

APPLICATION FOR SKETCH PLAN REVIEW

GENERAL INFORMATION

Planning Board Fee - \$15.00 per lot plus \$25.00 per lot for engineering review per Chapter 27 REIMBURSEMENT OF FEES and the Town of Victor Fee Schedule. 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.

A subdivider may discuss with the Planning Board, the Director of Development and the Town Engineer the general requirements as to design of streets, reservation of lands, town drainage, erosion control policies, retention facilities, sewage, sanitary sewer, water supply, fire protection, other improvements and procedural matters prior to preparing a “Sketch Plan”.

Twelve (12) full size sets of 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.

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

The subdivision should carry the name of the parcel for which it may be known. An aerial photograph may be obtained through the Ontario County Planning Department.

That a sign stating “Property Under Review” be obtained from the Planning Board 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_____

Name of Subdivision _____

APPLICATION FOR "SKETCH PLAN" REVIEW

DATE _____

APPLICANT'S NAME _____ PHONE _____

ADDRESS _____ ZIP CODE _____

EMAIL ADDRESS _____

CONSENT HAS BEEN GRANTED BY THE OWNER FOR THIS APPLICATION ___ YES ___ NO

OPTION EXPIRES _____ (PROOF OF CONSENT MUST BE SUPPLIED)

PREVIOUS PROPERTY OWNER _____

ADDRESS _____

NAME OF SUBDIVISION _____

LOCATION _____

TYPE OF SUBDIVISION ___ RESIDENTIAL ___ COMMERCIAL ___ INDUSTRIAL

WATER BENEFITTED AREA ___ YES ___ NO SEWER DISTRICT _____

FIRE DISTRICT _____ ZONING DISTRICT _____

ACREAGE IN SUBDIVISION _____ NUMBER OF LOTS _____ TAX MAP _____

NAME OF ENGINEER _____ PHONE # _____

ADDRESS _____

EASEMENTS ___ NO ___ YES _____
(Brief Description)

DEED RESTRICTIONS ON PROPERTY _____
(Brief Description)

WILL SUBDIVISION BE DEVELOPED IN PHASES? ___ NO ___ YES HOW MANY _____

PRINT NAME _____

SIGNATURE _____ DATE _____

INFORMATION REQUIRED FOR SKETCH PLAN REVIEW

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

A completed 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) copies & One 11x17 (unless additional are requested) copy of plan.
2. _____ Plan not more than 34" x 44".
3. _____ Name or title of proposed project.
4. _____ Scale not less than 1" = 100'.
5. _____ Name and address of subdivider or developer.
6. _____ Name, address, seal and signature of Professional Engineer or Licensed Surveyor who prepared the plan.
7. _____ Names of owners of adjacent lands and names of adjacent subdivisions.
8. _____ Written and clear statement of subdivider's intent.
9. _____ North arrow.
10. _____ Location map.
11. _____ Graphic scale.
12. _____ Tax map with proposed subdivision outlined.
13. _____ Date plan was prepared.
14. _____ Existing buildings.
15. _____ Lots numbered.
16. _____ Aerial photograph with proposed subdivision outlined (Scale 1" = 1,000' or larger).
17. _____ Ground contours for the parcel and parcels adjacent to the tract to be subdivided, at intervals not more than ten (10) feet of elevation.
18. _____ Pertinent topographic features within the site and on adjoining tracts including existing buildings, water bodies, water courses, wooded areas, swamps, and recreational or open space. Features to be retained and to be removed shall also be indicated. U.S. Geological Survey Map may be used IF ENLARGED.
19. _____ If the subdivider intends to develop the tract in stages, the entire tract shall be shown, with anticipated stages and time scheduled indicated. All other lands contiguous to the proposal owned by the subdivider shall be shown on the map with approximate area.
20. _____ Zoning district within the tract and any other legal restrictions of use.
21. _____ Method of sewage disposal. _____ Public _____ Septic System
22. _____ Schematic plan of sanitary sewer system.

23. _____ Engineer's preliminary report on soil and groundwater conditions, as specified in Section 2.5.3., based on percolation and deep (minimum eight feet depth) test pit results. Percolation test and deep test pit data must be provided in number and at locations such that at least one percolation test and deep test pit is located within a 200 foot radius of each on-site sewage disposal system proposed.
24. _____ Schematic plan of water system and proposed source of water supply ___Public___Well(s)
25. _____ Drainage study map with schematic plan of proposed system for storm water drainage.
26. _____ Location of project in relation to identified wetlands and to 100 year flood plain.
27. _____ If proposal is within the one hundred (100) year flood plain, the proposal MUST BE reviewed by the Town Engineer and the New York State Department of Environmental Conservation.
28. _____ Schematic plan of proposed system for sediment and erosion control.
29. _____ Proposed street lines, lot lines, easements, and areas to be dedicated.
30. _____ One (1) 11" x 17" plan be submitted for use by each Board Member in the review of the project.

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: _____