



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 \$150.00 plus \$20.00 per 1,000 square feet or fraction thereof plus all consulting and engineering fees incurred by the Village.

Preliminary site plan documents: 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 Planning/Zoning 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 Planning/Zoning 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.

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.

APPLICATION FOR SITE PLAN REVIEW

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.

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 or larger:
 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 (15) copies of a preliminary site plan shall be provided, which shall include the following information:
 - a) _____ Title of the drawing, including the name and address of the applicant
 - b) _____ North point, scale and date
 - c) _____ Boundaries of the property plotted to scale
 - d) _____ Existing watercourses
 - e) _____ A site plan showing the location
 - f) _____ Proposed use and height of all buildings
 - g) _____ Location of all parking and truck loading areas, with access and egress drives thereto
 - h) _____ Location of outdoor storage, if any
 - i) _____ location of all existing or proposed site improvements; including drains, culverts, retaining walls and fences
 - j) _____ A description of the method of sewage disposal and the location of such facilities; the location and size of all signs
 - k) _____ Location and proposed development of buffer areas
 - l) _____ Location and design of lighting facilities
 - m) _____ 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

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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 Development _____

Applicant: _____ Plans Prepared By: _____
Name: _____

Address: _____

Telephone: _____

Signature: _____

Owner (if different)

Name: _____

Address: _____

Telephone: _____

Signature (authorizing application): _____

Location of Site: _____

Owner's intentions, i.e., purchase options _____

Tax map description: _____ Current Zoning Classification _____

State and Federal permits needed: _____

Proposed uses(s) of site: _____

Total site area (square feet or acres): _____

Anticipated construction time: _____ Will development 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 improvements: \$ _____

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Anticipated increase in number of residents, shoppers, employees: _____

Describe proposed use, including primary and secondary uses; ground floor area; height and number 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: \$ _____

Date Paid: _____

I, _____ (owner of property),

Located at _____ hereby grant

Permission to members of the Fairport Planning Board, Zoning Board of Appeals, Historic Preservation Commission and Village Staff to enter upon and review my premises in connection with my application for a:

(Variance, Subdivision, Site Plan or Certificate of Appropriateness)

Property Owner hereby agrees that they shall be responsible for all consulting fees during the review of this application including legal, engineering, or other outside consultants.

Date: _____

Signature: _____