

9/2015

TOWN OF VICTOR
APPLICATION FOR SITE PLAN REVIEW

GENERAL INFORMATION

Planning Board Fee - \$100.00 plus \$.05 per square foot over 3,000 square feet
\$25.00 for Change of Use
\$25.00 for Accessory Structure

The following are the engineering review fees to be submitted in conjunction with the application fee for site plan review:

Change of Use Site Plan Approval (if applicable)	\$ 75.00
Commercial & Industrial Site Plans	
a) less than five acres	\$200.00
b) more than five acres	\$700.00
Residential Site Plans	
a) Single family dwelling	\$200.00
b) Two family dwelling	\$200.00
c) Accessory structure	\$ 75.00

Engineering fees may exceed the amount set above. If engineering review exceeds the amount submitted at the time of this application, the applicant will be billed on a monthly basis and receive a copy of the Town Engineer's invoice.

As provided for in Chapter 27, **REIMBURSEMENT OF FEES**, all administrative expenses (i.e., legal, engineering) incurred by the Town in review and processing of the applications shall be charged back to the applicant as a fee related to the application submitted. Chapter 27 is available upon request.

Twelve (12) full size site plans, One (1) 11 x 17 (unless additional are requested) and the complete application along with Letter of Intent must be submitted to the Planning Department **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting.

Sprinkler systems are required for all commercial & industrial buildings including expansion/additions of buildings per Section 83-4 F(2) of Town Code.

Should there be a need for a Special District, the Town has established procedures for the implementation of Special Districts.

The applicant must post a sign stating "PROPERTY UNDER REVIEW". The sign shall be obtained from the Planning Department at the time the application is submitted and must be posted at least one week prior to the Planning Board meeting date. **FINAL APPROVALS MAY BE DELAYED IF THE SIGN IS NOT POSTED!**

UPDATED DESIGN AND CONSTRUCTION STANDARDS FOR LAND DEVELOPMENT ARE AVAILABLE IN THE TOWN CLERK'S OFFICE. ASK THE SECRETARY TO THE PLANNING BOARD FOR THE MOST RECENT REVISION DATE.

Date _____ Application No. _____

Name _____

APPLICATION FOR "SITE PLAN" REVIEW

SITE PLAN REVIEW IS A ONE STEP PROCESS

DATE _____

APPLICANT _____ PHONE # _____

MAILING ADDRESS _____

ADDRESS OF PROJECT _____

EMAIL ADDRESS _____

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION _____ YES _____ NO
PROOF OF CONSENT MUST BE SUPPLIED!

PROPERTY OWNER'S NAME _____

ADDRESS _____ ZIP _____

BUILDING ADDRESS _____
(Street or Road)

TYPE OF BUILDING _____
(Masonry - Wood - Metal)

USE OF BUILDING _____ PARKING REQUIREMENTS _____
(Spaces)

PRESENT ZONING _____ FIRE DISTRICT _____
(Victor or Fishers)

WATER BENEFITTED AREA _____ YES _____ NO PUBLIC SEWER _____ YES _____ NO

ACRES _____ TAX MAP # _____

DEED RESTRICTIONS ON PROPERTY _____
(Brief Description)

AREA IN SQUARE FEET: _____ BUILDING _____

SIGNAGE _____ YES (Must attach copy) _____ NO DESCRIPTION OF SIGN _____

SIZE OF SIGN _____ LOCATION OF SIGN _____

PARKING _____ LANDSCAPED AREA _____

OPEN STORAGE AREA _____ OTHER (See Below) _____

NOTE: Give reason for "OTHER" as to proposed use: _____

TOTAL SITE SQUARE FOOTAGE: _____

DATE _____ SIGNATURE _____ PRINT _____
(Applicant or Owner)

INFORMATION REQUIRED FOR SITE PLAN REVIEW

The information listed below is required by the Town of Victor Planning Board prior to an application being deemed "complete".

A complete application must be received by the Secretary to the Planning Board **FIVE (5) WEEKS** prior to a scheduled Planning Board meeting. This checklist is provided for informational purposes only, and is not to be "used" or "removed" and all items listed must be on the plan at the time of submittal.

1. ____ Twelve (12) full size copies of plan
2. ____ North arrow, date & location map
3. ____ Letter of Intent
4. ____ Plan not more than 34" x 44".
5. ____ Name, address & signature of Owner
6. ____ Project Name
7. ____ One (1) 11" x 17" plan be submitted for use by each Planning Board member in the review of the project.
8. ____ Name, address, seal & signature of Engineer or Surveyor who prepared plan.
9. ____ Zoning District
10. ____ Names of Owners of adjacent lands.
11. ____ Property boundaries, including bearings & distances.
12. ____ Existing features, including buildings, creeks, springs, woods.
13. ____ Proposed landscaping.
14. ____ Proposed building location and setback dimensions.
15. ____ Finished floor elevations for proposed building.
16. ____ Easements provided for all dedicated facilities located outside road right-of-way.
17. ____ Easement descriptions.
18. ____ Bearings & distances for easements shown on plan.
19. ____ Note on plan that construction shall conform to Town of Victor Design & Construction Standards.
20. ____ Location of proposed project in relation to identified wetlands and to 100-year flood plain.
21. ____ Monumentation of site boundary shown on the plan.
22. ____ Present and anticipated number of employees.
23. ____ Colored rendering.
24. ____ Adequacy, type & arrangement of trees, shrubs, & other landscaping constituting a buffer between these and adjoining lands.

25.____ On each page, provide a 3" x 5" block on right side of plan for Town use with a heading "Site Plan" with two signature lines: Town Engineer and Planning Board Chairman.

26.____ Twelve (12) sets of site plan.

27.____ Completed Environmental Assessment Form.

28.____ Scale (1" = 20', if feasible)

29. **WATER DISTRIBUTION SYSTEM.**
Public Water Supply.

_____ Location and size of water mains, including nearest hydrant.

_____ Available and required fire flows.

_____ Estimated water consumption.

_____ Location, size and material of proposed water service.

_____ Meter pits required for water services in excess of 250' as measured from building to distribution main.

_____ When polyethylene water services are proposed, copper tubing shall be used between the corporation stop and the curb stop when the water service extends under the road.

_____ Five sets of stamped engineered plans submitted to the Town of Victor Water Department regarding backflow prevention. Contact the Water Department for backflow prevention requirements.

Private Water Supply.

_____ Location of well, including yield and potability analysis.

_____ Note indicating well to be sampled for adequate quantity and required quality and that a laboratory report be furnished to the Town before a building permit is issued.

_____ Minimum required separation distance between well and subsurface sewage disposal systems and property lines.

30. **SANITARY SEWER SYSTEM.**

Individual Subsurface Disposal Systems.

_____ Percolation and deep hole test results certified by Licensed Professional Engineer or Licensed Surveyor.

_____ Locations for two (2) percolation tests and a deep hole shown on plan for each proposed absorption field.

_____ Percolation tests and deep holes used for design shall be witnessed by a representative of the Town Engineer.

_____ Soils which have any percolation test results faster than 5 minutes per inch shall not be used for subsurface disposal systems.

- _____ Sewage disposal systems including design data and construction details, evaluation of soil and groundwater conditions as specified in Section 2.5.3 of the Design and Construction Standards unless determined by the Town Engineer that groundwater protection assessment is not required.
- _____ Design of sewage disposal system should include basis of design, critical inverts for septic tank, distribution box and ends of leach lines and size of septic tank.
- _____ Additional 50% of required absorption field area proved for expansion and replacement and shown on plan.
- _____ Separation distance fo four (4) feet provided between the bottom of the absorption field trench and seasonal high groundwater, bedrock or impervious layer.
- _____ Minimum horizontal separation distances for subsurface sewage disposal systems required by the New York State Department of Health.
- _____ Note included on plan that construction of the sewage disposal system shall be inspected and certified by the Design Engineer.
- _____ An area 10' beyond all sides of the absorption field indicated to be kept free of trees.
- _____ Clean outs for building sewer laterals provided every 100' and at horizontal bends of 45 degrees or greater.
- _____ Approximate locations of existing sewage disposal system and water supply for adjacent parcels.
- _____ Certification by Licensed Engineer that existing sewage disposal system is functioning.

Public Sanitary Sewer System

- _____ If connection to existing public sewers are proposed, all requirement of the Design and Construction Standards regarding sanitary sewers shall apply.
 - _____ Plan and profile shall include location, slope, size, depth and material of sanitary sewer system.
31. DRAINAGE SYSTEM.
- _____ Drainage Study Map.
 - _____ Grading plan including existing and proposed contours.
 - _____ Drainage easements provided for storm sewers and inlet not located in right-of-way, detention facilities, and swales or streams that carry uphill drainage across downhill lots.

32. EROSION AND SEDIMENT CONTROL.

- _____ Erosion control plan showing locations and details of erosion control measures.
- _____ Swales and turf-lined channels shall have slope not less than 1%.

33. ROADS AND PARKING AREAS.

_____ Adjacent roads including rights-of-way, ditches, culverts, and pavement.

_____ Driveways including sight distances.

_____ Maximum driveway grade not to exceed 10%.

_____ Adequate foundation course provided for driveway to support emergency vehicles where driveways exceed 200' in length or have a non-linear alignment. Vehicle turnaround also provided.

_____ Typical section of roadways and parking areas.

_____ Parking layout.

_____ Exterior lighting (supply catalog information)

34. SPRINKLER SYSTEMS

_____ Sprinkler systems are required for all commercial and industrial buildings including expansion/addition of buildings per Section 83-4 F(2)(a)(b) of Town Code (with the exception of one and two family dwellings and accessory structures).

35. STORM WATER MANAGEMENT

_____ Submit a STORM WATER Management Report for projects proposing 15,000 square feet of additional pavement and rooftop or 6,000 square feet of additional parking area.

_____ Submit a STORM WATER Protection Program for construction activity that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acres of total land area that is part of a larger common plan of development or sa or sale, even though multiple separate and district land development activities may take place at different times on different schedules. (See Section 211-52 of the Zoning Code)

Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees

In conjunction with an application made to the Town of Victor, the undersigned states, represents and warrants the following:

1. I/We am/are the applicant and owner with respect to an application to the Town of Victor.
2. I/We have been advised of, are aware of and agree to comply with the obligation to reimburse the Town of Victor for any and all professional and consulting fees incurred by the Town in conjunction with this and any other applications by me/us, including but not limited to engineering and/or legal fees, all as more fully set forth in the Victor Town Code.
3. I/We have been provided with, or have otherwise reviewed the Victor Town Code provisions related to the obligation to reimburse the Town with respect to professional and consulting fees, and agree to comply with the same.
3. I/We understand that this obligation shall not be dependent upon the approval or success of the application.
4. I/we further agree that in the event the Town of Victor is required to refer for collection an outstanding debt for such professional and/or consulting fees due to the Town of Victor, I/we shall be obligated to pay the reasonable attorney's fees incurred as a result of the Town's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.
5. Each party to the application, including the applicant and the owner, shall be jointly and severally liable for all consulting and professional fees and expenses incurred in conjunction with the application.

Applicant: _____

By: _____

Title: _____

Dated: _____

Owner: _____

By: _____

Title: _____

Dated: _____