

# **SUBDIVISION 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 Department of Development Services 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 Subdivision 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.
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, subdivision applications involving more than five (5) acres of land should be accompanied by Part 1 of the Long Environmental Assessment Form (Long Form EAF); smaller projects may be accompanied by a Short Form 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.
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 property lines, along with elements of the site layout, including but not limited to, buildings and structures, utilities, grading, public and private roads, means of access, screening, landscaping, lighting, adjoining structures and land uses.

Refer to the Subdivision Application Checklist for 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, along with the map panel source for such boundary.

Emergency Response:

- Existing and proposed property addresses shall be shown and shall be subject to approval by the Fire Marshal and Town Assessor.
- Plans shall show the location of the nearest hydrant, and any proposed water lines and hydrants.
- Adequate fire emergency access roads shall be shown, subject to approval by the Fire Marshal.

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 subdivision application.

Pedestrian and Bicycle Mobility:

- Pedestrian safety and mobility are primary considerations.
- Residential development should occur in a way which encourages and facilitates pedestrian and bicycle mobility for town residents between their homes and commercial, institutional, recreational, and governmental services.
- 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.

#### Landscaping and Buffering:

- Landscape design shall conform to standards established in Landscape Guidelines for Development, available from the Planning Board Secretary.
- Street trees are often required in new residential development. Developers should consult the town's Street Tree List and follow recommendations from the town's Tree Council.
- Existing trees and native vegetation should be maintained where possible.

#### 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. Refer to the Planning Board Application Review Procedure included in the subdivision application package for further direction on easement filing.

### **Standard Subdivision Notes.**

- No building permits shall be issued unless and until highway permits are issued.
- The following fees shall be collected at the time of issuance of the original building permit for each lot in this subdivision (*additional fees may be required for specific overlay areas/districts*).
  - Recreation Trust Fund Fee (per individual dwelling unit)
  - Sanitary Sewer Access Fee (per individual dwelling unit)
  - Monroe County Sanitary Sewer Entrance Fee (per individual dwelling unit)
  - Storm Drainage System Entrance Fee (per lateral connection)
  - Certificate of Occupancy Fee
- The Planning Board further finds that development of this subdivision will contribute to the demand for additional park and recreation space, and that this subdivision 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 building lot in this subdivision, payable to the Town upon the issuance of the original building permit for each house. A note that indicates this requirement shall be added to the plat.
- No building permits shall be issued for any of the lots in this subdivision unless and until this final plat has been recorded in the Office of the Monroe County Clerk. The Liber and Page at which this final plat is recorded in the Office of the Monroe County Clerk shall be indicated on the approved, signed copies of this final plat that are submitted to the Town.
- 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.
- One (1) street tree shall be provided in the tree lawn of each proposed interior building lot, and two (2) for corner lots. Installation of street trees shall be included in the Letter of Credit for public improvements.
- The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing. Burial of organic matter including brush, trees, and wood chips or any debris from lot clearing is strictly prohibited.
- The street access for the driveway on any corner Lots \_\_\_\_\_ shall be at least 30 feet from a street intersection. (*corner lots*)
- Driveways for Lots \_\_\_\_\_ shall be at least 40 feet from the end of pavement unless the adjacent section is developed before or concurrently with these lots. (*lots at the end of stub roads*)
- 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.
- Project site exists in the \_\_ zone as indicated on the Federal Emergency Management Agency's Flood Insurance Rate Map, date August 28, 2008.
- Buildings shall conform to the elevations and locations shown on the approved subdivision or grading plans. At any time prior to the issuance of a certificate of occupancy, the Town may require certification of the location and elevation of the top

of block of a basement or cellar. Certification of the as-built location shall be in the form of an instrument location map prepared by a licensed land surveyor. Certification of the as-built elevation, in relation to the vertical datum shown on the approved plans, may be in the form of either a survey note on the instrument location map, or an elevation certification form or separate letter prepared by a licensed land surveyor or licensed professional engineer.

- The developer retains a 10-foot-wide grading easement across the rear and/or side lots lines of all lots until the completion of grading and construction on adjoining land within this subdivision.
- Drainage swales shall be maintained by the owner and remain free of obstacles that would impede the proper drainage of surface water.
- The developer/contractor agrees to perform all necessary work related to erosion, sedimentation, and dust control in a timely manner as may be directed by the Commissioner of Public Works.
- In accordance with federal Phase II storm water regulations, no pre-construction meeting shall be scheduled unless and until a Storm Water Pollution Prevention Plan (SWPPP) has been developed in accordance with the State Pollution Discharge Elimination System (SPDES) General Permit GP-02-01, submitted to the Town of Greece for review, and approved, and a Notice of Intent (NOI) has been filed.
- No site work shall commence unless and until a pre-grading and/or pre-construction meeting has taken place involving the Town Departments of Public Works, Engineering, and/or Technical Services.