



Jeffery L. McCann
Supervisor

TOWN OF GREECE PLANNING BOARD APPLICATION FORM

1 Vince Tofany Boulevard
Greece, New York 14612-5016
www.greecenyc.gov

Phone: (585) 723-2097
Fax: (585) 723-2442

APPLICANT: _____
(Name)

(Applicant's Street Address)

(City) (State) (ZIP Code)

(Phone) (Fax)

(E-mail)

PROPERTY OWNER (If same as Applicant, mark "SAME"):

(Name)

(Street Address)

(City) (State) (ZIP Code)

Note: An application made by the agent of an owner must be accompanied by a nonreturnable copy of an instrument that conveys the right to represent the owner(s) of the property for which an application is made. Such instrument may be in the form of power of attorney, a lease agreement, authorization by contract, or a purchase contract.

CONTACT PERSON: _____
(Name) (Phone) (Fax) (E-mail)

PROJECT LOCATION: _____
(Street Address, or Distance and Direction to Nearest Intersection)

CURRENT ZONING: _____

TAX MAP NUMBER(S): _____

APPLICATION FOR: ☐ Concept Plan Review ☐ Site Plan ☐ Minor Improvement Plan ☐ Change of Lot Line ☐ Residential Site Plan

☐ Preliminary Plat ☐ Final Plat ☐ Historic Preservation Overlay SUP ☐ EDIO Referral ☐ Modification of Previous Approval ☐ Other (Describe below)

(Brief Description of Proposal, including Subdivision Name & Number of Lots, if Applicable)

DISCLOSURE: As defined by New York State General Municipal Law, Section 809, an officer or employee of the Town of Greece shall be deemed to have an interest in an application when he or she, his or her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them: (1) is the applicant; (2) is an officer, director, partner or employee of the applicant; (3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association which is applying; or (4) is a partner to an agreement with such an applicant, expressed or implied, whereby he or she may receive any payment or other benefit upon the favorable approval of such application.

Pursuant to the provisions of New York State General Municipal Law, Section 809 (Please check one of the following):

☐ There is (are) no person(s) who have an interest in this application.

☐ There is (are) person(s) who have an interest in this application. (On a separate sheet of paper, to be attached to this application form, indicate the name(s) and address(es) of such person(s), the nature and extent of the relationship to the applicant, and the nature and extent of the interest in the application.)

SWORN STATEMENT: As applicant or legal agent for the above-described property, I do hereby swear that all statements, descriptions, and signatures appearing on this form and accompanying materials are true and accurate to the best of my knowledge.

Subscribed and sworn to before me

This _____ day of _____, 20 ____

(Notary Public)

(Owner or Applicant — PLEASE PRINT)

(SIGNATURE of Owner or Applicant)

DO NOT WRITE IN THIS SPACE (For Office Use Only)

Date Received: _____ By: _____ Fee: \$ _____ Receipt No.: _____

Decision: _____ Date: _____

Planning Board Application Review Procedure

Summary of Procedures

- 1. Planning Board application materials and standards.** Project drawings should adhere to relevant application guidelines and standards including but not limited to Site plan/Subdivision Guidelines, Town of Greece Specifications for Construction of Roadways and Utilities, Town of Greece Landscape Guidelines, etc. Specific application forms, guidelines, and checklists are available from the Planning Board Secretary and on the Town's website.
- 2. Application submittal.** In order to ensure proper coordination and tracking of your application, all application materials including the original application, all **revised** drawings/reports, and all correspondence are to be submitted to the Planning Board Secretary in the Planning and Economic Development Department. The Planning Board Secretary will distribute application materials to the appropriate Town staff for review and track the progress of the review. **Incomplete applications and/or application materials may be rejected.** Applications should include a completed checklist and **drawings must be folded to 8 ½ inches x 11 inches or smaller.**
- 3. Initial staff and agency review.** Your application will be distributed for review by Town departments and county agencies prior to your scheduled appearance before Planning Board. Applicants are encouraged to wait until they receive comments from all departments and agencies, and in most cases until after their first Planning Board meeting, before revising the plans. You are encouraged to keep in close contact with the Planning staff regarding the timing of drawing revisions.
- 4. Planning Board meetings.** Regardless of the status of the staff and other agency review, applicants generally are encouraged to appear at the first scheduled Planning Board meeting so that they can get input from the board and the public. Most applications require more than one Planning Board meeting. In such cases, the Board will continue the discussion to a specific future meeting date in order to allow additional time for necessary revisions to be submitted and reviewed by the appropriate staff and other agencies.
- 5. Revisions.** The applicant must submit copies of the revised drawings to the Planning Board Secretary before 5:00 p.m. on the Monday of the week prior to a scheduled Planning Board meeting (i.e., nine (9) days before the scheduled meeting). The applicant should check with the Planning Board Secretary to determine how many copies of the revised drawings must be submitted. Submissions of revised drawings must include two (2) copies of all supporting materials (e.g., reports, responses to staff review comments, etc.). Planning will distribute the revisions and comment responses to the appropriate staff. If revisions are needed but cannot be provided in time, the applicant should contact the Planning staff to discuss postponing the scheduled appearance at the Planning Board meeting. The applicant must request, in writing, postponement of the appearance at the Planning Board meeting. It is the applicant's responsibility to address all Town staff and other agency issues prior to a Planning Board decision. Failure to resolve outstanding issues may delay the Planning Board decision.
- 6. Conditional Planning Board approval.** Pursuant to New York State Town Law, the Planning Board may approve, approve with modifications, or disapprove an application. The Planning Board approval resolution will generally contain conditions that must be satisfied prior to final approval.
- 7. Final staff review ("pre-mylar" review).** Following the post-board-approval meeting, the applicant must make a submittal to the Planning Board Secretary for final review. Subsequent rounds of review may be necessary and your timely and complete response is needed in order to avoid delays. Always call before you submit materials for review. Materials required for this submittal include, but are not limited to:
 - a)** Revised drawings – seven (7) complete sets
 - b)** Revised reports (including drainage reports, SWPPPs, traffic analyses, etc.) – two (2) copies of each
 - c)** Draft easements/agreements as necessary (including text, maps, and legal descriptions, in draft form, unsigned, and **using Town templates**)
- 8. Final approval (Approval Signatures).** After all conditions of Planning Board approval and remaining staff and other agency comments are addressed satisfactorily, Planning will instruct the applicant to submit Mylar originals to the Planning Board Secretary for distribution to the appropriate staff for final approval signatures. Each Mylar original must bear the signature, in black ink, of the applicant. Planning will notify the applicant's representative when signed, approved Mylar originals can be retrieved.

9. Distribution of signed, approved plans. After the Town staff has signed the Mylars and the applicant has retrieved them, the applicant must provide the following to the Planning Board Secretary:

- a) Paper prints (folded) of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The number of prints will depend on the type of approval (i.e., subdivision, site plan, minor improvement plan). The Planning Board Secretary will inform the applicant of the number of prints required.
- b) A digitally scanned copy of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The digital file must be in Tagged Image File (".TIF") format at a minimum resolution of 400 dpi.
- c) For each easement for public drainage areas and/or infrastructure, two (2) signed, original easement documents and one (1) photocopy of the signed document. Planning will keep a photocopy of each easement in the Planning Board file, and forward the originals to the Department of Public Works, Engineering Division; the Town will record the easements.
- d) For each memorandum, restriction, or agreement that is required to be recorded in the Office of the Monroe County Clerk, one (1) photocopy of the fully executed and recorded document bearing proof of filing.
- e) After Planning has received all required prints and other documents, as described above, the prints of the final, signed plans will be stamped "**OFFICIAL COPY**" in red, and will then be distributed to Town departments (Planning, Technical Services, and DPW/Engineering). No building permits will be issued, and no pre-construction meetings will be scheduled, unless and until the stamped prints have been delivered to Technical Services and DPW/Engineering.

10. Pre-construction meeting: In order to begin construction on a Planning Board approved project, the developer must contact the Engineering Department to schedule a Pre-construction meeting. The DPW representative will check with The Town Clerk and Development Services to verify that all their concerns have been resolved and notify the building department of the time and location for the meeting. The developer or his engineer will arrange for State DOT, County DOT, the contractor, utility companies, and any other party with an important role in the site development to attend. In order to schedule the pre-construction meeting, the following items must be completed:

- a) **Approved Plans:** Town representatives should have in their possession a copy of the plans provided by the Planning and Economic Development Department and stamped "**OFFICIAL COPY**" in red.
- b) **Engineer's Estimate for Letter of Credit:** A detailed draft Engineer's Estimate (as described in the Town Construction Specifications) should be submitted to the Engineering Department for the cost of all dedicated facilities (roadways, sidewalks, sanitary sewers, storm sewers, and water supply), Stormwater Management and both temporary and permanent erosion and sedimentation control measures.
- c) **Financial Instrument, Title, Declaration:** After the Engineer's Estimate is accepted by the Engineering Department, the developer is directed to arrange for an appropriate financial instrument, (cash, letter of credit, etc.) to be provided to the Town Clerk. In addition to the Financial Instrument, the following documents should also be provided to the Town Clerk:
 - Attorney's Certificate of Title or Copy of the deed with certification of filing in the Monroe County Clerk's Office; and
 - Tax Search; and
 - Two original Applications for Approval of Plat forms; and
 - Signed Owner's Declaration stating that the:
 - owner will install the required improvements at their own expense; and
 - streets and infrastructure will be dedicated; and
 - property is not subject to flood.

Once all paperwork has been reviewed for completeness, the Town Clerk will request Town Board authorization to accept the financial instrument and sign the Application for Approval of Plat (2 originals).

d) Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI):

- A SWPPP prepared to requirements stated in the Town Storm Water Law and the current NYSDEC permit requirements.
- SWPPP Acceptance Form, signed by the Town's Storm Water Management Officer.
- Developer must submit an NOI, along with the signed SWPPP Acceptance Form, to the NYSDEC for a Stormwater permit, if required by the size and scope of the project.

11. Commencing Construction: Following a pre-construction meeting and the acquisition of all necessary permits, site work may proceed. During the entire life of the Stormwater permit, periodic (as required by the NYSDEC Stormwater permit and the Town Stormwater Law) SWPPP inspection reports are to be submitted electronically to the DPW.

PRELIMINARY PLAT

CHECKLIST

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and location _____

Applicant Name _____

- ☐ Completed, signed and notarized application form
- ☐ Check in correct amount (see fee schedule) payable to the Town of Greece
- ☐ Permission from property owner if not same as applicant (letter or signed sale contract)
- ☐ Letter of intent (describing proposed development and intended use)
- ☐ Correct number of drawing sets, stamped by the appropriate licensed design professional (15 ***folded*** prints). Additional prints if the project needs to be referred to the Town's Tree Council, Traffic Advisory Committee, or Historic Preservation Commission.
- ☐ SEQRA form (Long Form if over five (5) acres)
- ☐ Plat reduced to 11 x 17 inches for neighborhood notification
- ☐ Two copies of the Drainage Report. Drainage reports shall include the following:
 - ☐ A reasonable existing condition analysis for 1, 10 and 100-year events (2, 5 and 25-year events are sometimes helpful) with consistent backup for Drainage Areas, Soil types, curve number development, Representative Tc flow path information (slope, surface...)
 - ☐ An appropriately detailed proposed condition analysis with all required backup.
 - ☐ Regulatory Analysis- identify various regulatory requirements and demonstrate compliance.
 - ☐ The storm sewer analysis should be completed with backup for the various sub-elements, consider tailwater conditions and downstream constraints.
- ☐ Plat drawing
 - ☐ Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500 feet of the Applicant's property under consideration
 - ☐ Project location map requested above in tiff format on CD or emailed to Planning Board secretary
 - ☐ Drawing title block
 - ☐ Project title and street address
 - ☐ Applicant's name and address
 - ☐ Seal and signature, address, phone number and e-mail address of licensed design professional
 - ☐ Approval signature lines for the Commissioner of Public Works, Town Engineer, Fire Marshal
 - ☐ Planning Board approval block (3"-wide by 3"-tall empty block)
 - ☐ North arrow and plan scale
 - ☐ Original date and revision block
- ☐ Site data

- ☐ Owner names, addresses, and tax account numbers for subject property and adjoining properties
- ☐ Land area in square-feet and acres for each lot
- ☐ Project phasing
- ☐ Applicable fees (See Applicable Fees section of Development Guidelines)
- ☐ Zoning data
 - ☐ Zoning district of subject property and all adjoining properties
 - ☐ Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc., as applicable
 - ☐ Use variances, area variances, special use permits, etc., granted in association with the proposal, including the date approved
 - ☐ Setback limits shown
 - ☐ Total gross floor area of all buildings
- ☐ Site features
 - ☐ Property boundaries plotted to scale with bearings and distances shown
 - ☐ Existing and proposed buildings
 - ☐ Watercourses, wetlands, flood zones, coastal erosion hazard areas (sources cited)
 - ☐ Fences, guardrails, walls
 - ☐ Other structures
 - ☐ Adjoining structures and land uses
- ☐ Roadway data
 - ☐ Street names, right-of-way width, and roadway jurisdiction shown
 - ☐ Access for subdivision and properties adjacent to and across the street from the subject property.
 - ☐ Site distances from project access
 - ☐ Sidewalks, roadway signage, street lights, utility poles
 - ☐ Monumentation and stationing
- ☐ Grading plans
 - ☐ Existing and proposed grades certified by a licensed land surveyor
 - ☐ Grading shown 100 feet beyond project limits
 - ☐ Retaining walls (location and details shown)
 - ☐ Topsoil stockpile locations
 - ☐ Finished floor elevations of proposed structures
 - ☐ Finished floor elevations of existing nearby structures
 - ☐ Erosion control plans
 - ☐ Path of drainage from site to free-flowing bed and stream
- ☐ Utility plans
 - ☐ All existing and proposed utilities shown
 - ☐ Sizes and materials shown
 - ☐ Inverts, rim/grate elevations shown
 - ☐ Pipe slope and direction of flow depicted
 - ☐ Private wells and sewage disposal systems shown (existing and proposed)
 - ☐ Gas and electric utilities shown

- ☐ Engineering data
 - ☐ Percolation test data and locations
 - ☐ Deep hole test data and locations
 - ☐ Cut/fill calculations
- ☐ Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
- ☐ Easements (public and private)
 - ☐ Dimensions shown
 - ☐ Name of easement holder
 - ☐ Labeled “existing” or “proposed”
 - ☐ Liber and page of existing easements labeled
- ☐ Completed LWRP Coastal Assessment Form (if located in one of the Town’s waterfront areas).
- ☐ Completed list of property owner’s affected (if located in one of Monroe County’s AG Districts).

FINAL PLAT

CHECKLIST

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and section _____

Applicant Name _____

- ☐ Completed, signed and notarized application form
- ☐ Check in correct amount (see fee schedule) payable to the Town of Greece
- ☐ Permission from property owner if not same as applicant (letter or signed sale contract)
- ☐ Correct number of drawing sets, stamped by the appropriate licensed design professional (**15 *folded* prints**).
- ☐ Section complies with current federal, state, and local storm water regulations
- ☐ SEQRA short form
- ☐ Plat drawing
 - ☐ Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500 feet of the Applicant's property under consideration
 - ☐ Project location map described above in tiff format on CD or emailed to Planning Board secretary
 - ☐ Drawing title block
 - ☐ Project title and street address
 - ☐ Applicant's name and address
 - ☐ Seal and signature, address, phone number and e-mail address of licensed design professional
 - ☐ Approval signature lines for the Commissioner of Public Works and Chief Engineer
 - ☐ Planning Board approval block (3"-wide by 3"-tall empty block)
 - ☐ North arrow and plan scale
 - ☐ Original date and revision block
- ☐ Zoning data
 - ☐ Zoning district of subject property and all adjoining properties
 - ☐ Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc, as applicable
 - ☐ Setback limits shown
- ☐ Site data
 - ☐ Owner names, addresses, and tax account numbers for subject property and adjoining properties
 - ☐ Proposed addresses
 - ☐ Land area in square-feet and acres for each lot
 - ☐ Applicable fees (See Applicable Fees section of the Planning Board application guidelines)

- ☐ Site features
 - ☐ Property boundaries plotted to scale with bearings and distances shown
 - ☐ Existing and proposed buildings
 - ☐ Watercourses, wetlands, flood zones, coastal erosion hazard areas (sources cited)
 - ☐ Fences, guardrails, walls
 - ☐ Other structures
 - ☐ Adjoining structures and land uses
 - ☐ Street names, right-of-way width, and roadway jurisdiction shown
 - ☐ Sidewalks, roadway signage, street lights, utility poles
 - ☐ Monumentation and stationing
- ☐ Grading plans
 - ☐ Existing and proposed grades certified by a licensed land surveyor
 - ☐ Grading shown 100 feet beyond project limits
 - ☐ Retaining walls (location and details shown)
 - ☐ Topsoil stockpile locations
 - ☐ Finished floor elevations of existing nearby structures
 - ☐ Finished floor elevations of proposed structures
 - ☐ Erosion control plans
- ☐ Utility plans
 - ☐ All existing and proposed utilities shown
 - ☐ Sizes and materials shown
 - ☐ Inverts, rim/grate elevations shown
 - ☐ Pipe slope and direction of flow depicted
 - ☐ Private wells and sewage disposal systems shown (existing and proposed)
 - ☐ Gas and electric utilities shown
- ☐ Engineering data
 - ☐ Percolation test data and locations
 - ☐ Deep hole test data and locations
 - ☐ Cut/fill calculations
- ☐ Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
- ☐ Easements (public and private)
 - ☐ Dimensions shown
 - ☐ Name of easement holder
 - ☐ Labeled “existing” or “proposed”
 - ☐ Liber and page of existing easements labeled



Jeffery L. McCann
Supervisor

TOWN OF GREECE

PLANNING & ECONOMIC DEVELOPMENT

1 VINCE TOFANY BOULEVARD • GREECE, NEW YORK 14612-5016
www.greecenyny.gov

Applicant Permission Form

I, _____, hereby ☐ GIVE ☐ DO NOT GIVE
(Print Name) (Please check one)

permission for representatives of the Town of Greece to visit my property located at _____ for the purpose of obtaining information related to pending applications before the Town of Greece. This permission allows authorized representatives of the Town of Greece to collect data pertaining to the application, including but not limited to measurements, photographs and other information pertinent to my application. This permission shall expire when the board having jurisdiction over such applications renders its decision.

Applicant Signature



Jeffery L. McCann
Supervisor

TOWN OF GREECE

PLANNING & ECONOMIC DEVELOPMENT

1 VINCE TOFANY BOULEVARD • GREECE, NEW YORK 14612-5016
www.greecenyny.gov

Letter of Authorization

Date: _____

I, _____, hereby authorize _____
to act on my behalf regarding my application to the Planning Board.

Property Address: _____

Property Owner Signature: _____

This authorization includes but is not limited to submitting the application,
attending public hearings and all correspondence related to this matter.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	☐	☐	
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES	
	☐	☐	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	☐	☐	
	☐	☐	
	☐	☐	
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES	
	☐	☐	
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES	
	☐	☐	
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES	
	☐	☐	
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO	YES	
	☐	☐	
	☐	☐	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE			
Applicant/sponsor/name: _____ Date: _____			
Signature: _____ Title: _____			

SUBDIVISION APPLICATION GUIDELINES



TOWN OF GREECE MONROE COUNTY, NEW YORK

August 2022

CONTENTS:

Purpose
Pre-Application Activities
Application Deadlines
Standard Site Plan Application Materials
Design Considerations

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. Furthermore, location and distance of hydrants shall be in compliance with the New York State Fire Code.
- 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.



2026
TOWN OF GREECE
PLANNING BOARD MEETING SCHEDULE
1ST AND 3RD WEDNESDAY – 7:00 PM (Note exceptions, below)

DEADLINE DATE

December 8, 2025
December 22, 2025
January 5, 2026
January 5, 2026
January 19, 2026
February 2, 2026
February 23, 2026
March 9, 2026
March 23, 2026
April 6, 2026
April 20, 2026
May 4, 2026
May 25, 2026
June 8, 2026
June 22, 2026
July 6, 2026
July 20, 2026
August 3, 2026
August 24, 2026
September 7, 2026
September 21, 2026
October 5, 2026
October 26, 2026
November 23, 2026
December 7, 2026

MEETING DATE

January 7, 2026
January 21, 2026
February 4, 2026
February 18, 2026
March 4, 2026
March 18, 2026
April 8, 2026
April 22, 2026
May 6, 2026
May 20, 2026
June 3, 2026
June 17, 2026
July 8, 2026
July 22, 2026
August 5, 2026
August 19, 2026
September 2, 2026
September 16, 2026
October 7, 2026
October 21, 2026
November 5, 2026 (Thursday)
November 18, 2026
December 9, 2026
January 6, 2027
January 20, 2027

TOWN OF GREECE PLANNING BOARD APPLICATION FEE SCHEDULE

EFFECTIVE: JANUARY 17, 2025

Applicant Name: _____

Project: _____

Project Address: _____

<u>APPLICATION TYPE*</u>	<u>FEE CODE</u>	<u>BASE FEE</u>	<u>SCALE MULTIPLIER</u>	<u>TOTAL FEE</u>
Concept Plan	PLB-CONCP	\$125	None	\$125
Subdivisions / Resubdivisions				
Change of Lot Line	PLB-CHGLTL	\$200	None	\$200
Plat, Preliminary		\$1500	\$5 / dwelling unit	Base + \$5 / dwelling unit
Plat, Final		\$550	\$5 / dwelling unit	Base + \$5 / dwelling unit
Plat, Final – Conveyance Only (3 lots or less)		\$300	None	\$300
Minor Improvement Plan	PLB-MIRP	\$300	None	\$300
Site Plan				
0-25,000 sq.ft.		\$1500	None	\$1500
25,001-50,000 sq.ft.		\$2000	sq.ft. x \$0.020	Base + sq.ft. x \$0.020
50,001-100,000 sq.ft.		\$2500	sq.ft. x \$0.025	Base + sq.ft. x \$0.025
100,001 + sq.ft.		\$3000	sq.ft. x \$0.030	Base + sq.ft. x \$0.030
Multi-Family Residential		\$1500	\$5 / dwelling unit	Base + \$5 / dwelling unit
Parking Area Expansion (more than 20 spaces)	PLB-PAEX	\$500	None	\$500
Land Disturbance exceeding 1.0 Acre	PLB-LNDD	\$500	None	\$500
Telecommunications Antenna	PLB-TTAP	\$1000	None	\$1000
Re-approval/Waiver of Previously Approved (no changes)	PLB-REAPP1	\$350	None	\$350
Modification of Previous Approval (changes proposed)		\$350	None	\$350
Extension of Approval	PLB-EXTAPP	\$ 75	None	\$ 75
Single-lot Residential Site Plan (each lot)	PLB-SLRSP1	\$325	None	\$325
Historic Preservation				
Certificate of Appropriateness	PLB-HPCA	\$200	None	\$200
Local Landmark Designation	PLB-HPLL	\$200	None	\$200
HPOD Special Use Permit	PLB-HPSU	\$200	None	\$200
Administrative Transfer of HPOD Special Use Permit	PLB-HPAT	\$125	None	\$125
Floodplain Management Appeal/Variance	PLB-FLOOD	\$125	None	\$125
Sidewalk Waiver - Single-Family Residential	TB-SDWK	N/A	None	\$1000 Per Lot
Sidewalk Waiver - Multi-Family and All Other Development		N/A	\$100 Per Linear Foot	\$100 Per Linear Foot

_____ (Linear Feet / Lots / Sq.Ft. / Units) X _____ (Multiplier) \$ _____

+ Base Fee \$ _____

+ Total Fee \$ _____

** Round to nearest dollar

* Does not include Building Permit Fees or other agency fees

MAKE CHECKS PAYABLE TO: TOWN OF GREECE

MASTER CARD AND VISA ACCEPTED