



TOWN OF WEBSTER

PLANNING BOARD APPLICATION

Office (585) 872-7028 • Fax (585) 872-1352 • planning-zoning@ci.webster.ny.us

Applicant/Contact Person:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner Information (if different than above):

Name: _____ Phone: _____

E-mail: _____ Cell Phone: _____

Architect / Engineer (if applicable):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Project Name: _____

Project Address: _____

Total Acreage: _____ **Number of lots:** _____

Application Type (please circle): Site Plan Review Subdivision of land Accessory Structure Special Use Permit

Project Status (please circle): Concept Preliminary Preliminary/Final

Project Description (additional information can be attached):

Length of time to complete project: _____

APPLICANT: By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations, ordinances, and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE: _____ **DATE:** _____

Office Use Only

Parcel Number (SBL): _____ **Zoning District:** _____

PLANNING BOARD APPLICATION REQUIREMENTS

1. Cut off dates for all applications to be submitted to the Planning Board per the attached schedule which indicates closing dates for Board meetings. The Webster Town Planning Board meets on the 1st and 3rd Tuesdays of each month. All meetings start at 7:00 PM. The Webster Town Planning Board, at its discretion, reserves the right not to hear new applications after 10:30 PM on any regularly scheduled meeting day. The hearings will be held on the next regularly scheduled Public Hearing.
2. Applicants shall submit a complete application consisting of: Environmental Assessment Form, plans, letter of intent, and proper fees on or before the scheduled closing and/or cut off dates. Any application received incomplete will not be scheduled to be heard by the Board. It will be the applicant's or agent's responsibility to submit a complete application for the hearing date requested.
3. The preliminary applications are considered Public Hearings. Proper notice of a public hearing before a board shall be given by legal notice published in the official newspaper of the Town of Webster, at least five days before the date set for a public hearing, as required by § 274-b of the Town Law. All applications before the Planning Board, Zoning Board of Appeals and all special permit and rezoning applications before the Town Board shall be required to post a Town provided sign, in a publicly conspicuous location on or in front of the front property line of the property affected. Said sign shall notify the public of a pending application and hearing and shall be posted not less than 10 days prior to and up to the date of the hearing. Such sign shall be provided by the Town and/or its designee and shall be removed by the Town and/or its designee within 5 days after the hearing. By signing this application, you are granting permission to have a sign placed at the project address.
4. Any revisions made to the plans necessitated by comment from the Project Review Committee or Engineering Division must be resubmitted to the Engineering Division **no later than 7 days prior to the meeting date**. The Planning Board will not entertain any new or revised plans which have not been reviewed by the Project Review Committee.
5. The Planning Board requires site plans and subdivision plans to meet the Planning/Zoning checklist attached and reserves the right not to hear a presentation if the project is not in compliance.
6. **For all projects requiring full-size plans sets, plans must be folded to 9" x 14 1/2" maximum size or they will not be accepted. In addition, please provide (1) electronic PDF copy on a flash drive, CD-ROM or link to an FTP site where the files can be downloaded.**
7. **Applicants or their representatives must appear at the hearings.** All withdrawals must be made in writing.

SUBMISSION CHECKLIST

Use the checklist below to ensure submission of a complete application:

Required Information	# of copies	☒
Concept Plan Review		
Completed Planning Board Application	10	
Completed Environmental Assessment Form (EAF)	10	
Letter of Intent	10	
Site Plans / Survey Map (11" x 17")	10	
Plans (full size folded to 9" x 14.5")	3	
Electronic copy of plans on thumb drive or CD-ROM	1	
Non-collusion disclosure form	1	
Tax incentive disclosure form	1	
Landowner's permission or signed purchase offer	1	
Application Fees Paid		

Preliminary / Final Plan Review		
Completed Planning Board Application	10	
Completed Environmental Assessment Form (EAF)	10	
Letter of Intent	10	
Site Plan / Survey Map (11" x 17")	10	
Plans (full size folded to 9" x 14.5")	3	
Electronic copy of plans on flash drive or CD-ROM	1	
Non-collusion disclosure form	1	
Tax incentive disclosure form	1	
Application Fees Paid		

- ❖ Some projects may require a review referral to the Monroe County Development Review Committee. For these projects, additional complete application sets may be required at time of submittal.
- ❖ Please assemble the correct number of complete application sets prior to submittal for expedited distribution to staff. Incomplete applications will not be accepted.
- ❖ The Town of Webster Zoning Board of Appeals and Planning Board will never request payment of fees by email, text message, wire transfer, gift card, cryptocurrency, or other electronic methods. Any such request is fraudulent.
- ❖ If you receive a communication requesting payment outside the Town's established process, do not respond. Contact Town Hall directly using the official contact information to verify.

Fees

Residential	Concept	Preliminary	Final
Site Plan (4 lots or less)	\$120.00 (+ \$40/unit)	\$220.00 (+ \$40/unit)	No fee
Single Family Subdivision	\$150.00 (per application)	\$120.00	No fee
Multi-Family Subdivision	\$150.00 (per application)	\$40.00/unit *	No fee
Special Use Permit	\$150.00 (per application)		
Commercial / Industrial			
Site Plan	\$250.00	\$220.00 (+ \$40/1000 sq. ft.)	No fee
Architectural/Engineering Review	\$250.00 (plus cost of independent consultant review)	\$250.00 (plus cost of independent consultant review)	No fee
Accessory Building Review	\$120.00 (per application)		

SITE PLAN REQUIREMENTS

For projects minor in scope, and/or in the concept phase, the site plan / drawing should include:

- ❖ Instrument survey or tape location map of entire parcel with lot layout and dimensions
- ❖ Adjacent properties shown with owner's name(s) and addresses listed
- ❖ Existing and proposed structures as well as any natural features on the site
- ❖ All proposed structures, additions, etc. must be indicated as such and drawn to scale

For projects large and complex in scope and/or in the Preliminary/Final stage, the site plan shall be prepared by a licensed architect, engineer, surveyor, or landscape architect and include all elements listed above, as well as:

- ❖ Project Title or Developer Name
- ❖ Location map
- ❖ North arrow
- ❖ Table illustrating zoning conformance
- ❖ Lot layout and approximate lot sizes indicated (if proposing a subdivision)
- ❖ Lots and unit numbers indicated
- ❖ Location and description of any existing or proposed easements, flood plains, or other specially protected area within 200 feet of project area
- ❖ Revision block to be provided with current revision date and revisions clearly indicated
- ❖ Any proposed dedicated lands to be shown
- ❖ Utility schematic
- ❖ Monumentation indicated
- ❖ Actual field topography at (2) feet intervals including adjacent properties within 100 feet (County Data)
- ❖ Benchmarks indicated on plan
- ❖ All utilities indicated with appropriate sizes, dimensions and inverts
- ❖ Cross sections and details for roads, gutters, streams and typical house pad grading
- ❖ Profiles of roads, sewers and streams or ditches to be constructed with inverts and existing and proposed grades shown
- ❖ Details of all utility structures such as manholes, catch basins, hydrants and erosion control measures
- ❖ Drainage study and Storm Water Pollution Prevention Plan (SWPPP)
- ❖ SEQRA Determination
- ❖ Variances requested and dates granted
- ❖ Approval Block with space provided for the following signatures:
 - Commissioner of Public Works
 - Highway Superintendent (if road dedication is proposed)
 - Town Assessor
 - Fire Marshal
 - Planning Board Chairman
 - Webster Sewer District
 - Monroe County Water Authority
 - Monroe County Department of Health
- ❖ Any other pertinent details as requested by the Engineering or Building divisions

ENVIRONMENTAL ASSESSMENT

To permit the Town of Webster to assess the potential environmental impact of the proposed project, please complete the attached Environmental Assessment Form (EAF) in accordance with the list below.

For more information, or step by step assistance on how to complete this form, visit:
<https://www.dec.ny.gov/permits/90156.html>

TYPE OF APPLICATION

PART OF EAF TO BE COMPLETED

- | | |
|--|-------------------------------------|
| 1. Special Permit or Variance | Short Environmental Assessment Form |
| 2. Change of Use | Short Environmental Assessment Form |
| 3. Residential Development
One (1) – three (3) lots | Short Environmental Assessment Form |
| 4. Rezoning | Short Environmental Assessment Form |
| 5. Commercial Development | Short Environmental Assessment Form |
| 6. Residential Development
Over four (4) lots or more,
and Mobile Home Parks | Short Environmental Assessment Form |
| 7. Industrial Developments | Short Environmental Assessment Form |
| 8. Utilities and Roads | Short Environmental Assessment Form |
| 9. Fill or excavation | Short Environmental Assessment Form |

The Town reserves the right to request additional information or request the preparation of a Draft Environmental Impact Statement (D.E.I.S).

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 which 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:				
5. Urban	Rural (non-agriculture)	Industrial	Commercial	Residential (suburban)
☐ Forest	Agriculture	Aquatic	Other(Specify):	
☐ Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
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? If Yes, identify: _____	NO ☐	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? 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?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO ☐	YES ☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☐	YES ☐	
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? 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?	NO ☐ ☐	YES ☐ ☐	
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? 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: _____ _____ _____	NO ☐ ☐	YES ☐ ☐	

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 flood plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	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:	☐	☐

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 ☐

49. 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 ☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

NON-COLLUSION DISCLOSURE PURSUANT TO
SECTION 225-111
OF THE WEBSTER ZONING ORDINANCE

TO WHOM IT MAY CONCERN:

No officer or employee of the State of New York, County of Monroe or Town of Webster has any financial interest in the land affected by or in the partnership making application for the project known as _____

DATED: _____

BY: _____
Authorized Representative

OWNER'S AFFIDAVIT

(Sign and return if property owner is different than applicant)

I, _____ do hereby certify that I am an owner and/or contract purchaser of property involved in this request and that the foregoing statements, answers and supporting documentation submitted are in all respects true and correct to the best of my knowledge and belief. If this application is granted approval, all actions shall be in accordance with the terms of that approval.

NAME OF PROPERTY / BUSINESS OWNER

SIGNATURE OF PROPERTY/BUSINESS OWNER

DATE

**DISCLOSURE OF INTENT TO REQUEST
TAX INCENTIVES, ABATEMENTS, OR EXEMPTIONS**

Have you currently applied for, or intend to apply for any tax incentives, abatements, or exemptions?

Yes _____

No _____

If **YES**, would you agree to enter into a Host Community Agreement* (HCA) with the Town of Webster?

Yes _____

No _____

→ If **NO**: If you apply for or receive any tax incentives, abatements or exemptions in the future, would you agree to enter into a Host Community Agreement (HCA)?

Yes _____

No _____

NAME OF PROPERTY / BUSINESS OWNER

SIGNATURE OF PROPERTY/BUSINESS OWNER

DATE

* A Host Community Agreement (HCA) is an agreement between the business/property owner, wherein the business/property owner recognizes that the Town provides services which benefit the business/property and the owner desires to compensate the Town for such services, by making payment to the Town (and to make the Town whole in regard to property taxes) by entering into this agreement to acknowledge the Town's cost of providing services to its residents and property owners.

TIPS FOR APPLICANTS

Requesting approval for a project from the Planning Board requires the applicant to provide as much information as possible. It is recommended that the owner/contractor bring the appropriate representatives to answer questions from the Planning Board. The following are tips to help in your presentation.

1. Dress appropriately. Applicants shall dress in business or business casual attire out of respect to the Planning Board.
2. Be on time! Meetings start at 7:00 PM.
3. Speak clearly and use the microphone. Get as close as possible to the microphone so all can hear you. Be sure to introduce yourself, your company, and who you are representing. Be prepared to answer any questions from the Planning Board.
4. Provide visuals. The room is large. Visuals should be clear and easy to see, especially for the Board members and the public. Color drawings are encouraged.
5. Be respectful to the Planning Board, staff, and citizens in attendance.

At the completion of the presentation, the Planning Board will make their decision regarding the project. You will receive a letter in the mail outlining the Planning Board's decision and conditions of approval.

The Town Code is available on the Town of Webster web page: www.websterny.gov
Click on "Town Code".

Please contact the Department of Community Development if you have any questions regarding this process.

[Department of Community Development](#)
[\(585\) 872-1000](#)
planning-zoning@websterny.gov