



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: _____

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:** _____

Office Use Only

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



2023 Webster Board Application Schedule:

| Planning Board | | Zoning Board | |
|-------------------------------------|--------------------------------|-------------------------------------|--------------------------------|
| Filing Deadline: (Wednesday) | Meeting Date: (Tuesday) | Filing Deadline: (Wednesday) | Meeting Date: (Tuesday) |
| December 14, 2022 | January 3, 2023 | December 21, 2022 | January 10, 2023 |
| January 18, 2023 | February 7 | January 25, 2023 | February 14 |
| February 15 | March 7 | February 22 | March 14 |
| March 15 | April 4 | March 22 | April 11 |
| April 12 | May 2 | April 19 | May 9 |
| May 17 | June 6 | May 24 | June 13 |
| June 21 | July 11 | June 28 | July 18 |
| July 12 | August 1 | July 19 | August 8 |
| August 16 | September 5 | August 23 | September 12 |
| September 13 | October 3 | September 20 | October 10 |
| October 18 | November 7 | October 25 | November 14 |
| November 15 | December 5 | November 22 | December 12 |
| December 13 | January 2, 2024 | December 20 | January 9, 2024 |

Applications with missing information will not be accepted!

SUBMISSIONS TO INCLUDE:

| Planning Board | Zoning Board |
|--|---|
| 1. Letters of Intent & Application - 10 copies 2. Instrument Survey / Site Plan – 10 copies 3. Fees per Schedule | 1. Letters of Intent & Application - 10 copies 2. Instrument Survey- 10 copies 3. Fees per fee schedule |
| Sign Permits | Town Board |
| 1. Letters of Intent & Application- 10 copies 2. Renderings / images – 10 copies | 1. Letters of Intent & Application - 10 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. Proper notice of a public hearing before a board shall be given by legal notice published in the official newspaper of the Town of Webster, at least five days before the date set for a public hearing, as required by § 274-b of the Town Law. All applications before the Planning Board, Zoning Board of Appeals and all special permit and rezoning applications before the Town Board shall be required to post a Town provided sign, in a publicly conspicuous location on or in front of the front property line of the property affected. Said sign shall notify the public of a pending application and hearing and shall be posted not less than 10 days prior to and up to the date of the hearing. Such sign shall be provided by the Town and/or its designee and shall be removed by the Town and/or its designee within 5 days after the hearing. By signing this application, you are granting permission to have a sign placed at the project address.
4. 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.
5. 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.
6. **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.**
7. **Applicants or their representatives must appear at the hearings**. All withdrawals must be made in writing.

SUBMISSION CHECKLIST

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 | 10 | |
| Completed Environmental Assessment Form (EAF) | 10 | |
| Letter of Intent | 10 | |
| Site Plans / Survey Map (11" x 17") | 10 | |
| Plans (full size folded to 9" x 14.5") | 3 | |
| 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 | 10 | |
| Completed Environmental Assessment Form (EAF) | 10 | |
| Letter of Intent | 10 | |
| Site Plan / Survey Map (11" x 17") | 10 | |
| Plans (full size folded to 9" x 14.5") | 3 | |
| Electronic copy of plans on flash drive or CD-ROM | 1 | |
| Non-collusion disclosure form | 1 | |
| Tax incentive disclosure form | 1 | |
| Application Fees Paid | | |

- ❖ Some projects may require a review referral to the Monroe County Development Review Committee. For these projects, additional complete application sets may be required at time of submittal.
- ❖ **Please assemble the correct number of complete application sets prior to submittal for expedited distribution to staff. Incomplete applications will not be accepted.**

Fees

| Residential | Concept | Preliminary | Final |
|----------------------------------|---|---|--------------|
| Site Plan (4 lots or less) | \$120.00 (+ \$40/unit) | \$220.00 (+ \$40/unit) | No fee |
| Single Family Subdivision | \$150.00 (per application) | \$120.00 | No fee |
| Multi-Family Subdivision | \$150.00 (per application) | \$40.00/unit * | No fee |
| Special Use Permit | \$150.00 (per application) | | |
| Commercial / Industrial | | | |
| Site Plan | \$250.00 | \$220.00 (+ \$40/1000 sq. ft.) | No fee |
| Architectural/Engineering Review | \$250.00 (plus cost of independent consultant review) | \$250.00 (plus cost of independent consultant review) | No fee |
| Accessory Building Review | \$120.00 (per application) | | |

The above fee schedule is a list of the most common Planning Board application types. A complete list of fees is on file at the Town of Webster Permit Office or at www.websterny.gov

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 step by step 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 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

**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 approval for a project from 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 dress in 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 to 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.websterny.gov
Click on "Town Code".

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

Josh Artuso
Director of Community Development
(585) 872-7028
jartuso@websterny.gov

Katherine Kolich
Planning & Zoning Secretary
(585) 872-7032
kkolich@websterny.gov