



VILLAGE OF VICTOR

Site Plan Procedures

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Full Site Plan
Process

GENERAL INFORMATION

The regular date of the monthly Planning Board meeting is the **fourth Wednesday** of each month, unless otherwise posted. Meetings start at 7:00pm.

Plans and a completed application must be submitted to the Village Hall **3weeks** prior to the scheduled Planning Board meeting. At this time the Code Enforcement Officer will review them.

Application Fee for Site Plan Review is \$100.00 plus all legal and engineering costs, plus the costs of a public hearing if necessary, incurred by the Village in the review of the application. Fee and costs apply to both Commercial and Industrial applications.

The information in the following pages is taken from the **Code of the Village of Victor, Chapter 133; Site Plan Review**. Please be aware that the Site Plan Review process may take **several** meetings.

At the first meeting, the **sketch plan conference** (or concept idea) takes place. The Board will advise as to the need for any zoning variances, and a general review of the project takes place. If any variances are necessary, they must be obtained prior to the second meeting with the Planning Board.

§ 133-10 Sketch plan (Informal)

A sketch plan conference shall be held between the Planning Board and the applicant prior to the preparation and submission of a formal site plan. The intent of such a conference is to enable the applicant to inform the Planning Board of his proposal prior to the preparation of a detailed site plan and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant shall provide the following:

- A. A statement and **eight (8)** copies of rough sketch (**11" X 17"**) showing the locations and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations.
- B. **Eight (8)** copies of an area map (**11" X 17"**) showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within two hundred (200) feet of the boundaries of the parcel.
- C. **Eight (8) copies** of a topographic or contour map (**11" X 17"**) of adequate scale and detail to show site topography.

§ 133-11 Preliminary Approval

At the second meeting, the applicant presents to the Board their final drawings and plans. Please have **thirteen (13) copies** of your plans for us to distribute.

If the property is located within the Business District, a Certificate of Appropriateness application is required at this time.

This is the longest of your encounters with the Planning Board. We will meticulously analyze your plans to be sure it conforms to the preliminary site plan review checklist of necessary items. If a public hearing is necessary, it will be held at this meeting.

A **preliminary approval** can be given at this time. Other interested parties, such as the fire department, department of public works, our own engineer, etc., must also review the plans prior to final approval. If you are presenting a plan that needs the Ontario County Planning Board review, the plans will be sent to them after review by the aforementioned parties.

Please have the following at the second meeting:

1. Application for Site Plan
2. **Thirteen (13) copies** of plans to be distributed:
 - Six copies (11" X 17") for the Board
 - Office Copy (**Full size**)
 - Code Enforcement Officer (**Full size**)
 - Fire Department (11" X 17")
 - Department of Public Works (**Full size**)
 - Chatfield Engineer (**Full size**)
 - Zoning Board of Appeals (if variance is required) (11" X 17")
 - Ontario County Planning Board (11" X 17")
3. Certificate of Appropriateness application (if located in the Business District)
4. State Environmental Quality Review (SEQR), short environmental assessment form

§ 133-11 Final Approval

At the third meeting, once all interested agencies have had the opportunity to review your application, our Board can give **final approval or final approval with contingencies**. If contingencies, or changes, are needed, once you present these changes to the Chairperson of the Planning Board, through the Village Hall, he/she will issue a letter of approval to the code enforcement officer stating that you may make an application for a building permit.

If a great amount or drastic changes are necessary to meet the board's requirements, the final approval may be tabled until the next meeting when the revised plans can be presented.

If applicable, a Certificate of Appropriateness will be issued.

§ 133-12 Responsibility for Costs

Costs incurred by the Planning Board for consultation fees, including but not limited to attorney's and engineering fees or other extraordinary expenses in connection with review of a proposed site plan shall be charged to the applicant. In addition, the cost of any public hearing or hearing shall be charged to the applicant.

Yes, this whole process takes time. Please remember that the Planning Board only exists to make sure that the code of the Village of Victor is adhered to. If you follow the Preliminary Site Plan Review checklist, the process proceeds smoothly for all parties involved.

§ 133-17 Review of Additions to certain existing One- and Two-Family Structures

The Procedure for review of additions to presently existing one- or two-family structures that would exceed 600 square feet in total area shall be as follows:

The applicant shall submit a plan to the Planning Board at least **3 weeks** prior to the Planning Board meeting along with a completed application.

At the meeting, the Planning Board shall review any factors that it may deem to be relevant. If the Planning Board deems by a majority vote that the proposed plan satisfies all concerns that the Board may have, it may, at the same meeting, approve said plan.

However, the Planning Board may conduct a public hearing on the site plan if considered desirable by a majority of its members. Such hearing shall be held within 62 days of the Planning Board meeting.

SITE PLAN MODIFICATIONS

All Businesses in existing buildings must complete an application for Planning Board Review, if exterior changes are made, and return it to the Village Hall 3 weeks prior to the Planning Board meeting. The Planning Board will review all applications.

ARCHITECTURAL PRESERVATION REVIEW BOARD, CHAPTER 50

§ 50-2 Purpose

- B. This chapter is intended to protect the historic development pattern and architectural character of the Business District (hereinafter referred to as the District) and to ensure that this pattern and character are extended into adjoining vacant land areas. Existing development within this District contains structures of historic and cultural importance. Therefore, it is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of landmarks and historic districts are necessary to promote the economic, cultural, educational and general welfare of the public.

§ 50-5 Certificate of appropriateness

- A. Certificate of appropriateness required. No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a structure or property within the District, nor shall any person make any changes in the appearance of such property as defined in §50-10 (standards for review), nor shall any building permit be issued, without first obtaining a certificate of appropriateness from the APRB.

§ 50-10 Standards for review

A. Alterations and additions

- (1) Alterations and additions to an existing building shall be made consistent with the spirit of its architectural style and be compatible with the size, scale, material and character of the property. In applying the principles of consistency and compatibility with the architectural styles existing in the District, the APRB shall consider the following factors: composition, design, size, scale, texture, color and other visual qualities.
- (2) Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.

B. New construction

- (1) New construction shall be consistent with the architectural styles of historic value within the District and be compatible with the size, scale, material and character of the property, neighborhood or environment in the District. On sites of proposed anew construction, where structures adjoining the site are of

significantly dissimilar periods or styles of architecture, the APRB may approve such period or style of architecture as it deems compatible for the site and in the best interests of the District.

- (2) In applying the principles of consistency and compatibility with the architectural styles existing in the District, the APRB shall consider the following factors: composition, design, size, scale, texture, color and other visual qualities.

C. Repairs.

Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event that replacement is necessary, the new material shall match the material being replaced or a reasonable facsimile thereof in composition, design, texture, color and other visual qualities or revert to the original building materials. Repair or replacement of missing architectural features shall be based on accurate duplications of features, substantiated by historical, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

D. Demolition.

- (1) Demolition may be permitted only after the developer of the site has submitted and obtained approval for his plans for new development, including APRB approval for new construction, including an acceptable timetable and guarantees which may include a letter of credit for completion of the demolition project. In no case shall the time between demolition and the commencement of new construction exceed six months. No structure may be demolished unless the APRB finds that the structure is a modern or otherwise noncontributing structure in the District.
- (2) An applicant whose certificate of appropriateness for a proposed demolition has been denied may apply for relief on the ground of hardship.
 - (a), (b), and (c) – Please see Village of Victor Code Book for hardship criteria.
- (3) Moving of structures or buildings may be permitted as an alternative to demolition.

E. Alteration hardship criteria.

An applicant whose certificate of appropriateness for a proposed alteration has been denied may apply for relief on the ground of hardship. In order to prove the existence of hardship, the applicant shall establish that the property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible.

F. Normal maintenance and repair.

Nothing in this chapter shall be construed to prevent the ordinary maintenance or repair of any exterior feature in the District that does not involve a change in composition, design, size, scale, texture, color and other visual qualities.

G. Maintenance.

No owner or person with an interest in real property included within the District shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the APRB (which, if necessary, will retain the services of a professional architectural consultant), produce a detrimental effect upon the character of the District as a whole or the life and character of the property itself.

QUICK REFERENCE LIST

VILLAGE OF VICTOR PERMIT REQUIREMENTS

The following items include, but are not limited to:

- Any addition or structural alteration (including roofs, plumbing, electric, heating) to the exterior or interior of any premises.
- Any new structure (decks, sheds).
- Any fence, swimming pools installed, or sign erected.

ALL OF THE ABOVE PERMITS **MUST** BE ISSUED **BEFORE** THE WORK IS ACTUALLY **STARTED!** A CIVIL PENALTY, **INCLUDING A FINE,** MAY BE LEVIED IF SUCH PERMITS ARE NOT OBTAINED.