



TOWN OF WEBSTER

PLANNING BOARD APPLICATION

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



Applicant/Contact Person:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information (if different than above):

Name: _____ Phone: _____

E-mail: _____ Cell Phone: _____

Architect / Engineer (if applicable):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Project Name: _____

Project Address: _____

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

Total Acreage: _____ **Number of lots:** _____

Application Type (please circle): Site Plan Review Subdivision of land Accessory Structure Special Use Permit

Project Status (please circle): Concept Preliminary Preliminary/Final

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:** _____



2020 Webster Board Application Schedule

Planning Board		Zoning Board	
<u>Filing Deadline:</u>	<u>Meeting Date:</u>	<u>Filing Deadline:</u>	<u>Meeting Date:</u>
December 10, 2019	January 7, 2020	December 17, 2019	January 14, 2020
December 24, 2019	January 21st	January 7, 2020	January 28th
January 14th	February 4th	January 21st	February 11th
January 28th	February 18th	February 4th	February 25th
February 11th	March 3rd	February 18th	March 10th
February 25th	March 17th	March 3rd	March 24th
March 17th	April 7th	March 10th	April 14th
March 31st	April 21st	April 7th	April 28th
April 14th	May 5th	April 21st	May 12 th
April 28th	May 19th		<i>* No Meeting May 26th</i>
May 12th	June 2nd	May 19th	June 9th
May 26th	June 16th	June 2nd	June 23rd
	<i>*No Meeting July 7th</i>		<i>* No Meeting July 14th</i>
June 30th	July 21st	July 7th	July 28th
July 14th	August 4th	July 21st	August 11th
July 28th	August 18th	August 4th	August 25th
August 11th	September 1st	August 18th	September 8th
August 25th	September 15th	September 1st	September 22nd
September 15th	October 6th	September 22nd	October 13th
September 29th	October 20th	October 6th	October 27th
	<i>*No Meeting Nov. 3rd</i>	October 20th	November 10th
October 27th	November 17th	November 3rd	November 24th
November 10th	December 1st	November 17th	December 8th
November 24th	December 15th		<i>* No Meeting December 22nd</i>
December 15th	January 5, 2021	December 22nd	January 12, 2021
December 29th	January 19, 2021	January 5, 2021	January 26, 2021

All Planning and Zoning Board meetings take place at the Town of Webster Board Room, 1002 Ridge Road, at 7:00 P.M.

SUBMISSIONS TO INCLUDE:

Planning Board	Zoning Board
1. Letters of Intent & Application - 19 copies 2. Fees per Schedule 3. Affidavit of Mailings with mailing list and one (1) copy of notification sample	1. Letters of Intent & Application - 10 copies 2. Instrument Survey- 10 copies 3. Fees per fee schedule 4. Affidavit of Mailings with mailing list and one (1) copy of notification sample
Sign Permits	Town Board
1. Letters of Intent & Application- 10 copies	1. Letters of Intent & Application - 10 copies

*** Monroe County Referrals require 5 additional copies.**

*** Applicant shall provide additional copies as requested by the Town.**

PLANNING BOARD APPLICATION REQUIREMENTS

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 Division must be resubmitted to the Engineering Division **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. **For all 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.**
8. Applicants or their representatives must appear at the hearings. All withdrawals must be made in writing.

SUBMISSION CHECKLIST

Incomplete Applications will not be accepted!

Use the checklist below to ensure submission of a complete application:

Required Information	# of copies	<input checked="" type="checkbox"/>
Concept Plan Review		
Completed Planning Board Application	19	
Completed Environmental Assessment Form (EAF)	19	
Letter of Intent	19	
Site Plans / Survey Map (11" x 17")	10	
Plans (full size folded to 9" x 14.5")	9	
Electronic copy of plans on thumb drive or CD-ROM	1	
Non-collusion disclosure form	1	
Tax incentive disclosure form	1	
Landowner's permission or signed purchase offer	1	
Application Fees Paid		

Preliminary / Final Plan Review		
Completed Planning Board Application	19	
Completed Environmental Assessment Form (EAF)	19	
Letter of Intent	19	
Site Plan / Survey Map (11" x 17")	10	
Plans (full size folded to 9" x 14.5")	9	
Electronic copy of plans on flash drive or CD-ROM	1	
Non-collusion disclosure form	1	
Tax incentive disclosure form	1	
Sample copy of public hearing mailing notification	1	
List of property owners within 300 ft. for mailing notifications	1	
Affidavit for proof of mailing (7 days before hearing)	1	
Application Fees Paid		

❖ Some projects may require a review referral to the Monroe County Development Review Committee. For these projects, an additional (5) complete application sets will be required at time of submittal.

❖ Please assemble the correct number of complete application sets prior to submittal for expedited distribution to staff.

Fees

Residential	Concept	Preliminary	Final
Site Plan (4 lots or less)	\$100.00 (+ \$40/unit)	\$200.00 (+ \$40/unit)	\$200.00 (+ \$40/unit)
Single Family Subdivision	\$150.00 (per application)	\$100.00	\$100.00
Multi-Family Subdivision	\$150.00 (per application)	\$40.00/unit *	\$40.00/unit *
Accessory Building Review	\$100.00 (per application)		
Special Use Permit	\$150.00 (per application)		
Commercial / Industrial			
Site Plan	\$250.00	\$200.00 (+ \$40/1000 sq. ft.)	\$200.00 (+ \$40/1000 sq. ft.)
Architectural/Engineering Review	\$250.00 (plus cost of independent consultant review)	\$250.00 (plus cost of independent consultant review)	\$250.00 (plus cost of independent consultant review)
Accessory Building Review	\$100.00 (per application)		

The above fee schedule is a list of the most common Planning Board applications types. A complete list of fees is on file at the Department of Public Works 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

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:
 - Commissioner of Public Works
 - 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/90132.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.

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 Town of Webster Planning Board 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,

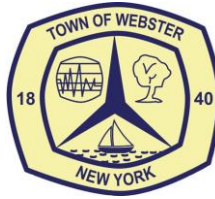
Name _____

Address _____

Phone # _____

Sworn to me this _____ day of _____ 20_____.

Notary Public



TOWN OF WEBSTER PLANNING BOARD
PUBLIC HEARING NOTICE

Date: _____

Place: Webster Town Board Meeting Room,
1002 Ridge Road, Webster, NY

Time: 7:00 PM

Applicant: _____

Project Name: _____

Project Address: _____

Dear Neighbor,

Please be advised that the above project is scheduled for a Public Hearing on the ___ day of _____, 20___ for Preliminary/Final Approval for the above project location. You are invited to attend this meeting to hear the applicant's presentation to the Town of Webster Planning Board.

Project summary:

Comments and concerns are welcome at the meeting or can be submitted to the Town of Webster Planning Board. All comments shall be given to the Board members and added to the project folder.

Sincerely,

Applicant:

Address:

TIPS FOR APPLICANTS

Requesting a variance for a project before the Planning 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 Planning 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 Planning Board.
2. Be on time! Meetings start at 7:00 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 Planning 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 Planning Board, staff, and citizens in attendance.

At the completion of the presentation, the Planning Board will make their decision regarding the project. You will receive a letter in the mail outlining the Planning Board's decision and conditions 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 Public Works if you have any questions regarding this process.

Geoffrey Benway, P.E.
Commissioner
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Josh Artuso
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