

SITE 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 applications for Planning Board approval. Applications that do not conform to these guidelines are considered incomplete may not be accepted.

Pre-Application Activities. As early as possible, developers should establish contact with the town's Planning and Economic Development Department to engage in preliminary discussions relating to allowable uses, long-range planning objectives, and to discuss the planning process in general.

Applicants should establish contact with the Town prior to engaging in any site disturbance associated with development including clearing of vegetation and digging test holes. Grading and filling shall not take place without proper approvals from the Town.

Application Deadlines: Planning staff will accept complete site plan applications prior to 5:00 PM on the designated deadline date. Deadlines usually fall one (1) month prior to the Planning Board meeting at which the application will first be heard by the board. A schedule of meetings and application deadlines is included in the site plan application package and is available from the Planning Board Secretary.

Standard Site Plan Application Materials.

1. 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.
2. Checklist: Applications must include a completed checklist. Applications which do not include a completed checklist or are missing items on the checklist may be considered incomplete.
3. Fee: Consult the Planning Board Fee Schedule provided in the application package and/or the Planning Board Secretary to determine the proper fee for the project. Where construction value must be calculated, it must be based on standard square foot construction costs provided by the International Code Council (included in the site plan application package). The construction value multiplier applies to building construction only; site improvements and interior equipment and furnishings unique to the particular operation need not be included.
4. Letter of intent: The letter of intent should be a written description of the proposed development and use, along with any background information and special circumstances.
5. State Environmental Quality Review Act (SEQRA) documentation: Unless otherwise directed by town staff, applications involving more than 10,000 square-feet of gross floor area AND a lot greater than five (5) acres in size should be accompanied by Part 1 of the Full Environmental Assessment Form ("EAF"); smaller projects may be accompanied by a Short EAF. SEQRA forms must be complete and signed in order to be accepted.
6. Local Waterfront Revitalization Program ("LWRP") Coastal Assessment Form: Projects located in one the town's two Waterfront Revitalization Areas are subject to review under the Town of Greece Code, Chapter 208 (Waterfront Consistency Review Law). Applications

for site plan approval in an LWRP area shall include a completed Coastal Assessment Form available from the Planning Board Secretary.

7. Agricultural District ("AG District"): Applications located within 500 feet of any one of Monroe County's designated AG districts require notification of all property owners and Monroe County. If you are unsure of locations or specifics, contact the Planning Board Secretary.
8. Plans: All drawings must be ***folded*** to a size not larger than 9 inches x 12 inches.
 - a) Site plan drawings: **Fifteen (15) copies** of site plan drawings prepared by New York State Registered Architect or Licensed Professional Engineer.
 - b) Architectural elevations: **Ten (10) copies** of architectural elevations, if applicable, prepared by New York State Registered Architect.
9. Reports: **Two (2) copies** of any engineering reports, traffic studies, drainage reports, and other similar reports should be submitted with the site plan application.

Design Considerations. The design drawings shall depict all existing and proposed elements of the site layout, including but not limited to, buildings and structures, utilities, grading, parking, means of access, screening, landscaping, lighting, freestanding signs, dumpsters, property lines, adjoining structures and land uses.

Refer to the Site Plan Application Checklist for site plan drawing specifications.

Environment:

- It is the responsibility of the Applicant to determine whether the project area is constrained by regulated wetlands, flood zones, coastal erosion hazard areas, or any other environmentally sensitive areas 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.
- The Federal Emergency Management Agency ("FEMA") flood zone boundaries shall be shown on the site plan, along with the map panel source for such boundary.

Emergency Response:

- Building and suite addresses shall be shown on the site plan and shall be subject to approval by the Fire Marshal and Town Assessor.
- The location of all exterior doors shall be shown on the site plan and shall be connected by a sidewalk to an acceptable fire safety zone.
- Fire lanes and fire department connections shall be identified as directed by the Fire Marshal. Permanently mounted "No Parking - Fire Lane" signs shall be posted along the fire lanes at intervals of 50 feet or less.
- Plans shall show the location of the nearest hydrant, and any proposed water lines and hydrants.
- Fire sprinklers may be required pursuant to Chapter 115 of the Town of Greece Code. An appropriately sized fire water service line shall be shown on the site plan.

Vehicle Traffic:

- Depending on the size or intensity of the project, some level of traffic analysis may be warranted. The scope of analysis should be discussed with town staff and either the State or County Department of Transportation prior to preparing the report. Traffic analysis should be submitted with the site plan application.
- Cross access between sites and shared access to public highways helps to consolidate points of access into appropriate locations, reduce potential vehicle conflicts, and provide a safe and convenient environment for motorists, and businesses alike. Cross access easements may be required as part of site plan approval. A site does not need to be considered a "Business Center" as defined by the Zoning Ordinance in order for cross access to be required.

Pedestrian and Bicycle Mobility:

- Pedestrian safety and mobility are primary considerations in commercial development. A system of pedestrian paths should be established within the development to facilitate pedestrian movements within the site, and to and from the adjoining public sidewalk.
- Construction of public sidewalks along road frontage is a standard requirement in the Town of Greece. Sidewalk easements may also be requested where adequate room does not exist in the public right-of-way.
- Site design should accommodate bicycle traffic. Bike racks should be provided in appropriate locations.

Architecture:

- Architectural elevations of proposed buildings showing all sides in an appropriate scale and indicating exterior materials and proposed colors.
- Architectural elevations shall show the locations, size, details, and screening for roof-top HVAC units, kitchen hoods, and other mechanical equipment.
- Ground-mounted HVAC and similar equipment shall be screened from view as directed by the Planning Board.
- Building mounted lights shall be shown.

Site Lighting:

- Site plan applications shall include locations and details of all proposed pole-mounted, ground-mounted, and building-mounted lights.
- Site lighting shall be designed in accordance with §211-32(A) of the Zoning Ordinance, which states: "No exterior spotlighting or other high-intensity lighting on a property shall spill onto an adjacent public highway right-of-way or onto adjoining property unless expressly permitted by the Planning Board."
- Site lighting shall be designed in accordance with §211-32(B) of the Zoning Ordinance which states: "The source of any outdoor light which is permitted shall be shielded so that it is not visible when viewed off the site. Exempt from this requirement are incandescent lights which are located near an entrance to a principal building and low-voltage lights (as defined in the National Electric Code) not more than 18 inches above grade that also delineate a walkway or access to a building."
- Light intensity contours, generally available from the lighting vendor, shall also be included in the plans. For more involved projects with potential impacts to neighbors, applications shall include a photometric analysis (point plot) of proposed light intensities.

Outdoor Refuse Containers (dumpsters and trash totes):

- Pursuant to §211-28 of the Town of Greece Code, outdoor refuse container shall be screened from public view. Masonry enclosures, solid construction vinyl fencing, and board-on-board fencing are generally encouraged.
- Dumpster enclosures shall be designed and built in accordance with Dumpster and Trash Container Enclosure Guidelines for the Town of Greece provided in the site plan application package.
- Dumpster enclosure details indicating the materials and colors to be used shall be included in the site plan.

Landscaping and Buffering:

- Landscape design shall conform to standards established in Landscape Guidelines for Development, included in the site plan application package.
- Adequate buffering or screening with landscape materials, existing vegetation, fences and berms, etc.; is an essential element of most site plans. The purpose of this buffering can be to minimize potential impacts to adjoining residences, provide an appropriate separation between land uses, and for other aesthetic considerations.
- Where fences are used, details shall be provided in the plans.

Engineering Design:

- Engineering design shall conform to Town of Greece Specifications for Construction of Utilities and Roadways (available from the Town Clerk) and all other regulatory standards.
- Engineering report: Required as part of site plan applications for all sites greater than one (1) acre and shall include, as a minimum, the following information:
 - Drainage Study Map including soil and groundwater conditions on site.
 - Runoff calculations from the pre-developed site and from the developed site.
 - Storm sewer, culvert and channel sizing, showing the basis of design.
 - Intended method of storm water treatment.
 - Erosion control plan including runoff control measures during grading and construction to limit erosion and sedimentation.
 - Design of storm water detention/retention facilities. Site plan drawing requirements (additional information may be required).
- Engineering details shall be provided as required in the Town of Greece Specifications for Construction of Utilities and Roadways.

Utilities:

- Where utilities are to be connected into the facilities of other agencies, such as water transmission mains or trunk sewers under the jurisdiction of others, the developer and his/her engineer shall be responsible for contacting such agencies directly to determine such regulations as may be in effect and to determine the capacity of these facilities to handle the loadings to be imposed upon them by the new development.

Easements:

- Site plans shall show the location and filing references for existing all easements on the project site.
- Proposed easements shall be depicted on the site plan. Refer to the Planning Board Application through Construction summary of procedures included in the site plan application package for further direction on easement filing.

Standard Site Plan Notes.

- No building permits shall be issued unless and until highway permits are issued.
- The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing.
- Approval is for only those items identified as "new" or "proposed" on the site plan. Granting approval of this site plan does not supersede any other conditions imposed by the Town of Greece or any other agency.
- 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.
- 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.
- Prior to the issuance of a Final Certificate of Occupancy for the Premises, The Applicant shall provide certification verifying proper installation of landscape areas on the site in accordance with the landscape plan approved by the Planning Board, and in accordance with the Town's Landscape Guidelines for Development. Said certification shall be on the certification form provided in said guidelines and shall be completed by a New York State Licensed Landscape Architect or Certified Nursery Professional.
- All heating, ventilating, and air conditioning (HVAC) equipment shall be screened from public view.
- 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.
- Water mains and hydrants shall be installed and be in proper operating conditions prior to the commencement of any aboveground construction.
- Suitable access roads and temporary street signs shall be installed and maintained so as to provide continuous access to fire department and other emergency vehicles prior to the commencement of any aboveground construction.
- Permanently mounted "No Parking – Fire Lane" signs shall be posted along the fire lanes at intervals of 50 feet or less.
- No building permits shall be issued unless and until the appropriate easement documents, including all necessary map references, have been filed in the Office of the Monroe County Clerk.

- (FOR MULTI-FAMILY RESIDENTIAL SITE PLANS ONLY): The Planning Board further finds that development of these apartments/townhomes will contribute to the demand for additional park and recreation space, and that this site provides no suitable park or recreation land to address such current or future need. Therefore, pursuant to New York State Town Law, Section 277, payment of the Town's recreation fee shall be required for each dwelling unit in this site, payable to the Town upon the issuance of the original building permit for each dwelling unit. A note that indicates this requirement shall be added to the plat.
- No site work shall commence unless and until a pre-construction meeting has taken place involving the Town Departments of Public Works, Engineering, and/or Technical Services.
- No building permits shall be issued unless and until the Applicant executes an agreement for maintenance of the proposed storm water management pond. Said agreement shall be subject to approval by the Planning Board's Attorney and the Commissioner of Public Works.
- Upon completion of construction of the storm water pond, the Applicant shall provide certification that the pond was constructed as designed and approved. Said certification shall be provided in the form of an as-built topographic survey with pertinent utility structures shown, prepared by a New York State Licensed Land Surveyor. No final approval signatures shall be placed on the site plan unless and until the Applicant has submitted to the town a financial guarantee (such as a letter of credit, certified check, or other acceptable instrument), in an amount approved by the town's Commissioner of Public Works and the Town Attorney, that is sufficient to properly construct the proposed pond, and to provide the aforementioned certification. No release of said financial guarantee shall be made unless and until the improvements and certification are completed to the satisfaction of the town's Commissioner of Public Works and the Town Attorney.
- 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.