

DEPARTMENT OF PUBLIC WORKS

Geoff Benway, Commissioner - gbenway@ci.webster.ny.us

Donald Hauza, Deputy Commissioner - dhauza@ci.webster.ny.us

Revised 12/2015

REQUIREMENTS FOR APPLICATION

1. Cut off dates for all applications to be submitted to the Planning Board per the attached schedule which indicates closing dates for Board meetings. The Webster Town Planning Board meets on the 1st and 3rd Tuesdays of each month. All meetings start at 7:00 PM. The Webster Town Planning Board, at its discretion, reserves the right not to hear new applications after 10:30 PM on any regularly scheduled meeting day. The hearings will be held on the next regularly scheduled Public Hearing.
2. Applicants shall submit a complete application consisting of: Environmental Assessment Form, plans, letter of intent, and proper fees on or before the scheduled closing and/or cut off dates. Any application received incomplete will not be scheduled to be heard by the Board. It will be the applicant's or agent's responsibility to submit a complete application for the hearing date requested.
3. The preliminary applications are considered Public Hearings. The applicant shall be responsible for notifying by first class mail all property owners of record within three hundred (300) feet of the outside perimeter or boundary line of property involved in the preliminary application of the time, date, and place of such public hearing by mail at least ten (10) days prior to such hearing. Notice shall be deemed to have been given if mailed to the property owner at the tax billing address listed on the property records of the Town Assessor's Office or at the property address.
4. At least seven (7) days prior to such hearing the applicant shall file with the Planning Board his/her affidavit of mailing such notices. Failure to receive such notice shall not be deemed a jurisdictional defect of the Planning Board.
5. Any revisions made to the plans necessitated by comment from the Project Review Committee or Engineering Department must be resubmitted to the Engineering Department no later than 7 days prior to the meeting date. The Planning Board will not entertain any new or revised plans which have not been reviewed by the Project Review Committee.
6. The Planning Board requires site plans and subdivision plans to meet the Planning/Zoning checklist attached and reserves the right not to hear a presentation if the project is not in compliance.
7. **All submitted plans must be in sets FOLDED to 9" x 14 1/2" maximum size or they will not be accepted. PARTIAL APPLICATIONS WILL NOT BE ACCEPTED**
8. Applicants or their representatives must appear at the hearings. All withdrawals must be made in writing.

PLANNING BOARD APPLICATION CHECKLIST

The items below can be referenced on the Town website: www.ci.webster.ny.us.

I. SITE PLANS - Town of Webster Code Chapter 228-4

A. Sketch Plan Review

- _____ Completed EAF (20 copies)
- _____ Request for Board Appearance Form (20 copies)
- _____ Letter of Intent (20 copies)
- _____ Non-collusion signed
- _____ Appropriate fees paid
- _____ Land owner's permission or signed purchase offer
- _____ Plans (**27 copies--folded to 9" x 14 1/2" max.**)
 - _____ Prepared by a licensed engineer/architect/surveyor (signature and seal)
 - _____ Entire parcel being considered shown
 - _____ Adjacent property owners and parcel numbers indicated
 - _____ Topography at five (5) feet minimum intervals (County data)
 - _____ Lot layout and approximate lot sizes indicated
 - _____ Schematic utility layout indicated
 - _____ Any proposed dedicated lands to be shown
 - _____ Table indicating conformance to Zoning
 - _____ North arrow
 - _____ Location map

B. **Preliminary/Final Plan** (if first time application, must comply with Sketch submission) - Chapter 228-5 thru 8

- _____ Request for Board Appearance Form

- _____ Letter of Intent (20 copies)
- _____ Appropriate fees paid
- _____ Plans (20 copies--**Folded to 9" x 14 1/2" max.**)
 - _____ Prepared by licensed engineer/architect/surveyor and signed and sealed by the designer
 - _____ The preliminary applications are considered public hearings. The applicant shall be responsible for notifying by first class mail all property owners of record within three hundred (300) feet of the outside perimeter or boundary line of property involved in the preliminary application of the time, date, and place of such public hearing by mail at least ten (10) days prior to such hearing. Notice shall be deemed to have been given if mailed to the property owner at the tax billing address listed on the property records of the Town Assessor or at the property address.
 - _____ At least seven (7) days prior to such hearing the applicant shall file with the Planning Board his/her affidavit of mailing such notices. Failure to receive such notice shall not be deemed a jurisdictional defect of the Planning Board.
 - _____ Location map
 - _____ Title, date, north arrow
 - _____ Name of owner or developer on map
 - _____ Names and SBL (section, block & lot) numbers of adjacent properties indicated on map
 - _____ Property line dimensions, bearings or angles shown and ties to nearest inter-section indicated
 - _____ Zoning Table
 - _____ Name, location and width of all existing or proposed streets
 - _____ Location, size and description of any streams, rock outcrops, wetlands, buildings or trees
 - _____ Location and description of any existing or proposed easements, floodplains, or other specially protected areas within 200 feet of project area

- _____ Lot and units numbering indicated
- _____ Monumentation indicated

- _____ Actual field topography at two (2) foot intervals including adjacent properties a distance of one hundred (100) feet, tied into a USG & S monument or other appropriate survey monument
- _____ Bench marks indicated on plan
- _____ All utilities indicated with appropriate sizes, dimensions and inverts
- _____ Cross-sections and details for roads, gutters, streams, and typical house pad grading
- _____ Profiles of roads, sewers, and streams or ditches to be constructed with inverts and existing and proposed grades shown
- _____ Details of all utility structures such as manholes, catch basins, hydrants, and erosion control measures
- _____ Any other pertinent details as requested by the Engineering Department
- _____ Existing and Final grading indicated
- _____ Erosion control measures indicated
- _____ Drainage study and *Storm Water Pollution Prevention Plan*
- _____ SEQRA determination
- _____ Revision block to be provided with current revision date and revisions indicated
- _____ Variances requested and date granted.
- _____ Approval block provided with space for the following signatures:
 - _____ Commissioner of Public Works
 - _____ Highway Superintendent (if road dedication proposed)

_____ Town Assessor

_____ Fire Marshal

_____ Planning Board Chairman

_____ Webster Sewer District

_____ Monroe County Water Authority

_____ Monroe County Health Department (3" x 5" block)

_____ District formation maps and descriptions submitted if any district extensions are proposed

_____ All proposed easement descriptions submitted

_____ Engineer's Estimate of construction costs submitted

_____ Drainage, sewerage and water supply calculations submitted
SWPPP submitted with the preliminary application

_____ In addition to the above, the development may be subject to other special requirements, which must be complied with, such as:

_____ Environmental Impact Statement

_____ DEC permits for wetlands or streams

_____ Federal permits

_____ State and Town erosion control procedures

_____ Flood Plains

_____ State, County, Town permits

C. Pre-Construction

_____ Letter of Credit established

_____ District formations completed

_____ Developer's Agreement submitted and signed

_____ All easements recorded

- _____ All approval signatures obtained on mylar drawings
- _____ Construction Plans submitted
- _____ Pre-construction meeting scheduled and appropriate agencies notified

- _____ Engineering Department
- _____ Highway Department
- _____ Sewer Department
- _____ Fire Marshal
- _____ R.G. & E (Gas and Electric)
- _____ Rochester Telephone Corp.
- _____ Greater Rochester Cablevision
- _____ County or State Highway Dept. (if applicable)
- _____ Developer's Engineer
- _____ Developer/Owner
- _____ Proper permit application

D. Project Closeout

- _____ All work completed in accordance with approved plans
- _____ Record drawings on mylar submitted to Engineering Department
- _____ Right of Way monuments set and certified
- _____ Subdivision map recorded at County Clerk's Office and liber and page numbers provided to Town
- _____ Televising and site inspection completed
- _____ Road dedication papers submitted and approved by Highway Superintendent
- _____ All Town fees paid
- _____ Proper bonds submitted for roads and utilities

REQUEST FOR PLANNING BOARD APPEARANCE
INTENDED DATE OF APPEARANCE: __/__/__

Project Name: _____

Location: _____

Parcel Account Number: _____

Status of Request (please circle): Concept Preliminary Final

Present Zoning (please circle): R-1 R-2 R-3 LL WD MHR LC-1 LC-2
 MC HC CO IN OP

Description of Project:

Total Proposed Lots: _____ Total Acres: _____

Proposed Zoning (please circle): R-1 R-2 R-3 LL CLUSTER WD MHR
 LC-1 LC-2 MC HC CO IN OP

In connection with this application, I hereby give permission to officials and employees of the Town of Webster, including members of the Planning Board, to enter upon the premises herein described, for the purpose of performing their duties.

Owner: _____ Applicant: _____
Address: _____ Address: _____
Phone No: _____ Phone No: _____
Email: _____ Email: _____

Signature: _____ Signature: _____
Title: _____

Engineer: _____
Address: _____
Phone No: _____
Email _____

Signature: _____

Documents Furnished: Letter of Intent Environmental Assessment Form yes no
Subdivision Plan _____ Site Plans _____ Drawing No. _____
Number of Sheets _____ Dated _____ Date of Revision _____

Authorized Representative Signature: _____

Date __/__/__

To permit the Town of Webster to access the potential environmental impact of the proposed project, please respond to the questions on the following part(s). These questions should be answered in accordance with the list given below.

<u>TYPE OF APPLICATION</u>	<u>PART I OF EAF TO BE COMPLETED</u>
1. Variance or Special Permit	Short Environmental Assessment Form
2. Change of Use	Short Environmental Assessment Form
3. Residential Development One (1) – three (3) lots	Short Environmental Assessment Form
4. Rezoning	Short Environmental Assessment Form
5. Commercial Development	Short Environmental Assessment Form
6. Residential Development Over four (4) lots or more, and Mobile Home Parks	Short Environmental Assessment Form
7. Industrial Developments	Short Environmental Assessment Form
8. Utilities and Roads	Short Environmental Assessment Form
9. Fill or excavation	Short Environmental Assessment Form

The Town reserves the right to request additional information or request the preparation of a Long Environmental Assessment Form and/or Draft Environmental Impact Statement (D.E.I.S).

DISCLOSURE OF INTENT TO REQUEST

TAX INCENTIVES, ABATEMENTS, OR EXEMPTIONS

1. Have you currently applied for or intend to apply for any tax incentives, abatements, or exemptions? _____YES _____NO
- a. If yes, would you agree to enter in to a Host Community Agreement* (HCA) with the Town of Webster? _____YES _____NO
- b. If no, then in the future if you apply for or receive any tax incentives, abatements, or exemptions would you agree to enter in to a HCA? _____YES _____NO

NAME OF PROPERTY/BUSINESS OWNER

SIGNATURE OF PROPERTY/BUSINESS OWNER

DATE

*Host Community Agreement (HCA) - A HCA is an agreement between the Business/Property owner, wherein the Business/Property owner recognizes that the Town provides services which benefit the Business/Property, and the owner desires to compensate the Town for such services, by making payment to the Town (and to make the Town whole in regard to property taxes) by entering into this Agreement to acknowledge the Town's cost of providing services to its residents and property owners.

**DISCLOSURE PURSUANT TO
SECTION 59-100**

OF THE WESTER ZONING ORDINANCE

TO WHOM IT MAY CONCERN:

No officer or employee of the State of New York, County of Monroe or Town of Webster has any financial interest in the land affected by or in the partnership making application for the project known as _____ .

DATED: _____.

BY: _____
Authorized Representative

AFFIDAVIT FOR PROOF OF MAILING

_____, 20____

To Whom It May Concern:

Please find enclosed a list of mailing notices that were sent out to property owners that live within three hundred (300) feet of the outside perimeter or boundary line of the property involved in the variance application for the _____ project.

This affidavit hereby shows that these mailing notices were sent out by first class mail at least ten (10) days prior to the preliminary hearing and that this affidavit was received seven (7) days prior to said Planning Board meeting.

Sincerely,

Name _____

Address _____

Phone # _____

Sworn to me this _____ day of _____ 20____.

Notary Public

Dear Neighbor:

Please let this letter serve as a notice that the following application is scheduled for a public Hearing before the Town of Webster Planning Board on:

DATE: _____

PLACE: Webster Town Hall, 1000 Ridge Road, Webster, NY

TIME: _____

Description of variance requested: _____

Comments and concerns will be welcome in writing or in person at the time of the hearing.

Sincerely,

Applicant _____

Address _____