



TOWN OF WEBSTER

TOWN BOARD APPLICATION

Office (585) 872-7028 • Fax (585) 872-1352 • publicworks@ci.webster.ny.us



Applicant/Contact Person:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information (if different than above):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Architect / Engineer (if applicable):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Project Address: _____

Project Name: _____

Application Type:

Industrial Use Permit	Planned Dev. District (PDD)	Special Use Permit	Code Amendment Rezoning	Easement Encroachment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting Type Request:

Town Board Workshop (Concept stage)	<input type="checkbox"/>	Town Board Meeting (Approval stage)	<input type="checkbox"/>
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Project Description (additional information can be attached):

Length of time to complete project: _____

APPLICANT: By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations, ordinances and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE: _____ **DATE:** _____

Office Use Only

Parcel Number (SBL): _____ **Zoning District:** _____



2022

Town Board

Meeting & Workshop Schedule

NOTE: all meetings are held on Thursday evenings; Town Board meetings begin at 7:30 p.m.; Workshops begin at 5:30 p.m. All meetings are held in the Town Board Room, located behind the main Town Hall building next to the Justice Courts (building with the blue roof). *Depending on agenda items this meeting date may be cancelled, or the meeting time will be adjusted

January

6th Town Board Meeting
13th Town Board Workshop
20st Town Board Meeting
27th Town Board Workshop

February

3th Town Board Meeting
10th Town Board Workshop
17th Town Board Meeting
24th Town Board Workshop

March

3rd Town Board Meeting
10th Town Board Workshop
17th Town Board Meeting
24th Town Board Workshop

April

7th Town Board Meeting
14th Town Board Workshop
21st Town Board Meeting
28th Town Board Workshop

May

5th Town Board Meeting
12th Town Board Workshop
19th Town Board Meeting
26th Town Board Workshop

June

2nd Town Board Meeting
9th Town Board Workshop
16th Town Board Meeting
23rd Town Board Workshop

July

7th Town Board Meeting
14th Town Board Workshop
21st Town Board Meeting
28th Town Board Workshop

August

4th Town Board Meeting
11th Town Board Workshop
18th Town Board Meeting
25th Town Board Workshop

September

1st Town Board Meeting
8th Town Board Workshop
15th Town Board Meeting
22nd Town Board Workshop

October

6th Town Board Meeting
13th Town Board Workshop
20th Town Board Meeting
27th Town Board Workshop

November

3rd Town Board Meeting
10th Town Board Workshop
17th Town Board Meeting
24th **Thanksgiving (No Workshop)**

December

1st Town Board Meeting
8th Town Board Workshop
15th Town Board Meeting
22nd Town Board Workshop

TOWN BOARD APPLICATION REQUIREMENTS

1. Cut off dates for all applications to be submitted to the Department of Community Development or Department of Engineering for an appearance before the Town Board is each Thursday, one week prior to the scheduled meeting. The Webster Town Board meets on the 1st and 3rd Thursdays of each month at 7:30 PM for their official meeting(s). Town Board Workshops are held on the 2nd and 4th Thursdays of each month at 5:30 PM. The Webster Town Board, at its discretion, reserves the right not to hear new applications after 7:30 PM on workshop meeting dates and 9:30 PM on any regular meeting dates.
2. Applicants shall submit:
 - a completed application form (8 copies)
 - a letter of intent (8 copies)
 - a site plan or instrument survey map showing the proposed layout of the use (8 copies)
 - a completed Environmental Assessment Form (8 copies)
 - Payment of proper fees on or before each closing / cut off date

Any application received deemed to be 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. Any revisions made to the plans necessitated by comment from the Project Review Committee (PRC) or Engineering Division must be resubmitted to the Engineering Division **no later than 7 days prior to the meeting date**. The Town Board will not entertain any new or revised plans which have not been reviewed by the Town's Project Review Committee.
4. **For major projects requiring full-size plans sets, plans must be folded to 9" x 14 1/2" maximum size or they will not be accepted. In addition, please provide (1) electronic PDF copy on a flash drive, CD-ROM or link to an FTP site where the files can be downloaded.**
5. Applicants or their representatives must appear at the hearings. All withdrawals must be made in writing.

Town Board Application Fee Schedule

Application Type	Application Fee	Misc. Fee	Independent Review Fee
Re-zoning	\$500.00	\$250.00 (review fee)	Consultant Review at cost
Industrial Use	\$100.00	\$100.00 (review fee)	Consultant Review at cost
District Formation (per district)	\$100.00	\$100.00 (advertising fee)	N/A
Special Use Permit	\$200.00	\$250.00 (review fee)	Consultant Review at cost
PDD Overlay District	\$200.00		
Topsoil Permit	\$200.00	\$.50 per cubic yard	N/A
Dock Variance	\$100.00		
Easement Encroachment Permit	\$50.00		
Communication Tower Permit	\$500.00	N/A	Engineering Review at cost

The above fee schedule is a list of the most common Town Board application types. A complete list of fees is on file at the Department of Community Development permit office.

SITE PLAN REQUIREMENTS

For projects minor in scope, and/or in the concept phase, the site plan / drawing should include:

- ❖ Instrument survey or tape location map of entire parcel with lot layout and dimensions
- ❖ Adjacent properties shown with owner's name(s) and addresses listed
- ❖ Existing and proposed structures as well as any natural features on the site
- ❖ All proposed structures, additions, etc. must be indicated as such and drawn to scale
- ❖ Identification of use(s) and their proposed location(s)

For projects large and complex in scope and/or in the Preliminary/Final stage, the site plan shall be prepared by a licensed architect, engineer, surveyor, or landscape architect and include all elements listed above, as well as:

- ❖ Project Title or Developer Name
- ❖ Location map
- ❖ North arrow
- ❖ Table illustrating zoning conformance
- ❖ Lot layout and approximate lot sizes indicated (if proposing a subdivision)
- ❖ Lots and unit numbers indicated
- ❖ Location and description of any existing or proposed easements, flood plains, or other specially protected area within 200 feet of project area
- ❖ Revision block to be provided with current revision date and revisions clearly indicated
- ❖ Any proposed dedicated lands to be shown
- ❖ Utility schematic
- ❖ Monumentation indicated
- ❖ Actual field topography at (2) feet intervals including adjacent properties within 100 feet (County Data)
- ❖ Benchmarks 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
- ❖ Drainage study and Storm Water Pollution Prevention Plan (SWPPP)
- ❖ SEQRA Determination
- ❖ Variances requested and dates granted
- ❖ Approval Block with space provided for the following signatures:
 - Department of Community Development
 - Town Engineer
 - Highway Superintendent (if road dedication is proposed)
 - Town Assessor
 - Fire Marshal
 - Planning Board Chairman
 - Webster Sewer District
 - Monroe County Water Authority
 - Monroe County Department of Health
- ❖ Any other pertinent details as requested by the Engineering or Building divisions

ENVIRONMENTAL ASSESSMENT

To permit the Town of Webster to assess the potential environmental impact of the proposed project, please complete the attached Environmental Assessment Form (EAF) in accordance with the list below.

For more information, or assistance on how to complete this form, visit:
<https://www.dec.ny.gov/permits/90156.html>

<u>TYPE OF APPLICATION</u>	<u>PART OF EAF TO BE COMPLETED</u>
1. Special Permit or Variance	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 Draft Environmental Impact Statement (D.E.I.S).

NON-COLLUSION DISCLOSURE PURSUANT TO
SECTION 225-111
OF THE WEBSTER 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

**DISCLOSURE OF INTENT TO REQUEST
TAX INCENTIVES, ABATEMENTS, OR EXEMPTIONS**

Have you currently applied for, or intend to apply for any tax incentives, abatements, or exemptions?

Yes _____

No _____

If **YES**, would you agree to enter into a Host Community Agreement* (HCA) with the Town of Webster?

Yes _____

No _____

→ If **NO**: If you apply for or receive any tax incentives, abatements or exemptions in the future, would you agree to enter into a Host Community Agreement (HCA)?

Yes _____

No _____

NAME OF PROPERTY / BUSINESS OWNER

SIGNATURE OF PROPERTY/BUSINESS OWNER

DATE

* A Host Community Agreement (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.

TIPS FOR APPLICANTS

Requesting an approval for a project before the Town Board requires the applicant to provide as much information as possible. It is recommended that the owner/contractor bring the appropriate representatives to answer questions from the Town Board. The following are tips to help in your presentation.

1. Dress appropriately. Applicants shall meet business or business casual attire out of respect to the Town Board.
2. Be on time! Town Board Workshops begin at 5:30 PM and Town Board Meetings start at 7:30 PM.
3. Speak clearly and use the microphone. Get as close as possible to the microphone so all can hear you. Be sure introduce yourself, your company, and who you are representing. Be prepared to answer any questions from the Town Board.
4. Provide visuals. The room is large. Visuals should be clear and easy to see, especially for the Board members and the public. Color drawings are encouraged.
5. Be respectful to the Town Board, staff, and citizens in attendance.

At the completion of the presentation, the Town Board will make their decision regarding the project. You will receive a letter in the mail outlining the Town Board's decision and condition(s) of approval.

The Town Code is available on the Town of Webster web page: www.ci.webster.ny.us. Click on "Town Code".

Please contact the Department of Community Development if you have any questions regarding this process.

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