



## SITE PLAN APPLICATION

Applications are accepted by appointment only. To schedule an appointment, please contact Jill Wiedrick by phone at (585) 421-3208 or by email at [jmw@fairportny.com](mailto:jmw@fairportny.com)

### APPLICATION REQUIREMENTS

|  |  |
|--|--|
|  | One copy of the application  |
|  | One copy of the Environmental Assessment. Fillable forms with an interactive database may be found on the NYSDEC website <a href="https://www.dec.ny.gov/permits/6191.html">https://www.dec.ny.gov/permits/6191.html</a> |
|  | Digital photographs of the subject site, structures on the site, and surrounding properties  |
|  | Digital versions of all drawings, graphics, and photographs in individual portable document format (PDF) files via email or file transfer  |
|  | Board Member Site Visit Signature Page   |
|  | Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees Signature Page  |
|  | Application Fee - \$170 + \$20/1,000 sq ft of lot area   |

### PER 550-18

The applicant must provide the following information prepared by a licensed engineer, architect, landscape architect, or surveyor, drawn to a 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:

|  |  |
|--|--|
|  | 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.                                |
|  | 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 |

The preliminary site plan shall be provided, which shall include the following information:

|  |  |
|--|--|
|  | The title of the drawing, including the name and address of the applicant.   |
|  | The North point, scale, and date.  |
|  | The boundaries of the property plotted to scale.   |
|  | The existing watercourses  |
|  | 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 buffers 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.  |
|  | A tracing overlay shall be provided showing all soil areas and their classifications and those area, if any, with a moderate to high susceptibility to erosion. For areas with potential erosion problems, the overlay shall also include an outline and description of existing vegetation.   |



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### IMPORTANT

- Completed applications must be submitted before the published deadline.

### POSTING REQUIREMENT

- After submission of a complete application, a public notification sign will be issued and must be posted on the property. The sign shall be placed on the property readily visible from the public right of way.

### WHAT IS SITE PLAN REVIEW?

Some projects, although generally suitable for a particular location, might have negative impacts on the surrounding properties because of their design, character, nature, size, or complexity. A Site Plan shows the arrangement, layout, and design of the proposed use of land, allowing for the Village to review a project and assess the details to ensure that the project makes a positive contribution to the community to the greatest extent possible.

### FACTORS FOR CONSIDERATION

The Planning Board's review of preliminary site plan shall include but is not limited to the following considerations:

- The adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, channelization structures and traffic controls.
- The adequacy and arrangement of pedestrian traffic access and circulation, including separation of pedestrian from vehicular traffic, walkway structures, control of intersections with vehicular traffic and pedestrian convenience.
- The location, arrangement, appearance and sufficiency of off-street parking and loading areas.
- The location, arrangement, size and design of building, lighting and signs.
- The adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise-detering buffer between these and adjoining lands.
- In the case of an apartment house, townhouse or multiple dwelling, the adequacy of usable open space for playgrounds and informal recreation.
- The adequacy of stormwater and sanitary waste disposal facilities.
- The adequacy of structures, roadways and landscaping in areas with a moderate to high susceptibility to flooding and ponding and/or erosion.
- The protection of adjacent properties against noise, glare, unsightliness or other objectionable features.



## **SITE PLAN APPLICATION**

### **COMMON APPLICATION QUESTIONS**

#### **WHAT IS THE PROCESS?**

Once a complete preliminary site plan application is accepted, it is placed on the next available Planning Board agenda. A public notification sign will be provided to the applicant and must be posted.

The applicant will be notified in writing of the date, time and place of the public hearing. In addition, neighboring property owners will be notified by mail of the pending application.

A staff report with all project information and documentation will be provided to the applicant, as well as the Planning Board, prior to the scheduled hearing date.

It is the applicant's responsibility to attend the public hearing to present their proposal and to answer any questions that the Planning Board may have.

The Planning Board will generally make its decision on the preliminary site plan the same day as the hearing. The Planning Board will determine if the preliminary site plan is conditionally approved and may recommend revisions to the site plan. 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.

After the applicant has approval for all necessary permits and curb cuts from State and County officials, the applicant may prepare their final detailed site plan and submit it to the Planning Board for approval. The final site plan shall conform substantially to the preliminary site plan that received conditional approval.

If more than six months has elapsed, between the Planning Board's action on the preliminary site plan and the Planning Board finds that conditions have changed significantly in the interim, the Planning Board may require a resubmission of the preliminary site plan for further review and possible revision, prior to accepting the proposed final site plan for review.

#### **WHAT HAPPENS IF THE APPLICATION IS APPROVED?**

An approval of an approval on condition, does not authorize the proposed project to process, but authorizes the filing of applications for permits or other approvals that may be required by Village Code.

#### **WHAT HAPPENS IF THE APPLICATION IS DENIED?**

An appeal from any final decision must be taken within 30 days of the filing date of the decision in accordance with Article 78 of the New York Civil Practice Law and Rules.



# SITE PLAN APPLICATION

PROJECT ADDRESS

ZONING DISTRICT

PROPOSED USE OF SITE

## APPLICANT INFORMATION

Name

Mailing Address

Phone Number

Email Address

Interest in Property

Owner

Lessee

Other

Signature

Date

## PROPERTY OWNER INFORMATION (if other than above)

Name

Mailing Address

Phone Number

Email Address

Signature

Date

## PLAN PREPARER

Name

Mailing Address

Phone Number

Email Address



## SITE PLAN APPLICATION

Please note the State and Federal Permits Needed (list type and appropriate department)

Total Site Area (square feet or acres)

Anticipated Construction Time

Will the development be staged? Yes                      No

Is any portion of the site in a floodplain? Yes                      No

Character of surrounding property (suburban, agriculture, wetlands)



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**DETAILED PROJECT DESCRIPTION** – Please detail the primary and secondary uses, including the ground floor area, height and number of stories for each building. For residential projects, please include the number of dwelling units and number of parking spaces. For commercial uses, please include the total floor area, total sales area and the number of automobile and truck parking spaces. Additional information can be attached.



## **Board Member Site Visits**

As part of their responsibilities for reviewing your application, Board Members and Village Staff conduct site visits of the subject property to enable them to observe the property and the context of the neighborhood and adjacent properties. Some applications involve a project that is not visible from the public right-of-way and it may be necessary for Board Members and Village Staff to access your property to observe portions of the exterior of the property not visible from the right of way.

Please note that if you do not authorize Board Members and Village Staff to access your property, you must provide additional photographic evidence of the area of your property that is not visible from the public right-of-way.

I, \_\_\_\_\_ (owner of property),

located at \_\_\_\_\_ (subject property address) 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 the application submitted for the review.

Signature of Property Owner

Date



**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