

3/09

TOWN OF VICTOR
APPLICATION FOR SITE PLAN REVIEW

GENERAL INFORMATION

Planning Board Fee - \$100.00 plus \$.05 per square foot over 3,000 square feet
\$25.00 for Change of Use
\$25.00 for Accessory Structure

The following are the engineering review fees to be submitted in conjunction with the application fee for site plan review:

Change of Use Site Plan Approval (if applicable)	\$ 75.00
Commercial & Industrial Site Plans	
a) less than five acres	\$200.00
b) more than five acres	\$700.00
Residential Site Plans	
a) Single family dwelling	\$200.00
b) Two family dwelling	\$200.00
c) Accessory structure	\$ 75.00

Engineering fees may exceed the amount set above. If engineering review exceeds the amount submitted at the time of this application, the applicant will be billed on a monthly basis and receive a copy of the Town Engineer's invoice.

As provided for in Chapter 27, **REIMBURSEMENT OF FEES**, all administrative expenses (i.e., legal, engineering) incurred by the Town in review and processing of the applications shall be charged back to the applicant as a fee related to the application submitted. Chapter 27 is available upon request.

Twelve (12) site plans, One (1) 11 x 17, and the complete application must be submitted to the Planning Department **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Sprinkler systems are required for all commercial & industrial buildings including expansion/additions of buildings per Section 116-15 A & B of Town Code.

Should there be a need for a Special District, the Town has established procedures for the implementation of Special Districts.

The applicant must post a sign stating "PROPERTY UNDER REVIEW". The sign shall be obtained from the Planning Department at the time the application is submitted and must be posted at least one week prior to the Planning Board meeting date. **FINAL APPROVALS MAY BE DELAYED IF THE SIGN IS NOT POSTED!**

UPDATED DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT ARE AVAILABLE IN THE TOWN CLERK'S OFFICE. ASK THE SECRETARY TO THE PLANNING BOARD FOR THE MOST RECENT REVISION DATE.

Date _____

Application No. _____

Name _____

APPLICATION FOR "SITE PLAN" REVIEW

SITE PLAN REVIEW IS A ONE STEP PROCESS

DATE _____

APPLICANT _____ PHONE # _____

ADDRESS _____

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION _____ YES _____ NO
PROOF OF CONSENT MUST BE SUPPLIED!

PROPERTY OWNER'S NAME _____

ADDRESS _____ ZIP _____

BUILDING ADDRESS _____

(Street or Road)

TYPE OF BUILDING _____

(Masonry - Wood - Metal)

USE OF BUILDING _____ PARKING REQUIREMENTS _____

(Spaces)

PRESENT ZONING _____ FIRE DISTRICT _____

(Victor or Fishers)

WATER BENEFITTED AREA _____ YES _____ NO PUBLIC SEWER _____ YES _____ NO

ACRES _____ TAX MAP # _____

DEED RESTRICTIONS ON PROPERTY _____

(Brief Description)

AREAS IN SQUARE FEET: _____ BUILDING _____

PARKING _____ LANDSCAPED AREA _____

OPEN STORAGE AREA _____ OTHER (See Below) _____

NOTE: Give reason for "OTHER" as to proposed use: _____

TOTAL SITE SQUARE FOOTAGE: _____

DATE _____ SIGNATURE _____ PRINT _____

(Applicant or Owner)

INFORMATION REQUIRED FOR SITE PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete".

A complete application must be received by the Secretary to the Planning Board **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "used" or "removed" and all items listed must be on the plan at the time of submittal.

1. _____ Twelve (12) copies of plan
2. _____ North arrow, date & location map
3. _____ Letter of Intent
4. _____ Plan not more than 34" x 44".
5. _____ Name, address & signature of Owner
6. _____ Project Name
7. _____ One (1) 11" x 17" plan be submitted for use by each Planning Board member in the review of the project.
8. _____ Name, address, seal & signature of Engineer or Surveyor who prepared plan.
9. _____ Zoning District
10. _____ Names of Owners of adjacent lands.
11. _____ Property boundaries, including bearings & distances.
12. _____ Existing features, including buildings, creeks, springs, woods.
13. _____ Proposed landscaping.
14. _____ Proposed building location and setback dimensions.
15. _____ Finished floor elevations for proposed building.
16. _____ Easements provided for all dedicated facilities located outside road right-of-way.
17. _____ Easement descriptions.
18. _____ Bearings & distances for easements shown on plan.
19. _____ Note on plan that construction shall conform to Town of Victor Design & Construction Standards.
20. _____ Location of proposed project in relation to identified wetlands and to 100-year flood plain.
21. _____ Monumentation of site boundary shown on the plan.
22. _____ Present and anticipated number of employees.
23. _____ Colored rendering.
24. _____ Adequacy, type & arrangement of trees, shrubs, & other landscaping constituting a buffer between these and adjoining lands.

25. _____ On each page, provide a 3" x 5" block on right side of plan for Town use with a heading "Site Plan" with two signature lines: Town Engineer and Planning Board Chairman.

26. _____ Twelve (12) sets of site plan.

27. _____ Completed Environmental Assessment Form.

28. _____ Scale (1" = 20', if feasible)

29. **WATER DISTRIBUTION SYSTEM.**
Public Water Supply.

_____ Location and size of water mains, including nearest hydrant.

_____ Available and required fire flows.

_____ Estimated water consumption.

_____ Location, size and material of proposed water service.

_____ Meter pits required for water services in excess of 250' as measured from building to distribution main.

_____ When polyethylene water services are proposed, copper tubing shall be used between the corporation stop and the curb stop when the water service extends under the road.

_____ Five sets of stamped engineered plans submitted to the Town of Victor Water Department regarding backflow prevention. Contact the Water Department for backflow prevention requirements.

Private Water Supply.

_____ Location of well, including yield and potability analysis.

_____ Note indicating well to be sampled for adequate quantity and required quality and that a laboratory report be furnished to the Town before a building permit is issued.

_____ Minimum required separation distance between well and subsurface sewage disposal systems and property lines.

30. **SANITARY SEWER SYSTEM.**
Individual Subsurface Disposal Systems.

_____ Percolation and deep hole test results certified by Licensed Professional Engineer or Licensed Surveyor.

_____ Locations for two (2) percolation tests and a deep hole shown on plan for each proposed absorption field.

_____ Percolation tests and deep holes used for design shall be witnessed by a representative of the Town Engineer.

_____ Soils which have any percolation test results faster than 5 minutes per inch shall not be used for subsurface disposal systems.

_____ Sewage disposal systems including design data and construction details, evaluation of soil and groundwater conditions as specified in Section 2.5.3 of the Design and Construction Standards unless determined by the Town Engineer that groundwater protection assessment is not required.

_____ Design of sewage disposal system should include basis of design, critical inverts for septic tank, distribution box and ends of leach lines and size of septic tank.

_____ Additional 50% of required absorption field area proved for expansion and replacement and shown on plan.

_____ Separation distance fo four (4) feet provided between the bottom of the absorption field trench and seasonal high groundwater, bedrock or impervious layer.

_____ Minimum horizontal separation distances for subsurface sewage disposal systems required by the New York State Department of Health.

_____ Note included on plan that construction of the sewage disposal system shall be inspected and certified by the Design Engineer.

_____ An area 10' beyond all sides of the absorption field indicated to be kept free of trees.

_____ Clean outs for building sewer laterals provided every 100' and at horizontal bends of 45 degrees or greater.

_____ Approximate locations of existing sewage disposal system and water supply for adjacent parcels.

_____ Certification by Licensed Engineer that existing sewage disposal system is functioning.

Public Sanitary Sewer System

_____ If connection to existing public sewers are proposed, all requirement of the Design and Construction Standards regarding sanitary sewers shall apply.

_____ Plan and profile shall include location, slope, size, depth and material of sanitary sewer system.

31. DRAINAGE SYSTEM.

_____ Drainage Study Map.

_____ Grading plan including existing and proposed contours.

_____ Drainage easements provided for storm sewers and inlet not located in right-of-way, detention facilities, and swales or streams that carry uphill drainage across downhill lots.

32. EROSION AND SEDIMENT CONTROL.

_____ Erosion control plan showing locations and details of erosion control measures.

_____ Swales and turf-lined channels shall have slope not less than 1%.

33. ROADS AND PARKING AREAS.

_____ Adjacent roads including rights-of-way, ditches, culverts, and pavement.

_____ Driveways including sight distances.

_____ Maximum driveway grade not to exceed 10%.

_____ Adequate foundation course provided for driveway to support emergency vehicles where driveways exceed 200' in length or have a non-linear alignment. Vehicle turnaround also provided.

_____ Typical section of roadways and parking areas.

_____ Parking layout.

_____ Exterior lighting (supply catalog information)

34. SPRINKLER SYSTEMS

_____ Sprinkler systems are required for all commercial and industrial buildings including expansion/addition of buildings per Section 116-15 A & B of Town Code (with the exception of one and two family dwellings and accessory structures).

35. STORM WATER MANAGEMENT

_____ Submit a STORM WATER Management Report for projects proposing 15,000 square feet of additional pavement and rooftop or 6,000 square feet of additional parking area.

_____ Submit a STORM WATER Protection Program for construction activity that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acres of total land area that is part of a larger common plan of development or sale, even though multiple separate and district land development activities may take place at different times on different schedules. (See Section 211-52 of the Zoning Code)

STATEMENT OF APPLICANT/OWNER

In conjunction with an application made to the Planning Board/Zoning Board of Appeals/Town Board for the Town of Victor, the undersigned represents and states the following:

1. That the applicant and/or owner have been advised and are aware of their obligation to reimburse the Town of Victor for any and all engineering or legal fees incurred by the Town of Victor in conjunction with this application. Furthermore, this obligation shall not be dependent upon the approval or success of the application.
2. In the event the Town of Victor is required to refer for collection an outstanding debt for engineering and/or legal fees due and owing to the Town of Victor, the applicant and/or owner shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.
3. Each party to the application shall be jointly and severally liable for all municipal fees and expenses incurred in conjunction with the application.

DATED _____

OWNER _____

APPLICANT (if not owner) _____

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment