



## APPLICATION FOR SITE PLAN APPROVAL

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 for:

1. Construction of a building (other than a 1 or 2 family dwelling or an accessory to a 1 or 2 family dwelling).
2. Alteration of a building (other than a 1 or 2 family dwelling or an accessory to a 1 or 2 family dwelling) 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 an increase to 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.

For a complete explanation of procedure, please refer to:

Village of Fairport, NY Code

Chapter 550: Zoning

Article VI: Site Plan Approval

<https://ecode360.com/10646345>

The application fee is \$150.00 plus \$20.00 per 1,000 sq. ft. of lot area plus all consulting and engineering fees incurred by the Village.



APPLICATION FOR SITE PLAN APPROVAL

Name of Proposed Development \_\_\_\_\_

Applicant: \_\_\_\_\_  
\_\_\_\_\_

Plans Prepared By: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Print Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Ownership intention, i.e., purchase options, proposed use of site:  
\_\_\_\_\_

Location of Site:  
\_\_\_\_\_

Tax map description: \_\_\_\_\_ Zoning: \_\_\_\_\_

Classification: \_\_\_\_\_

State and federal permits needed (list type and appropriate department):  
\_\_\_\_\_

Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Will development be staged? \_\_\_\_\_



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Current land use of site (agriculture, commercial, undeveloped etc.) \_\_\_\_\_

Current condition of site (buildings, brush, etc.) \_\_\_\_\_

Is any portion of this parcel in a flood plain? \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands) \_\_\_\_\_

Estimated cost of proposed improvements \$ \_\_\_\_\_

Anticipated increase in number or residents, shoppers, employees, etc. \_\_\_\_\_

Describe the proposed use, including primary and secondary uses: ground floor area; height and number of stores for each building:

For residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three or more bedrooms including square footage of each unit) and number of parking spaces to be provided.

\_\_\_\_\_  
\_\_\_\_\_

For nonresidential buildings, include total floor area and total sales area, number of automobile and truck parking spaces.

\_\_\_\_\_  
\_\_\_\_\_

Other proposed structures.

\_\_\_\_\_  
\_\_\_\_\_

FEE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

(\$150 + \$20 per 1,000 sq. ft. of lot area)



APPLICATION FOR SITE PLAN APPROVAL

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:

\_\_\_\_\_  
(signature of property owner)



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Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees

In conjunction with an application made to the Village of Fairport, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and/or owner with respect to an application to the Village of Fairport.
2. I/We have been advised of, are aware of and understand the obligation to reimburse the Village of Fairport for consulting and professional fees incurred in relation to my/our application(s), all in accordance with the Village of Fairport Consultant Fee Reimbursement Law.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Applicant (if different from Owner): \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_