

**TOWN OF ROCHESTER
PLANNING BOARD**

**SITE PLAN AND
SPECIAL USE PERMIT
APPLICATION PACKET**

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

Then complete the Site Plan/Special Use Permit 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: Site Plan _____ SUP _____

SITE PLAN and SPECIAL USE PERMIT APPLICATION

1. Name of Project: _____
2. Property Owner: _____
Address: _____
Primary Phone() _____ Secondary Phone() _____
E-Mail Address _____
3. Applicant Name (if other than Owner): _____
Address: _____
Primary Phone() _____ Secondary Phone() _____
E-Mail Address _____
4. Site Location: Name of Public/Private Road project is accessed by _____
Tax Map Section: _____ Block _____ Lot _____
Town of Rochester Zoning District(s): _____
Acreage of parcel(s) _____ acres [Include all acreage of Current parcel(s) involved]
Is this project proposed to be completed in multiple phases? _____
5. This project is (check one): [] Expansion of existing use [] Change of Use [] New construction
6. Will this project require permits or approval from any Federal, State, or County agencies? _____
If yes, Name? _____
7. Existing use and facilities (indicate each existing building, approximate size, use, and other facilities, parking lots, etc.) _____

8. Describe the current use(s) of all contiguous parcels [Include ALL types of uses]
Examples: Vacant land, Residential, Commercial, Farm, Industrial, etc _____

9. Describe proposed use and scope of project: _____

10. Proposed construction – MUST INCLUDE A MAP TO SCALE – (Describe type and size of building and show location on map with setback dimensions on all property lines and other buildings). List any physical restrictions to the project such as waterways, flood plains, wetlands, steep slopes, rock outcroppings etc. [*Locations of these must also be notated on the map provided by the applicant*]

11. Will the project require water supply and/or involve the disposal of sewage? If Yes, describe and give amounts. _____

12. Is the property located within or contiguous to a NY State Certified Agricultural District? _____

13. Does the property contain land located within a 100 year flood plain or Federal or NYS identified wetlands? _____

14. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? _____ If yes, Name? _____

15. Is the applicant requesting any waivers in procedure or submittal requirements from the Zoning (Chapter 140) regulations? (*See 140-47 for details*) _____
If answered yes, then the applicant shall provide these requests to the Planning Board separately in written form and include all reasoning for such requests.

Applicant 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

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 Site Plan/Special Use 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

SEQRA Environmental Assessment Form

Short EAF Part 1 - May require Long EAF Part 1 in some cases

Letter Authorizing Representative Powers

Site Plan – drawn to scale – see requirements below

May be a sketch plan drawn to scale or survey

Written Narrative Detailing Planned Uses and Existing Uses to be Retained

Aerial Photos

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

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 regulations.
- Health, Safety, and Community Character Standards
- Comprehensive Plan compatibility
- Location, arrangement, size, design, and general site compatibility of buildings, improvements, landscaping, lighting and signs.
- Adequacy of emergency access, fire lanes and other emergency zones and the provision of firefighting measures.
- Adequacy and arrangement of vehicular and truck traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.
- Location, arrangement, appearance and sufficiency of off-street parking and loading.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Overall impact on the neighborhood including compatibility of design consideration.
- Adequacy of stormwater retention and drainage facilities.
- Adequacy of water supply and sewage disposal facilities.
- Adequacy, type and arrangement of trees, shrubs and other landscaping
- Adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- Incorporation of existing land conditions into the plan
- Visual and/or noise buffer between the parcel and adjoining lands, including the maximum retention of existing vegetation.

Town of Rochester Planning Board Site Plan/Special Use Checklist

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

Physical Conditions and Site Work - Existing and Proposed (for parcel and adjoining parcels within 200')

Property boundary line, metes and bounds, and dimensions plotted to scale
Property lines, owner's names, SBL, and deed liber for all contiguous parcels (including across roadways or waterways)
Structures, Buildings, Fences/Walls and other Improvements
Dimensions, Setback, Height, and Lot Coverage for existing and proposed improvements
Visual Assessment, Elevations, and Architectural Renderings
Public/Private Roads and Streets
Easements, Accesses, and Rights-of-way
Vehicle Access – Permanent and Temporary (approved by State, County, or Town Highway)
 Location, Surface Type, Sight Distance, Grade, Width, Curbing
 Traffic Circulation Onsite
Parking Areas
 Analysis of Parking Needs, Required/Proposed Numbers of Parking Spaces
 Size, Surface Type, Striping, Lighting, Landscaping, Signage
Loading Area - Size, Surface Type, Striping, Lighting, Landscaping, Signage
Pedestrian Walkways and Access
Handicapped Accommodations
Bicycle Access/Parking
Fire and Emergency Access/Fire Suppression Measures
Water Supply and path of piping (Board of Health approved or certified by licensed engineer)
Sewage Disposal and Septic Area (Board of Health approved or certified by licensed engineer)
Utilities - electric, gas, phone, cable, green energy (include any easements or rights-of-way)
Outdoor Display and/or Storage Area
Dumpster or Trash Collection Area
Outdoor Lighting-proposed and existing
 Lighting details – type, coverage details, elevation, locations
Signage-proposed and existing
 Signage details – locations, rendering, size, construction materials, elevation
Specific Project Planning Board Requirements

Natural Features (location and description) – existing and proposed

Area proposed to be Disturbed
Topography and Contour Lines (2 foot)
Soil Types - Hydric Soils, Prime and Important Soils (agricultural)
Watercourses and direction of flow
Wetlands – include flow, drainage area, and required buffer areas (NYS or Federal)
Flood Hazard Area (FEMA)
Natural Resource Restrictions – rock outcroppings, steep slopes, vernal pools
Wooded Areas, Landscaping, Ground Cover, Trees, and Natural Screening
Recreation Areas, Conservation Areas, Buffer Areas
Existing and proposed Stormwater Conveyance and Storage
Landscaping Plan and Planting Schedule w/ Details
Proposed Grading, Excavation, Fill, Erosion, and Drainage Plan
Specific Project Planning Board Requirements

Town of Rochester Planning Board Site Plan/Special Use Checklist

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Analysis and Impact Reports (may be required)

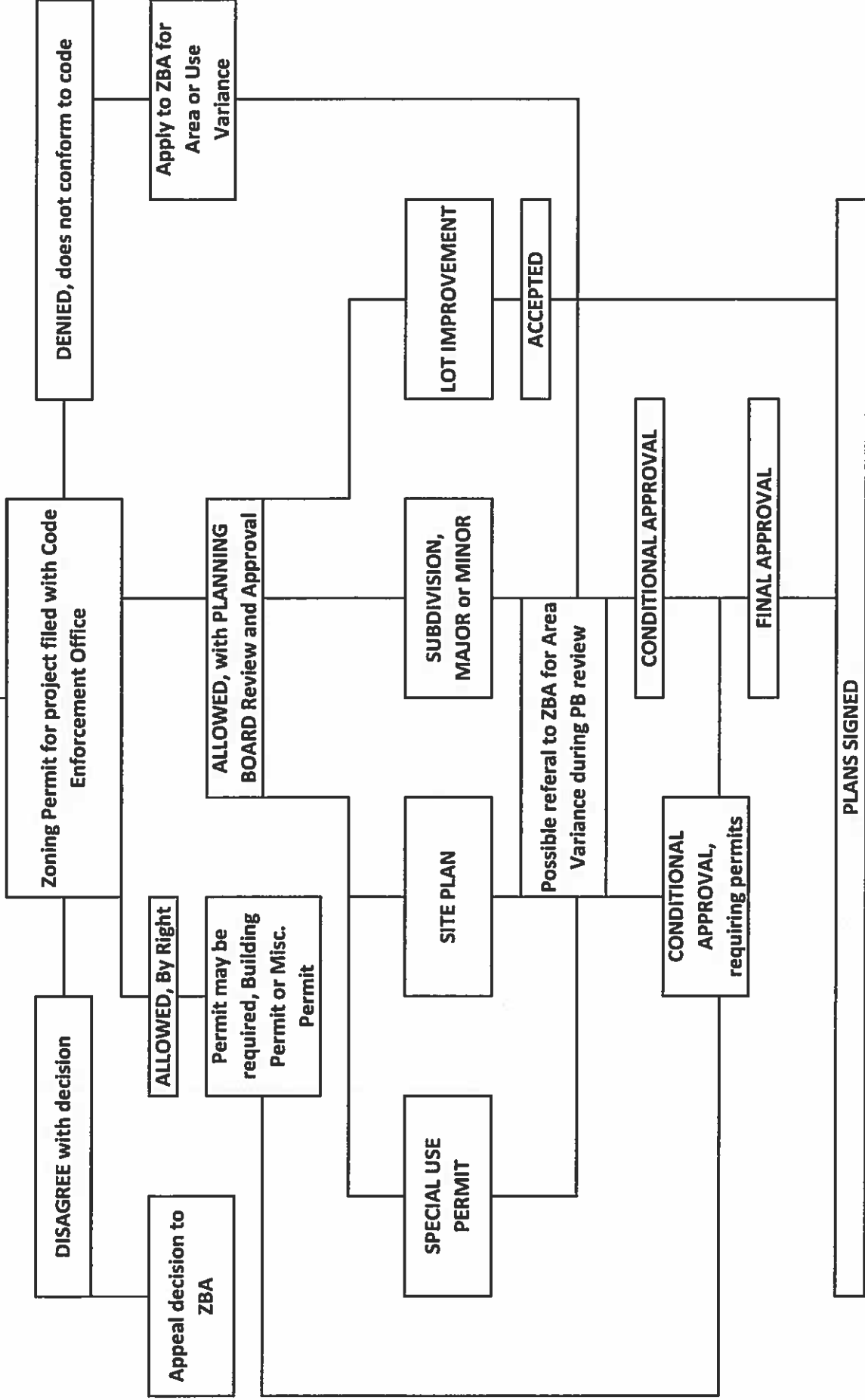
SWPPP - Stormwater Pollution Prevention Plan
Areas of Protected Species, Flora, and Fauna
Proximity of Historic Structures or Archeological Areas (within 500')
Proximity of Agricultural Use (within 500')
Waterways
Wetlands
Groundwater Usage and Aquifer
Hazardous Waste Treatment
Fire Hazard/Inflammables
Noise
Air Emission/Dust Control
Traffic Study
Shared Driveway/Utilities Agreement
Bonding/Performance Security
Phasing of Project

Site Plan Checklist

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
North arrow, Scale, Plan Date and Revision Dates
Location/Area Inset Map
Total Acreage of entire parcel
Total Acreage of Area proposed for development
Table of Required Development Standards for Zoning District - Proposed/Existing Relationship
Plan Reference Sources and Plan Notes
Certification of Plan
Approval Signature Block

**ZONING PROCESS
TOWN of ROCHESTER**



**TOWN OF ROCHESTER PLANNING BOARD
ULSTER COUNTY, NEW YORK**

APPLICATION REFERRALS

The Planning Board may be required by law to refer your application to outside agencies for review when specific conditions apply. The most common of these are detailed below. Additionally, the Planning Board may refer your application to interested and/or involved agencies for review, comment and/or further information on items particular to your application.

Town Planner or Engineer

In accordance with Chapter 140-63 of the Town of Rochester Code, any application received by the Town of Rochester Planning Board may be referred for professional review and an escrow account established.

The Planning Board shall review applications and shall authorize professional referral by resolution. Optionally, an applicant may provide written request for expedited professional review referral prior to Planning Board determination but must first establish an escrow account and shall be responsible for any and all costs incurred due to this request.

Ulster County Planning Board

In accordance with New York State General Municipal Law sections 239-m and 239-n, the Planning Board is required to refer your application to the Ulster County Planning Board for recommendations upon meeting certain thresholds as follows:

Within 500 feet of:

- the boundary of any city, village or town
- the boundary of any existing or proposed county or state park or any other recreation area
- the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway
- the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines
- the existing or proposed boundary of any county or state owned land on which a public building or institution is situated
- the boundary of a farm operation located in an agricultural district, as defined by article 25-AA of the Agriculture and Markets law

In accordance with Ulster County Charter Sections C-51 A and B the Planning Board may be required to refer your application to the Ulster County Planning Board for recommendations.

Some examples of other Involved/Interested Agencies

(This list is not meant to be all-inclusive, but rather to illustrate the types of agencies which might be contacted for information and comment)

- Army Corps of Engineers
- NYS Dept. of Environmental Conservation (DEC)
- NYS Dept. of Transportation (NYSDOT)
- NYS Office of Parks, Recreation, and Historic Preservation
- NYS Ag & Markets
- Ulster County Board of Health
- Ulster County Dept. of Public Works
- Accord or Kerhonkson Fire District
- Town of Rochester Highway Superintendent
- Town of Rochester Historic Preservation Committee
- Town of Rochester Environmental Conservation Commission