



TOWN OF PITTSFORD

GUIDELINES & APPLICATION FOR APPROVAL OF A SUBDIVISION

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 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 more detailed description of the subdivision review process can be found in the Town of Pittsford Land Subdivision Regulations.

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.

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 §5.0, Format and Contents of Applications, of the Code of the Town of Pittsford Land Subdivision Regulations.
7. Submission of the appropriate application fee, in accordance with the current fee schedule (pg. 7). 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 SUBDIVISION 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 SUBDIVISION 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



TOWN OF PITTSFORD

FEE SCHEDULE EFFECTIVE – JANUARY 1, 2007

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Subdivision - Major (more than four lots)

Concept	\$100 + \$15 per lot
Preliminary	\$100 + \$15 per lot
Final	\$100 + \$15 per lot

Engineering Reimbursement: \$ 750.00 to be paid at the time of application for concept and preliminary approval. Applicant must pay any additional sum, based on actual billing, prior to final signature of plat.

Subdivision - Minor (four lots or less)

Any step	\$ 150.00
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Engineering Reimbursement: \$ 500.00 to be paid at the time of application for concept or final approval, whichever step is first. 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

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: _____	

SITE CAPACITY CALCULATION WORKSHEET

A. Base Site Area

	1. Total acreage of gross site	_____	←
Subtract:	2. Total acreage within way(s)	_____	←
Equals:	3. Base Site area	=====	
Base Site area		=	_____

B. Resource Protection Land (as shown on the natural features map)

<u>Resources</u>	<u>Open Space Factor</u>	X	<u>Acres in Resource</u>	←	<u>Required Resource Protection Land</u>
Floodplain	1.0	X	_____	←	_____
Wetland	1.0	X	_____	←	_____
Steep slopes over 25%	1.0	X	_____	←	_____
Steep slopes 15-25%	0.6	X	_____	←	=====
(Acres within two resources should only be added once in this total)					
Total Resource Protection Land		=	_____ ←		

C. Net Buildable Site Area

	1. Base Site area	_____	
Subtract:	2. Resource Protection Land	_____	
Equals:	3. Net Buildable Site area	=====	
Net Buildable Site area		=	_____

D. Maximum Allowable Dwelling Units

	1. Net Buildable Site area	_____	
Multiply:	2. Maximum Density Factor per zoning *	_____	←
Equals:	3. Maximum Allowable Dwelling Units	=====	
Maximum Allowable Dwelling Units		=	_____

INSTRUCTIONS

This completed Site Capacity Calculation worksheet shall be submitted in accordance with Section 5.2.1 and 5.3.2 of the Town of Pittsford Land Subdivision Regulations.

This work sheet shall be completed in the following manner:

All information shall be based on the plat or plans submitted for approval. If a parcel has more than one zoning district within it, a separate worksheet must be completed for the land within each zoning district.

*** The maximum density factors per zoning for the completion of Section D (2) are as follows:**

- | | | |
|--------------------------|---------------------------|--|
| AA = 1.7 units per acre | RRAA = 1.3 units per acre | B = 2.7 units per acre for single family dwellings |
| A = 2.7 units per acre | SRAA = 1.7 units per acre | B = 15.0 units per acre for multiple dwellings |
| A-1 = 2.7 units per acre | MATZ = .97 units per acre | |