

MINOR IMPROVEMENT PLAN APPLICATION GUIDELINES



TOWN OF GREECE MONROE COUNTY, NEW YORK

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PURPOSE: The purpose of these guidelines is to establish a procedure for making Minor Improvement Plan applications. Minor Improvement Plans are generally reserved for minor changes to previously approved site plans in accordance with §211-65(D). Applications that do not conform to these guidelines are considered incomplete and may not be accepted.

APPLICATION DEADLINE: There is no deadline for application submittal. Minor Improvement Plans are generally processed in 3 to 4 weeks.

APPROVAL OF MINOR IMPROVEMENT PLANS: The Minor Improvement Plan is in most cases an administrative review and approval process but can be referred to the Planning Board by staff. After an application is accepted, and reviewed by various town departments, a final reproducible version of the plans may be signed by the Building Inspector, Fire Marshal, Town Engineer (if required) and an authorized representative of the Planning Board such as the Chairperson or Planning Board Clerk. Building permits may be issued once copies of the approved plans have been returned to the Planning Board Secretary.

GENERAL APPLICATION REQUIREMENTS

- A) Application form: The application form must be ***printed in color***, using the latest version (available at Town Hall or on the Town's website). The application form must be signed by the applicant and notarized. The Applicant may be the property owner or another person or entity having proper permission from the property owner such as a letter of permission signed by the property owner or an executed sale contract. Application forms may not be signed by a design professional or attorney on behalf of the applicant.
- B) Number of drawings required for complete application: seven (7) prints, ***folded*** to a size not larger than 9 inches x 12 inches. A digital copy of the prints should be provided as well.
- C) Applications must include a completed application checklist (attached), along with all *applicable* materials noted on the checklist. If you are unsure of which specific materials need to be included, contact the Planning Board Secretary.
- D) SEQRA (State Environmental Quality Review): Complete applications will include the Short (EAF).
- E) Letter of intent: The letter of intent shall include basic project information including proposed use, total acreage, proposed and existing access.
- F) It is the responsibility of the Applicant to determine if the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other special districts that may exist on the property. Applications lacking a definitive representation of these areas may be considered incomplete. In all cases, these boundaries are subject to approval by the regulating agency.
- G) Architectural elevations of proposed buildings showing all sides, exterior materials and proposed colors, and building-mounted lights and HVAC equipment with associated screening. A digital copy of the elevations should be provided as well.

- H) Lighting: Site lighting shall be designed in accordance with §211-32 of the Zoning Ordinance.
- I) Applications shall include locations and details of all proposed pole-mounted, ground-mounted, and building-mounted lights. Light intensity contours, generally available from the lighting vendor, shall also be included in the plans.
- J) For more involved projects with potential impacts to neighbors, applications shall include a photometric analysis (point plot) of proposed light intensities.
- K) Landscaping: Landscape design shall conform to standards established in Landscape Guidelines for Development available from the Planning Board Secretary as part of the application package.
- L) Engineering: Shall conform to Town of Greece Design Criteria and Construction Specifications (available from the Town Clerk) and all other regulatory standards.
- M) Runoff calculations from the pre-developed site and from the developed site. Please note that Section B14 of the above document requires some degree of mitigation for all projects involving earthwork.

SPECIFIC DRAWING REQUIREMENTS (additional information may be required)

A) Drawing title block:

1. Project title, and street address.
2. Property owner's name and address; applicant's name if different from owner's.
3. Developer's name and address.
4. Seal and signature of the owner/developer's licensed design professional.
5. North arrow and plan scale.
6. Watershed name.
7. Original date and last revision date; revisions listed.
8. Tax account numbers for existing parcels.
9. Total acreage and number of lots proposed.
10. Zoning district; required and proposed zoning setbacks, lot area and dimensions, lot coverage, etc.
11. Legend.

B) Project location map:

- 1 Applicant's property under consideration, and entire adjacent holdings.
2. Properties, subdivision(s), streets and easements within 500 feet of the applicant's property under consideration.

C) Basic plan elements:

1. Existing and proposed property lines on the project site and 100 feet onto adjoining properties. Boundaries plotted to scale with approximate bearings and distances shown. Dimensions shall be indicated in feet; angle measurements in minutes-degrees-seconds.
2. Existing and proposed grading.

3. Existing and proposed utilities.
4. Existing and proposed easements, covenants, other legal restrictions on the project site.
5. Driveways, curb cuts, and other means of access on the project site, across the road, and 100 feet onto adjoining properties.
6. Geometry for adjoining public streets and rights-of-way (including but not limited to right-of-way width, pavement edge, pavement stripping, sidewalks, utilities, monumentation, tie distances, site distances, and topography).
7. Named watercourses, including tributary numbers, on the project site and 100 feet onto adjoining properties.
8. Regulated hydrologic features including State and Federal wetlands, FEMA Flood Zones, and Coastal Erosion Hazard Areas. All such boundaries are subject to confirmation by the regulating agency.
9. Zoning district designations and boundaries for project site and all adjoining lands.
10. Land area of each lot in square feet and acres.
11. Address and lot numbers.
12. Setback limits or “buildable area” for each lot.

D) Standard notes (additional notes may be required):

- 1) No building permits shall be issued unless and until highway permits are issued.
- 2) The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing.
- 3) Approval is for only those items identified as “new” or “proposed” on the Minor Improvement Plan. Approval of this minor improvement plan does not supersede any other conditions imposed by the Town of Greece or any other agency.
- 4) Any Town of Greece approval or permit for the Premises does not relieve the applicant, developer, or owner of the Premises from obtaining all other town, county, state, or federal government approvals or permits that are required for the Premises.
- 5) The landscaping on the premises shall be maintained by the current owner of the premises, and by any future owner. The owner of the premises shall replace any dead plants with the same species or a similar species. The replacement plant shall be no smaller than the previous plant when it originally was installed.
- 6) Light spill shall be contained on the Premises. Outdoor light sources shall be aimed or shielded so that they are not visible when viewed from off the Premises, and so that light spill is cast only downward onto the Premises. Exempt from this requirement are low-wattage lights that are located near the principal entrance to a building, and low-wattage lights, not higher than 42 inches above grade, that define a walkway or other access to a building.
- 7) The Applicant shall develop the Premises as it relates to accessibility, as required by the New York State Uniform Fire Prevention and Building Codes and subject to the approval of the Building Inspector. Furthermore, the Building Inspector shall approve field changes to the approved plan as it relates to Accessibility/ADA Compliance.

E) Approval signatures:

- 1) Building Inspector.
- 2) Fire Marshal.
- 3) Town Engineer.
- 4) Planning Board 3-inch wide x 3-inch high empty block or graphic of an empty signature block provided by the Town.