals of the Comprehensive Plan; and, if the proposal relates to the Commercial District, that the plan conforms to the requirements of the Monroe Avenue Design Guidelines, dated December 5, 2001, as amended and supplemented. Editor's Note: The Monroe Avenue Design Guidelines are on file in the Town Clerk's office. [Amended 3-26-1996 by L.L. No. 4-1996; 12-17-2002 by L.L. No. 7-2002]
  - (2) If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the preliminary plan shall show the intended total project; any project that requires more than 24 months to complete shall be staged.
- F. All plans shall be submitted to the Board of Architectural Review for its recommendations to the Planning Board.
- G. The Planning Board may require such additional information as appears necessary for a complete assessment of the project.

**§ 185-192. Preliminary approval.**

- A. Planning Board action. Within 62 days of the receipt of a certified complete preliminary site plan application from the authorized official or upon completion of the SEQRA review process, whichever last occurs, the Planning Board shall act upon it. Prior to acting, the Planning Board shall consider the site plan at a public hearing upon due legal notice. The Planning Board's action shall be in the form of a written statement to the applicant stating that the

preliminary site plan is approved unconditionally, or with conditions or disapproved. A copy of the appropriate minutes of the Planning Board shall be a sufficient report. The Planning Board's review of a preliminary site plan shall include, but is not limited to the following considerations: [Amended 8-19-1997 by L.L. No. 4-1997]

- (1) Adequacy and arrangement of vehicular traffic access and circulation.
  - (2) Adequacy and arrangement of pedestrian traffic access and circulation.
  - (3) Location, arrangement, appearance and sufficiency of off-street parking and loading.
  - (4) Location, arrangement, size and design of buildings, lighting and signs.
  - (5) Relationship of the various uses to one another and their scale.
  - (6) Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise-detering buffer between adjacent uses and adjoining lands.
  - (7) Adequacy of stormwater and sanitary waste disposal.
  - (8) Adequacy of structures, roadways and landscaping in areas with moderate to high susceptibility to flooding, ponding and/or erosion.
- B. Conditions. In acting upon a preliminary site plan, the Planning Board may impose conditions. These conditions may include recommendations as to desirable revisions to be incorporated in the final site plan, which conformance shall be considered a condition of approval. If the preliminary plan is conditionally approved, the Planning Board's statement shall contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission of the preliminary site plan to the Planning Board after it has been revised or redesigned.
- C. Preliminary site plan approval required prior to work. No modification of existing stream channels, filling of lands with a moderate to high susceptibility to flooding, grading or removal of vegetation in areas with moderate to high susceptibility to erosion or excavation for and construction of site improvements shall begin until the developer has received preliminary site plan approval. Failure to comply shall be construed as a violation of this chapter and, where necessary, final site plan approval may require the modification or removal of unapproved site improvements.

**§ 185-193. Final site plan application and approval.**

- A. Final application. After receiving approval from the Planning Board on a preliminary site plan and approval for all necessary permits and curb cuts from state and county officials, the applicant may prepare his final site plan and apply, in writing, to the authorized official who shall refer the application, when complete in all respects, to the Planning Board for its review and approval. At this time the applicant will also submit the final plans to the Architectural Review Board for its review and recommendations to the Planning Board. This review and recommendations must be made to the Planning Board within 60 days after the receipt of the plans by the Architectural Review Board. The final site plan shall conform to the approved preliminary site plan and shall incorporate any revisions or other features that may have been recommended by the Planning Board at the preliminary review. All compliances shall be clearly indicated by the applicant.
- B. Final approval. Within 62 days of receipt of the certified complete final plan application from the authorized official, the Planning Board shall render a decision to the Code Enforcement Officer. If no decision is made within the sixty-two-day period, the final site plan shall be considered approved. [Amended 8-19-1997 by L.L. No. 4-1997]
- (1) Upon approval the Planning Board shall endorse its approval on a copy of the final site plan and shall forward it to the Code Enforcement Officer who shall then issue a building permit if the project conforms to all other applicable requirements, including the approval of the Board of Architectural Review.
  - (2) Any requirements for improvements shown on the site plan shall be those set forth in this chapter and in other laws, rules and regulations or in the construction specifications of the Town.

**§ 185-194. Commercial development; access; landscaping.**

- A. In addition to the specific requirements set forth herein, all site plan applications in the commercial zoning district shall conform to the Monroe Avenue Design Guidelines, dated December 5, 2001, as amended and supplemented. In addition to the specific requirements set forth herein, all site plan applications in the commercial zoning district shall conform to the Monroe Avenue Design Guidelines, dated December 5, 2001, as amended and supplemented. Editor's Note: The Monroe Avenue Design Guidelines are on file in the Town Clerk's office. [Amended 3-26-1996 by L.L. No. 4-1996; 12-17-2002 by L.L. No. 7-2002]
- B. Any project with only one access road shall have an alternate clear accessway available for the use of emergency vehicles.
- C. All projects shall be suitably landscaped, including the provision of vegetation of suitable species and at appropriate levels of maturity in order to screen effectively dissimilar uses from one another, both visually and acoustically, and to protect and enhance the overall quality of the environment. A landscaping plan shall be prepared by a licensed landscape architect and shall show his seal and signature.
- D. All projects shall have landscaping equal to a minimum expenditure of one percent of the total project cost. Landscaping shall be considered as any living plant but shall not include excavating, earth moving, fill, grading or paving associated with normal requirements of building.

**§ 185-195. Consolidated review.**

Nothing in this section should be construed as prohibiting an applicant from filing an application for preliminary site plan approval, together with one for final site plan approval and the Planning Board from reviewing and acting on both applications at the same time, if the Planning Board in its discretion deems it appropriate.



# TOWN OF PITTSFORD

## FEE SCHEDULE EFFECTIVE – JANUARY 1, 2007

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

### **Site Plan – New and Additions Over 10,000 sq. ft.**

Preliminary	\$ 325.00 each
Final	\$ 325.00 each

Engineering Reimbursement: \$ 500.00 to be paid at the time of application for preliminary approval. Applicant must pay any additional sum, based on actual billing, prior to final signature of plat.

### **Site Plan – Additions Under 10,000 sq. ft.**

Preliminary	\$ 200.00 each
Final	\$ 200.00 each

Engineering Reimbursement: \$ 200.00 to be paid at the time of application for preliminary approval. Applicant must pay any additional sum, based on actual billing, prior to final signature of plat.

### **Re-advertisement**

Every re-advertisement	\$100.00 each
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Applicant's request for postponement may require a re-advertisement fee