

**TOWN OF ROCHESTER
PLANNING BOARD**

LOT IMPROVEMENT APPLICATION PACKET

Contents:

- **Cover Page**
- **Lot Improvement Application**
- **Lot Improvement Checklist**
- **Flow Chart**

Please review the information in this packet and Chapters 125 and 140 of the Town of Rochester Code thoroughly.

Then complete the Lot Improvement Application and the EAF as completely and accurately as is possible. Missing, incomplete, or incorrect information may delay the review of your application.

TOWN OF ROCHESTER PLANNING BOARD
ULSTER COUNTY, NEW YORK

Application # _____
Date _____
Fee Paid \$ _____
Type: Lot Improve. _____ Natural Sub. _____

LOT IMPROVEMENT or NATURAL SUBDIVISION APPLICATION

1. Applicant Name: _____
Address: _____
Primary Phone() _____ Secondary Phone() _____
E-Mail Address _____
2. Site Location: Name of Public/Private Road project is accessed by _____
3. Current total number of lots: _____ Proposed total number of lots: _____

PARCEL INFORMATION*

**Please supply the information for each of the parcels involved. If more than 2 parcels, please list on a separate page*

4. **Parcel A**
Number of Acres Before adjustment _____ Number of Acres after Adjustment _____
Property Owner (if different from applicant): _____
Address: _____
Primary Phone() _____ Secondary Phone() _____
E-Mail Address _____
Tax Map Section: _____ Block _____ Lot _____
Town of Rochester Zoning District(s): _____
5. **Parcel B**
Number of Acres Before adjustment _____ Number of Acres after Adjustment _____
Property Owner (if different from applicant): _____
Address: _____
Primary Phone() _____ Secondary Phone() _____
E-Mail Address _____
Tax Map Section: _____ Block _____ Lot _____
Town of Rochester Zoning District(s): _____

6. **Parcel C**

Number of Acres Before adjustment _____ Number of Acres after Adjustment _____

Property Owner (if different from applicant): _____

Address: _____

Primary Phone() _____ Secondary Phone() _____

E-Mail Address _____

Tax Map Section: _____ Block _____ Lot _____

Town of Rochester Zoning District(s): _____

Deponent, being duly sworn, states that he/she is the owner or authorized agent of the owner for which the foregoing work is proposed to be done, and that he/she is duly authorized to perform such work, and that all work will be performed in accordance with all applicable State, County, and Local Ordinances.

Sworn by me this _____ day of _____, 20__

Signature of Applicant/ Agent

Signature of Property Owner A (if applicable)

Signature of Property Owner B (if applicable)

Signature of Property Owner C (if applicable)

If an agent is representing applicant, a signed letter by applicant authorizing named individual to act as his/her agent must accompany the application.

If the applicant is not the property owner, a signed letter by property owners authorizing the applicant to act as his/her agent must accompany the application.

Town of Rochester Planning Board Lot Improvement Checklist

The checklist is supplied as a guide and is not meant to be all-inclusive.

Forms and Submittals – Required with submission

Zoning Permit – Code Enforcement Office

Application

Fee

Letter Authorizing Representative Powers

A sketch plan drawn to scale or survey map

(Survey – drawn to scale – MUST be drawn by licensed surveyor required for final approval)

Forms and Submittals – May be required with submission for some reviews

Aerial Photos

Deed and Easements

Existing or proposed other agency Permits/Applications

Ag Data Statement

Waiver from Requirements Request (in writing)

Review Standards for the Planning Board

- Compliance with Zoning and Subdivision Regulations
- Health, Safety, and Community Character Standards
- Streets and highways are sufficient width and suitably located to accommodate the prospective traffic, to afford adequate light and air, to facilitate fire protection, and to provide access of firefighting equipment to buildings.
- Suitable driveway access
- Location, arrangement, appearance and sufficiency of off-street parking.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Adequacy of stormwater retention and drainage facilities.
- Adequacy of water supply and sewage disposal facilities.

Town of Rochester Planning Board Lot Improvement Checklist

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Survey Checklist for Final Approval

Survey – drawn to scale – MUST be drawn by licensed surveyor

Legal data

Name and address of applicant(s)

Name and address of owners(s) of record, if different from applicant

Name and address of person or firm preparing the plan and map

Address, SBL, and Deed Liber Identification of parcel

Zoning classification of property, including exact zoning boundary if in more than one district

Subdivision Name (if greater than 4 lots)

North arrow, Scale, Plan Date and Revision Dates

Location/Area Inset Map

Total Acreage of entire parcel

Table of Required Development Standards for Zoning District - Proposed/Existing Relationship

Plan Reference Sources and Plan Notes

Right to Farm Statement

Certification of Plan

Approval Signature Block

Lot Improvement Statement (located in Chapter 125)

Property boundary line, metes and bounds, and dimensions plotted to scale

Structures, Buildings, Fences/Walls and other Improvements

Public/Private Roads and Streets

Easements, Accesses, and Rights-of-way

Vehicle Access

Pedestrian Walkways and Access

Water Supply

Sewage Disposal and Septic Area

Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)

Watercourses

Wetlands – include flow and drainage area

Flood Hazard Area

Existing and proposed Stormwater Conveyance and Storage

Recreation Areas, Conservation Areas, Buffer Areas

