

SITE PLAN APPLICATION GUIDELINES



TOWN OF GREECE MONROE COUNTY, NEW YORK

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I) Purpose: The purpose of these guidelines is to establish a procedure for making applications for Planning Board approval. Applications that do not conform to these guidelines are considered incomplete may not be accepted.

II) Pre-Application Activities:

- 1) As early as possible, developers should establish contact with the town's Department of Development Services to engage in preliminary discussions relating to allowable uses, long-range planning objectives, and to discuss the planning process in general.
- 2) Applicants should establish contact with the Town prior to engaging in any site disturbance associated with development including clearing of vegetation, and digging test holes.
- 3) Grading and filling shall not take place without proper approvals from the Town.

III) Application Deadlines: Planning staff will accept complete applications prior to 5:00 PM on the designated deadline date. Deadlines usually fall one (1) month prior to the Planning Board meeting at which the application will first be heard by the board. A schedule of meetings and application deadlines is available from the Planning Board Secretary as part of the application package. Contact the Planning Board Clerk to schedule your application submittal.

IV) Concept Plan Review: A concept review application may be submitted to the Planning Board in advance of formal site plan review. Conceptual plans need not be fully engineered, but should include as much information as is readily available.

V) Approval of Site Plans: Planning Board approval is generally subject to conditions, and final approval by the Commissioner of Public Works, Chief Engineer, Fire Marshal, and the Planning Board Clerk.

VI) General Site Plan Application Requirements: Below is a summary of general requirements for site plan applications.

- A) Checklist: Applications must include a completed application checklist (attached), along with all *applicable* materials noted on the checklist. If you are unsure of which specific materials need to be included, contact the Development Services Department.
- B) Drawings: Number of drawings required for complete application:
 - i) Twenty-three (23) full sets of design drawings.
 - ii) ALL DRAWINGS MUST BE FOLDED. ROLLED DRAWINGS WILL NOT BE ACCEPTED.
- C) Letter of intent: The Letter of Intent shall include basic project information including proposed use, total acreage, proposed and existing access, phasing of project, and general description of proposed development including information on utilities and storm drainage.
- D) SEQRA (State Environmental Quality Review): Complete applications will include either the Short or Long Environmental Assessment Form (EAF). Unless directed otherwise by town staff, project applications involving more than 10,000 square-feet of gross floor area AND on a lot greater than 5 acres in size shall be accompanied by part 1 of the Long EAF; all other projects shall include the completed Short EAF.

- E) LWRP (Local Water Front Revitalization Program): Projects located in one the town's two Waterfront Revitalization Areas are subject to review under Chapter 208 of the Town of Greece Code (Waterfront Consistency Review Law). Applications for site plan approval in an LWRP area shall include a completed Coastal Assessment Form available from the Planning Board Secretary.
 - F) AG District (Agricultural District): Applications located within 500 ft. of any one of Monroe County's designated AG districts require notification of all property owners and Monroe County. If you are unsure of locations or specifics, contact the Development Services Department.
 - G) Engineering: Shall conform to Town of Greece Specifications for Construction of Utilities and Roadways (available from the Town Clerk) and all other regulatory standards.
 - H) It is the responsibility of the Applicant to determine if the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other special districts that may exist on the property. Applications lacking a definitive representation of these areas may be considered incomplete. In all cases, these boundaries are subject to approval by the regulating agency.
- VII) **Design Considerations:** In general, the following items are considered by the Planning Board
- 1) **Environment:**
 - a) **Wetlands, Flood Zones, and other Environmentally sensitive areas:** It is the responsibility of the Applicant to determine if the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other special districts that may exist on the property. Applications lacking a definitive representation of these areas may be considered incomplete.
 - b) **FEMA flood zone boundaries:** The FEMA flood zone boundaries shall be shown on the site plan, along with the map panel source for such boundary.
 - 2) **Transportation:**
 - a) **Traffic:** Site access and traffic impacts should be discussed on some level either in the Letter of Intent that accompanies all site plan applications, or in a separate Traffic Impact Analysis as may be warranted. Applicants are strongly encouraged to engage in early discussions with town staff and/or the State or County Departments of Transportation, in order to ensure that adequate information is provided at the time of application submittal.
 - b) **Cross access / shared access:** Cross access between sites and shared access to public highways is used to consolidate points of access into appropriate locations, reduce potential vehicle conflicts, and provide a safe and convenient environment for motorists, and businesses alike. Cross access easements may be required as part of site plan approval, or in some cases the Applicant may be asked to file a document indicating their willingness to grant such an easement in the future. A site does not need to be considered a "Business Center" as defined by the Zoning Ordinance in order for cross access and/or shared parking agreements to be required.

- c) **Sidewalks and sidewalk easements:** Construction of public sidewalks along frontage on public highways are generally required by the Planning Board. Sidewalk easements may also be requested.
- 3) **Architecture:** Architectural elevations of proposed buildings showing all sides in an appropriate scale, and indicating exterior materials and proposed colors, and building-mounted lights and HVAC equipment with associated screening.
- 4) **Outdoor Refuse Containers (dumpsters and trash totes):** Pursuant to §211-28 of the Town of Greece Code, outdoor refuse container shall be screened from public view. Masonry enclosures, solid construction vinyl fencing, and board-on-board fencing are generally encouraged.
- 5) **Lighting:** Site lighting shall be designed in accordance with §211-32 of the Zoning Ordinance.
- Site plan applications shall include locations and details of all proposed pole-mounted, ground-mounted, and building-mounted lights. Light intensity contours, generally available from the lighting vendor, shall also be included in the plans.
 - For more involved projects with potential impacts to neighbors, applications shall include a photometric analysis (point plot) of proposed light intensities.
- 6) **Landscaping and Buffering:** : Landscape design shall conform to standards established in Landscape Guidelines for Development available from the Planning Board Secretary as part of the application package. Adequate buffering or screening with landscape materials, existing vegetation, fences and berms, etc.; is an essential element of most site plans. The purpose of this buffering can be to minimize potential impacts to adjoining residences, provide an appropriate separation between land uses, and for other aesthetic considerations.
- 7) **Engineering Design:**
- a) Engineering design shall conform to Town of Greece Specifications for Construction of Utilities and Roadways (available from the Town Clerk) and all other regulatory standards.
- b) Engineering report: Required as part of site plan applications for all sites greater than one (1) acre and shall include, as a minimum, the following information:
- Drainage Study Map including soil and groundwater conditions on site.
 - Runoff calculations from the pre-developed site and from the developed site.
 - Storm sewer, culvert and channel sizing, showing the basis of design.
 - Intended method of storm water treatment.
 - Erosion control plan including runoff control measures during grading and construction to limit erosion and sedimentation.
- Design of storm water detention/retention facilities. Site plan drawing requirements (additional information may be required).

8) Utilities: Where utilities are to be connected into the facilities of other Agencies such as water transmission mains or trunk sewers under the jurisdiction of others, the Developer and his Engineer shall be responsible for contacting such Agencies directly to determine such regulations as may be in effect and to determine the capacity of these facilities to handle the loadings to be imposed upon them by the new development.

9) Specific Drawing Requirements

a) Design drawings

- Twenty-three (23) ***folded***, full sets of design drawings shall be provided for site plan applications.
- The design drawing set shall depict all *existing and proposed* elements of the site layout, including but not limited to, buildings and structures, utilities, grading, parking, means of access, screening, landscaping, lighting, freestanding signs, dumpsters, property lines, adjoining structures and land uses.
- Details shall be provided as required in the Town of Greece Specifications for Construction of Utilities and Roadways, and Landscape Guidelines for Development, and for all proposed light fixtures.

b) Project location map

- Applicant's property under consideration, and entire adjacent holdings
- Properties, subdivision(s), streets and easements within five hundred (500) feet of the applicant's property under consideration.

c) Drawing title block

- Project title, and street address
- Name of firm or individual preparing site plan
- Seal and signature of the owner/developer's licensed design professional.
- North arrow and plan scale (engineering scale; not smaller than 1"=60')
- Original date and last revision date.

d) Site Data information;

- Property owner's name and address; applicant's name if different
- Tax account numbers
- Land area in square feet and acres
- Zoning district; required and proposed zoning setbacks, lot area and dimensions, lot coverage, parking requirements, etc.
- Use variances, area variances, special use permits, etc., granted by the Town Board or Board of Zoning Appeals, including the date of each approval
- Impervious area percentage

- Total gross floor area (habitable space) of all buildings.
- e) Property boundaries plotted to scale with approximate bearings and distances shown.
- f) Topographic survey certified by a licensed land surveyor, for the entire project site *and onto adjoining properties as may be required by the Town.*

10) Details:

- a) Standard construction details fully described in Division IV of this document “Construction Details”
- b) Dumpster enclosure details indicating the materials and colors to be used. Elevations of masonry or wood-fence enclosures showing dimensions, materials, and colors as appropriate.
- c) Fence details including height and materials.
- d) Lighting
 - Pole height and fixture details with manufacturer’s specifications
 - Fixture details with manufacturer’s specifications for building-mounted lights
- e) Landscape details (see Landscape Guidelines for Development)
- f) Sign details
 - Handicapped parking and access aisle signage
 - Fire Lane signage
- g) HVAC
 - Locations, details, and screening for roof-top units including air conditioning units, kitchen hoods, and other mechanicals.
- h) Locations for ground mounted units, and screening as directed by the Planning Board.

11) Standard site plan notes. The following notes shall be included as applicable on all site plans:

- a) *No building permits shall be issued unless and until highway permits are issued.*
- b) *The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing.*
- c) *Approval is for only those items identified as “new” or “proposed” on the site plan. Granting approval of this site plan does not supersede any other conditions imposed by the Town of Greece or any other agency.*
- d) *Any Town of Greece approval or permit for the Premises does not relieve the Applicant, developer, or owner of the Premises from obtaining all other town, county, state, or federal government approvals or permits that are required for the Premises.*
- e) *The landscaping on the Premises shall be maintained by the current owner of the Premises, and by any future owner. The owner of the Premises shall replace any dead plants with the*

same species or a similar species. The replacement plant shall be no smaller than the previous plant when it originally was installed.

- f) Prior to the issuance of a Final Certificate of Occupancy for the Premises, The Applicant shall provide certification verifying proper installation of landscape areas on the site in accordance with the landscape plan approved by the Planning Board, and in accordance with the Town's Landscape Guidelines for Development. Said certification shall be on the certification form provided in said guidelines and shall be completed by a [New York State Licensed Landscape Architect / Certified Nursery Professional].*
- g) All heating, ventilating, and air conditioning (HVAC) equipment shall be screened from public view.*
- h) Light spill shall be contained on the Premises. Outdoor light sources shall be aimed or shielded so that they are not visible when viewed from off the Premises, and so that light spill is cast only downward onto the Premises. Exempt from this requirement are low-wattage lights that are located near the principal entrance to a building, and low-wattage lights, not higher than 42 inches above grade, that define a walkway or other access to a building.*
- i) Water mains and hydrants shall be installed and be in proper operating conditions prior to the commencement of any aboveground construction.*
- j) Suitable access roads and temporary street signs shall be installed and maintained so as to provide continuous access to fire department and other emergency vehicles prior to the commencement of any aboveground construction.*
- k) Permanently mounted "No Parking – Fire Lane" signs shall be posted along the fire lanes at intervals of 50 feet or less.*
- l) (FOR MULTI-FAMILY RESIDENTIAL SITE PLANS ONLY): The town's 2001 Community Master Plan Update (Clough, Harbour & Associates, September 2001) contains current and projected population growth; an inventory and analysis of public, private, and semi-private recreation facilities, both active and passive; and recommendations for future actions. Based on this document, the Planning Board finds that the town currently needs, or will need, additional park and recreation space in the vicinity of the Proposal. The Planning Board further finds that development of these apartments will contribute to the demand for additional park and recreation space, and that this apartment development provides no suitable park or recreation land to address said current or future need. Therefore, pursuant to Section 274-a of the New York State Town Law, payment of the town's recreation fee shall be required for dwelling unit in this apartment development, payable to the town upon the issuance of the original building permit for each dwelling unit.*
- m) No site work shall commence unless and until a pre-grading and/or pre-construction meeting has taken place involving the Town Departments of Public Works, Engineering, and/or Technical Services.*
- n) No building permits shall be issued unless and until the Applicant executes an agreement for maintenance of the proposed storm water management pond. Said agreement shall be subject to approval by the Planning Board's Attorney and the Commissioner of Public Works.*

- o) *Upon completion of construction of the storm water pond, the Applicant shall provide certification that the pond was constructed as designed and approved. Said certification shall be provided in the form of an as-built topographic survey with pertinent utility structures shown, prepared by a New York State Licensed Land Surveyor. No final approval signatures shall be placed on the site plan unless and until the Applicant has submitted to the town a financial guarantee (such as a letter of credit, certified check, or other acceptable instrument), in an amount approved by the town's Commissioner of Public Works and the Town Attorney, that is sufficient to properly construct the proposed pond, and to provide the aforementioned certification. No release of said financial guarantee shall be made unless and until the improvements and certification are completed to the satisfaction of the town's Commissioner of Public Works and the Town Attorney.*