



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: _____



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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: _____		

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.

SITE PLAN

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 (size 22 x 34), 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 or over 10,000 sq. ft. building)
- ☐ 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 To 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.
- ☐ Site plan or plat sheet reduced to 11 x 17 inches for neighborhood notification
- ☐ Site plan
 - ☐ 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 referenced 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
 - ☐ Applicant's signature line
 - ☐ Seal and signature, address, phone number and e-mail address of licensed design professional
 - ☐ Approval signature lines for the Building Inspector, 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

- ☐ 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 data
 - ☐ Owner names, addresses, and tax account numbers for subject property and adjoining properties
 - ☐ Land area in square-feet and acres
 - ☐ Impervious area percentage
 - ☐ Project phasing
- ☐ Site features
 - ☐ Property boundaries plotted to scale with bearings and distances shown
 - ☐ Existing and proposed buildings with number of floors and gross square-footage labeled
 - ☐ Watercourses, wetlands, flood zones, coastal erosion hazard areas
 - ☐ Paved and un-paved parking areas with striping shown
 - ☐ Walkways, benches, trash cans, bike racks, and other pedestrian amenities
 - ☐ Accessible routes showing ADA compliance, if required
 - ☐ Fences, guardrails, walls
 - ☐ Freestanding signs
 - ☐ Dumpster location and enclosure
 - ☐ HVAC equipment and enclosure
 - ☐ Adjoining structures and land uses
- ☐ Roadway data
 - ☐ Street names, right-of-way width, and roadway jurisdiction shown
 - ☐ Sidewalks, roadway signage, street lights, utility poles
 - ☐ Curb cuts for subject property and those on properties adjacent to and across the street from the subject property.
 - ☐ Site distances from project curb cuts
 - ☐ Distance to nearest RTS bus stop
 - ☐ 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 for existing and 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)
- ☐ Engineering data
 - ☐ Percolation test data and locations
 - ☐ Deep hole test data and locations
 - ☐ Cut/fill calculations
- ☐ Landscape plan (see landscape guidelines for details)
 - ☐ Limit of clearing shown
 - ☐ Proposed plantings shown
 - ☐ Key indicating species, size, and spacing requirements
 - ☐ Planting details
 - ☐ Tree protection details
 - ☐ Stamped by a New York State Licensed Landscape Architect
- ☐ Lighting plan (in accordance with Section 211-35 of the Town of Greece Code)
 - ☐ Location of all existing and proposed light fixtures (pole-mounted and building-mounted fixtures)
 - ☐ Mounting height indicated
 - ☐ Details and/or catalog cuts of proposed light fixtures
 - ☐ Bulb wattage shown
- ☐ Architectural elevations
 - ☐ Elevations show all sides of proposed buildings
 - ☐ Dimensions, colors, and materials shown
 - ☐ Material samples available for planning board meeting
- ☐ Details
 - ☐ Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
 - ☐ Dumpster enclosure details including dimensions, materials, and colors.
 - ☐ Fence details including height and materials
 - ☐ Signage details (ADA signage, fire lane signage)
- ☐ Easements
 - ☐ 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 the Monroe County Agricultural Districts)

SITE PLAN APPLICATION GUIDELINES



TOWN OF GREECE
MONROE COUNTY, NEW YORK

August 2022

CONTENTS:

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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 Planning and Economic Development Department 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 Site Plan 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. Where construction value must be calculated, it must be based on standard square foot construction costs provided by the International Code Council (included in the site plan application package). The construction value multiplier applies to building construction only; site improvements and interior equipment and furnishings unique to the particular operation need not be included.
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, applications involving more than 10,000 square-feet of gross floor area AND a lot greater than five (5) acres in size should be accompanied by Part 1 of the Full Environmental Assessment Form ("EAF"); smaller projects may be accompanied by a Short 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 (size 22 x 34) prepared by New York State Registered Architect or Licensed Professional Engineer.
 - b) Architectural elevations: **Ten (10) copies** of architectural elevations, if applicable, prepared by New York State Registered Architect.
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 elements of the site layout, including but not limited to, buildings and structures, utilities, grading, parking, means of access, screening, landscaping, lighting, freestanding signs, dumpsters, property lines, adjoining structures and land uses.

Refer to the Site Plan Application Checklist for site plan 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 on the site plan, along with the map panel source for such boundary.

Emergency Response:

- Building and suite addresses shall be shown on the site plan and shall be subject to approval by the Fire Marshal and Town Assessor.
- The location of all exterior doors shall be shown on the site plan and shall be connected by a sidewalk to an acceptable fire safety zone.
- Fire lanes and fire department connections shall be identified as directed by the Fire Marshal. Permanently mounted "No Parking – Fire Lane" signs shall be posted along the fire lanes at intervals of 50 feet or less.
- Plans shall show the location of the nearest hydrant, and any proposed water lines and hydrants.
- Fire sprinklers may be required pursuant to Chapter 115 of the Town of Greece Code. An appropriately sized fire water service line shall be shown on the site plan.

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 site plan application.
- Cross access between sites and shared access to public highways helps to consolidate points of access into appropriate locations, reduce potential vehicle conflicts, and provide a safe and convenient environment for motorists, and businesses alike. Cross access easements may be required as part of site plan approval. A site does not need to be considered a "Business Center" as defined by the Zoning Ordinance in order for cross access to be required.

Pedestrian and Bicycle Mobility:

- Pedestrian safety and mobility are primary considerations in commercial development. A system of pedestrian paths should be established within the development to facilitate pedestrian movements within the site, and to and from the adjoining public sidewalk.
- 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.
- Site design should accommodate bicycle traffic. Bike racks should be provided in appropriate locations.

Architecture:

- Architectural elevations of proposed buildings showing all sides in an appropriate scale and indicating exterior materials and proposed colors.
- Architectural elevations shall show the locations, size, details, and screening for roof-top HVAC units, kitchen hoods, and other mechanical equipment.
- Ground-mounted HVAC and similar equipment shall be screened from view as directed by the Planning Board.
- Building mounted lights shall be shown.

Site Lighting:

- Site plan applications shall include locations and details of all proposed pole-mounted, ground-mounted, and building-mounted lights.
- Site lighting shall be designed in accordance with §211-32(A) of the Zoning Ordinance, which states: "No exterior spotlighting or other high-intensity lighting on a property shall spill onto an adjacent public highway right-of-way or onto adjoining property unless expressly permitted by the Planning Board."
- Site lighting shall be designed in accordance with §211-32(B) of the Zoning Ordinance which states: "The source of any outdoor light which is permitted shall be shielded so that it is not visible when viewed off the site. Exempt from this requirement are incandescent lights which are located near an entrance to a principal building and low-voltage lights (as defined in the National Electric Code) not more than 18 inches above grade that also delineate a walkway or access to a building."
- Light intensity contours, generally available from the lighting vendor, shall also be included in the plans. For more involved projects with potential impacts to neighbors, applications shall include a photometric analysis (point plot) of proposed light intensities.

Outdoor Refuse Containers (dumpsters and trash totes):

- Pursuant to §211-28 of the Town of Greece Code, outdoor refuse container shall be screened from public view. Masonry enclosures, solid construction vinyl fencing, and board-on-board fencing are generally encouraged.
- Dumpster enclosures shall be designed and built in accordance with Dumpster and Trash Container Enclosure Guidelines for the Town of Greece provided in the site plan application package.
- Dumpster enclosure details indicating the materials and colors to be used shall be included in the site plan.

Landscaping and Buffering:

- Landscape design shall conform to standards established in Landscape Guidelines for Development, included in the site plan application package.
- Adequate buffering or screening with landscape materials, existing vegetation, fences and berms, etc.; is an essential element of most site plans. The purpose of this buffering can be to minimize potential impacts to adjoining residences, provide an appropriate separation between land uses, and for other aesthetic considerations.
- Where fences are used, details shall be provided in the plans.

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 on the site plan. Refer to the Planning Board Application through Construction summary of procedures included in the site plan application package for further direction on easement filing.

Standard Site Plan Notes.

- No building permits shall be issued unless and until highway permits are issued.
- The developer/contractor is responsible for removal and disposal of brush, trees, and debris from any lot clearing.
- Approval is for only those items identified as "new" or "proposed" on the site plan. Granting approval of this site plan does not supersede any other conditions imposed by the Town of Greece or any other agency.
- 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.
- The landscaping on the Premises shall be maintained by the current owner of the Premises, and by any future owner. The owner of the Premises shall replace any dead plants with the same species or a similar species. The replacement plant shall be no smaller than the previous plant when it originally was installed.
- Prior to the issuance of a Final Certificate of Occupancy for the Premises, The Applicant shall provide certification verifying proper installation of landscape areas on the site in accordance with the landscape plan approved by the Planning Board, and in accordance with the Town's Landscape Guidelines for Development. Said certification shall be on the certification form provided in said guidelines and shall be completed by a New York State Licensed Landscape Architect or Certified Nursery Professional.
- All heating, ventilating, and air conditioning (HVAC) equipment shall be screened from public view.
- Light spill shall be contained on the Premises. Outdoor light sources shall be aimed or shielded so that they are not visible when viewed from off the Premises, and so that light spill is cast only downward onto the Premises. Exempt from this requirement are low-wattage lights that are located near the principal entrance to a building, and low-wattage lights, not higher than 42 inches above grade, that define a walkway or other access to a building.
- 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.
- Permanently mounted "No Parking – Fire Lane" signs shall be posted along the fire lanes at intervals of 50 feet or less.
- No building permits shall be issued unless and until the appropriate easement documents, including all necessary map references, have been filed in the Office of the Monroe County Clerk.

- (FOR MULTI-FAMILY RESIDENTIAL SITE PLANS ONLY): The Planning Board further finds that development of these apartments/townhomes will contribute to the demand for additional park and recreation space, and that this site 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 dwelling unit in this site, payable to the Town upon the issuance of the original building permit for each dwelling unit. A note that indicates this requirement shall be added to the plat.
- No site work shall commence unless and until a pre-construction meeting has taken place involving the Town Departments of Public Works, Engineering, and/or Technical Services.
- No building permits shall be issued unless and until the Applicant executes an agreement for maintenance of the proposed storm water management pond. Said agreement shall be subject to approval by the Planning Board's Attorney and the Commissioner of Public Works.
- Upon completion of construction of the storm water pond, the Applicant shall provide certification that the pond was constructed as designed and approved. Said certification shall be provided in the form of an as-built topographic survey with pertinent utility structures shown, prepared by a New York State Licensed Land Surveyor. No final approval signatures shall be placed on the site plan unless and until the Applicant has submitted to the town a financial guarantee (such as a letter of credit, certified check, or other acceptable instrument), in an amount approved by the town's Commissioner of Public Works and the Town Attorney, that is sufficient to properly construct the proposed pond, and to provide the aforementioned certification. No release of said financial guarantee shall be made unless and until the improvements and certification are completed to the satisfaction of the town's Commissioner of Public Works and the Town Attorney.
- The Applicant shall develop the Premises as it relates to accessibility, as required by the New York State Uniform Fire Prevention and Building Codes and subject to the approval of the Building Inspector. Furthermore, the Building Inspector shall approve field changes to the approved plan as it relates to Accessibility/ADA Compliance.

LANDSCAPE GUIDELINES FOR DEVELOPMENT



TOWN OF GREECE
December, 2015

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Attachments:

*6 NYCRR Part 575 Prohibited and Regulated Invasive Species

*Town of Greece MasterTree List.....

Protecting Trees During Construction

1) Purpose: The purpose of these guidelines is to establish a consistent standard for landscape design and installation for development in the Town of Greece. Landscaping associated with development should be designed in accordance with the guidelines established herein and shall be subject to site plan approval by the Planning Board. Variations from any standard in these guidelines may be permitted or required by the Planning Board.

2) Definitions

- A) ***Invasive Species:** Species' of plants which are prohibited or otherwise regulated under 6 NYCRR Part 575 Prohibited and Regulated Invasive Species.
- B) ***Letter-of-Credit:** A financial guarantee provided by the developer to the town as a security to ensure proper installation of improvements.
- C) **Certificate of Occupancy:** A document issued by the Building Inspector which signifies that a building or addition thereto and site comply with all applicable regulations of the Town of Greece and Title 19 NYCRR (Building Codes of New York State) and all plans and specifications for said building or addition and site.
- D) **Certified Nursery Professional (CNP):** A landscape professional having successfully completed the examination for, and continuously maintains their status in, the Certified Nursery Professional Program administered by the New York State Nursery and Landscape Association. A current list of registered CNPs is available on the Internet at <http://rochesterlandscapers.com/services/cnpd.php>
- E) **Licensed Landscape Architect:** An individual licensed by the New York State Education Department's Office of Professions to perform services further described in Title VIII of the New York State Education Law. (refer to Title VIII for legal definition).

3) General Requirements

- A) **Design and certification:** As a general rule, Landscape design, and certification of proper installation, should be provided by a Licensed Landscape Architect or Certified Nursery Professional as described herein. Certain exceptions may be made by the Planning Board or an authorized representative.
- B) **Materials:** Landscape materials used, plant species selection, and installation procedures should be in accordance with standards established herein.
- C) **Buffering:** Buffering between different land uses may be required by the Planning Board. Existing vegetation may serve as an effective buffer and should be considered in project planning.
- D) **Wood lots:** For sites with existing mature trees, the Applicant should consult the Town's Tree Council as early in the planning process as possible.
 - I) Existing mature trees should be incorporated into development plans to the greatest degree practicable. Refer to the attachment entitled Protection Trees During Construction.
 - II) On recommendations from the Town's Tree Council, the Planning Board may require that existing mature trees, or treed areas, be preserved.
 - III) The Planning Board may require compensation for the removal of trees within the Town's Woodlot Inventory as designated by the Tree Council.
- E) **Responsibilities:** Ensuring the quality and proper installation of landscaping is the responsibility of the developer. Long-term maintenance of landscaping will ultimately be the responsibility of the property owner.
- F) ***Plan notes:** Landscape plans submitted to the Town of Greece shall include the following notes:
 - I) The Applicant is responsible for compliance with 6 NYCRR Part 575 Prohibited and Regulated Invasive Species.
 - II) The landscaping on the Premises shall be maintained by the current owner of the Premises, and by any future owner. The owner of the Premises shall replace any dead plants with the same species or a similar species. The replacement plant shall be no smaller than the previous plant when it originally was installed.

III) Prior to the issuance of a Final Certificate of Occupancy for the Premises, The Applicant shall provide certification verifying proper installation of landscape areas on the site in accordance with the landscape plan approved by the Planning Board, and in accordance with the Town's Landscape Guidelines for Development. Such certification shall be on the certification form provided in such guidelines and shall be completed by a New York State Licensed Landscape Architect or Certified Nursery Professional.

G) *Invasive species:

I) Invasive species: Species which are prohibited or otherwise regulated under 6 NYCRR Part 575 (attached) shall not be included in landscape plans approved by the Town of Greece.

II) Due to the presence of the invasive Emerald Ash Borer, ash trees shall not be included in landscape plans approved by the Town of Greece

4) Commercial Development

A) Landscape design: New or redeveloped commercial, industrial, and multi-family residential site plan applications for 1 or more buildings, greater than 10,000 square feet in size AND on a lot larger than 2 acres, shall include a landscape plan developed and stamped by a New York State Licensed Landscape Architect. For applications involving a single building less than 10,000 square feet in size AND on a lot of less than 2 acres, landscape plans shall be developed in consultation with a Certified Nursery Professional (CNP). Proof of CNP review shall be provided.

B) Percentage of landscaping: As a general rule, at least 30% of new or redeveloped commercial and industrial sites, and 50% of multi-family residential sites, should be devoted to landscaped area.

C) Parking lots islands: It is recommended that 5% of parking areas over 1 acre be designed as landscaped islands and/or medians.

D) Disturbed areas: Disturbed areas on a site plan that are designated for future development should be planted to grass and maintained as lawn areas unless otherwise permitted or required by the Planning Board.

E) Landscape Plans shall include at least the following:

I) Plant schedule including symbols used, common and botanical names, size and spacing requirements of plants used

II) % of green space existing and proposed for the site as a whole

III) % of parking areas devoted to landscaping

IV) Snow storage areas

V) Planting and installation details.

VI) Show the limit of clearing. Existing vegetation should be noted on the plan as "to remain" or "to be removed".

VII) Details of tree protection methods

VIII) Any other information that may impact the landscape design including overhead and underground utilities, or any other information deemed necessary by the Planning Board.

F) Landscape Certification for commercial, industrial, and multi-family residential sites: Prior to the issuance of a Final Certificate of Occupancy for the Premises, developers of commercial, industrial, and multi-family residential sites shall provide certification verifying proper installation of landscape areas on the site, in accordance with the landscape plan approved by the Planning Board, and in accordance these guidelines. Said certification shall be provided on the attached certification form, completed by a Licensed Landscape Architect or Certified Nursery Professional.

5) Residential Development

- A) Single-family residential subdivisions should provide one (1) street tree in the tree lawn of each proposed interior building lot, and two (2) for corner lots.
- B) *Street trees in residential subdivisions shall be included as a line-item in the developer's Letter-of-Credit.
- C) Street tree species should be selected from the Town of Greece Master Tree List, available from the Department of Public Works.

6) Landscape materials / installation / quality standards:

- A) Plant selection: Plant selection should be determined in consultation with a Licensed Landscape Architect or Certified Nursery Professional. A number of factors come into play when selecting the appropriate plant for different locations of the site.
 - I) *Invasive species: Species which are prohibited or otherwise regulated under 6 NYCRR Part 575 (attached) shall not be included in landscape plans approved by the Town of Greece.
 - II) *Due to the presence of the invasive Emerald Ash Borer, ash trees shall not be included in landscape plans approved by the Town of Greece.
 - III) Use of native plant species and locally produced landscape media (soil, mulch, etc.) is strongly encouraged.
 - IV) Salt tolerance: Road salt is a common factor in the demise of landscape plantings. Plantings near roadways, parking lots, and in areas that receive drainage from those portions of the site should be selected based in part on their salt tolerance.
 - V) Plants on berms and sloped areas: The shallow root structures of certain trees are not suited for planting on slopes or on top of berms.
 - VI) Site distances: Refer to Section 211-33 of the Zoning Ordinance.
- B) Suitable nursery stock:
 - I) Nursery stock shall meet or exceed quality standards established in the current edition of American Standard for Nursery Stock, published by the American Association of Nurserymen, Washington D.C.
 - II) Nursery stock should be transported, staged, and otherwise handled in accordance with standards established in American Standard for Nursery Stock.
 - III) Nursery stock should be obtained from a reputable nursery within Hardiness zone 4, 5, or 6 as defined by the United States Department of Agriculture.
- C) Plant size: Plant sizes shall be as follows unless otherwise required or permitted by the Planning Board.
 - I) Deciduous shade trees and ornamental trees shall have a caliper of at least 1.75 – 2 inches upon installation.
 - II) Multiple-trunk trees shall have a minimum of 3 trunks, which average 6 feet in height upon installation.
 - III) Coniferous trees shall have a minimum height of 5 feet upon planting.
 - IV) Shrubs shall be a minimum of 18 inches in height or width.
- D) Plant placement and spacing: Plant spacing should be based on the space requirements of individual species and in recognition of their full growth potential.
 - I) Plants should be spaced from one another so as to allow for full potential growth of the particular species. In the case of buffering, additional room may be needed in the plans so that plants can be staggered.
 - II) Plants should not be placed where they will interfere with site drainage, paved areas or sidewalks, underground or overhead utilities, or any associated easements.

- III) Snow storage areas should be limited to planting of grass.
- IV) Landscape islands should be provided in parking lots to channel traffic and create visual and climatic relief in large expanses of pavement. The use of shade trees is encouraged within parking lots. Species selection is of particular importance in these harsh growing conditions due to excessive heat, dry soil conditions, road salt accumulation, and snow plowing.
- E) Berm consistency:
 - I) Earthen berms should be constructed of stable soils that are low in organic matter, should have a slope no steeper than 3 on 1, and should be covered with 6 inches of suitable topsoil unless otherwise required or permitted by the Planning Board.
 - II) Plantings: The shallow root structures of certain trees are not suited for planting on slopes or on top of berms. Plant selection should be determined in consultation with a Licensed Landscape Architect or Certified Nursery Professional.

7) Maintenance and Enforcement

- A) Maintenance of landscaping is the responsibility of the current property owner. Replacement of dead or dying plants is a standard condition of Planning Board approval.
- B) Landscape areas required or permitted by the Planning Board are elements of the approved site plan, and as such are subject to enforcement under Section 211-60 of the Zoning Ordinance (Site Plan compliance) and Section 157 of the Town of Greece Code (Property Maintenance).
- C) Post approval changes of the landscape layout or plant species specified in the landscape plan can be done via change order submitted to the Planning Board Clerk. Extensive or substantial changes may require additional review and approval by the Planning Board.

LANDSCAPE CERTIFICATE OF COMPLIANCE

(To be completed by a New York State Licensed Landscape Architect or Certified Nursery Professional)

Project name_____

Address_____

- ☐ **The landscaping on the site is complete.** I personally inspected the landscaping and I have verified that all landscape plantings are correct as to their location, size, number, and species, and that all materials and installation procedures used are in accordance with the landscape plan approved by the Planning Board and standards set forth in the Town of Greece Landscape Guidelines for Development.

- or -

- ☐ **The landscaping on the site is not complete.** A financial guarantee (such as a letter of credit, certified check, or other acceptable instrument) shall be provided in an amount sufficient to cover remaining landscaping.

Signature of *New York State Licensed Landscape Architect*
or
Certified Nursery Professional

Date

DUMPSTER™ AND TRASH CONTAINER ENCLOSURE GUIDELINES

for the Town of Greece

Section §211-28 of the Town of Greece Code (Refuse container enclosures) reads:

“Except for one-family or two-family residential uses, refuse containers shall be stored either inside of a building or within an enclosure which screens said containers from public view.”

Consider the following:

Use: High-intensity users such as restaurants require a sturdy structure that is easy to operate and will withstand constant use. Lower-intensity uses such as banks or professional offices may get by with a less substantial structure. Some uses may be such low generators of trash that a garbage tote will suffice. Garbage totes stored outdoors also require screening.

Location: When possible, dumpsters and dumpster enclosures should be located out of public view, away from the street, and away from nearby residents. Practicality of use and pick-up routines will often dictate the location. Dumpster enclosures should be consolidated whenever possible and combined with other outdoor service areas.

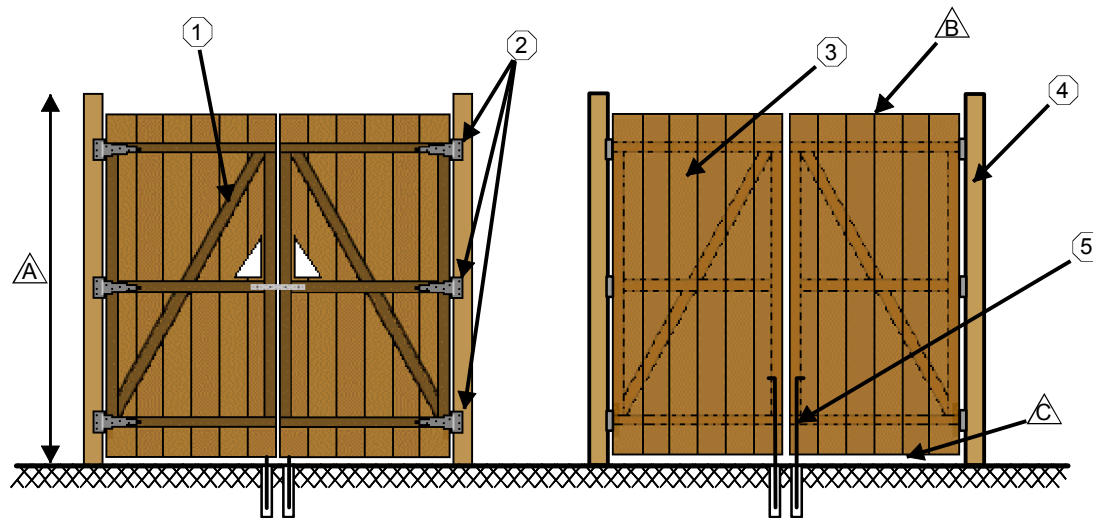
Construction: Gates are prone to mechanical failure, particularly with a restaurant or other high-intensity use. Cross-braced steel framing is essential for longevity of the enclosure gates; rectangular steel tubing or angle-iron should be used. Equally important are the integrity of the hinges, hinge placement, adequate latches and other hardware. Excessive gate width and/or weight should be avoided, as it contributes to mechanical failure due to stressed hardware.

Monroe County and the Town of Greece are located in an Exposure B wind region; enclosures must be constructed to minimally withstand a 3-second 90 plus mile per hour wind gust. Posts and footings must be set below the frost line.

Masonry enclosures have the longest life and require little maintenance. Chain-link fence is generally *not* recommended. Whenever possible, enclosures should be constructed of materials that are consistent with the principal building.

Enclosures must provide complete screening. When using a board-on-board fence (wood, vinyl, composite or other), gaps between boards must be minimal. Enclosures should be tall enough to screen the view of the entire dumpster and ground clearance should be minimal.

TOWN OF GREECE STANDARD DUMPSTER ENCLOSURE GATE



INTERIOR VIEW

EXTERIOR VIEW

Materials

- ① RECTANGULAR STEEL TUBE FRAME WITH CROSS-BRACING
- ② THREE (3) HEAVY DUTY HINGES
- ③ WOOD, VINYL, COMPOSITE, METAL PANEL, OR OTHER SOLID MATERIAL
- ④ MINIMUM 6" STEEL POLE FILLED WITH CONCRETE OR EQUIVALENT
- ⑤ TWO (2) HEAVY STEEL PINS TO SECURE GATE

Notes

- △ ENCLOSURE HEIGHT FROM 6' TO 8' DEPENDING ON APPLICATION
- △ BOARD SPACING NOT TO EXCEED 3/8"
- △ GROUND CLEARANCE NOT TO EXCEED 6"

- Project specific dimensions and details to be determined by the Planning Board

- Monroe County and the Town of Greece are located in an Exposure B wind region.
Meaning all structures must be constructed to minimally withstand
a 3 second 90 plus mile per hour wind gust.

Town of Greece

Outdoor Seating Area Design Guidelines



Town of Greece
Planning & Economic Development
Office of Planning & Zoning

Town of Greece
Planning and Economic Development
Office of Planning and Zoning

One Vince Tofany Boulevard
Greece, New York 14612
Phone: 585-723-2344
Fax: 585-723-2457

Purpose

The intent of these design guidelines is for the construction/installation of permanent outdoor seating areas and to ensure the safe and quality appearance of outdoor seating for restaurants throughout the Town of Greece. The Town of Greece permits outdoor seating areas for all restaurants and these guidelines contain the elements and standards that are reviewed when permitting an outdoor seating area.

Application Procedure

To establish an outdoor seating area for a restaurant, the property owner/operator shall apply for approval of a Minor Improvement Plan (MIP) through the Office of Planning and Zoning. In the instance where the number of outdoor seats does not exceed ten (10%) percent of the existing indoor seating capacity, including decks and patios, an outdoor seating area could be eligible for a waiver of the requirements of obtaining approval for a MIP. To apply, the following should be submitted:

- A Complete Application Form and Letter of Authorization from the Property Owner or Lease.
- Site Plan: A scaled plan showing the proposed outdoor seating area with dimensions and measurements. The plan should include, but not be limited to the following:
 - Location and number of tables and seats
 - Any new light fixtures and sources
 - Any noise generating equipment (e.g. outdoor speakers)
 - Any other equipment (e.g. refuse containers, outdoor cooking equipment and heaters, storage cabinets, etc.) that serves the outdoor seating area
 - Additional information may be required depending on the particular application.

Once submitted, the MIP will be reviewed by approved by the Office of Planning and Zoning, with consultation from the Town's Fire Marshal, Technical Services Department, and/or Engineering Staff. For application materials, information, or questions, please contact the Office of Planning and Zoning at 585-723-2344 or visit in person at the Service Mall Entrance of Greece Town Hall.

Occupancy

The occupancy limit for an outdoor seating area shall be established the Town of Greece and/or applicable Building and Fire Codes

Music/Noise

All outdoor seating areas and associated music and noise shall comply with the Noise Ordinance of the Town of Greece and shall not impact adjoining properties or uses.

Lighting

All exterior lighting serving an outdoor seating area shall comply with Section 211-35 of the Town of Greece Zoning Ordinance, which states the following:

- Light Spill. No exterior spotlighting or other high intensity lighting on a property shall spill onto an adjacent public highway right-of-way or onto adjoining properties unless expressly permitted by the Planning Board.
- Shielding Light Sources. The source of any outdoor light which is permitted shall be shielded so that it is not visible when viewed off the site. Exempt from this requirement are incandescent lights which are located near an entrance to a principal building and low-voltage light (as define in National Electric Code) not more than 18 inches above grade that also delineate a walkway or access to a building.

In certain instances, where this a potential impacts to neighbors, applications for outdoor seating areas shall include a photometric analysis (point plot) of proposed light intensities.

Barriers

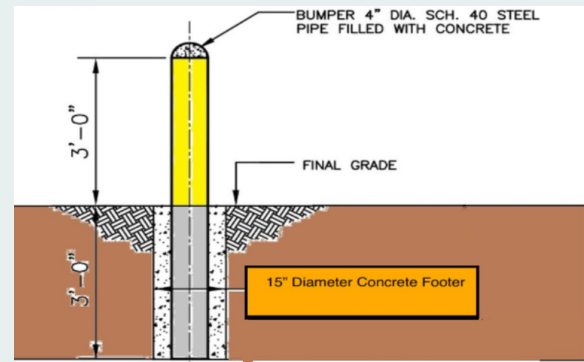
Barriers (e.g. decorative walls, fences, planters, rope, etc.) are visually appealing and help to separate the dining area from a parking area and/or sidewalk. All barriers must be maintained in good visual appearance, without visible fading, dents, tears, rust, corrosion, or chipped or peeling paint. Any barrier proposed for an outdoor seating area should be visually compatible with the exterior appearance (that is, materials, colors, and architectural style) of existing buildings.

For outdoor seating areas in close proximity to parking areas and/or roadways, barriers should be constructed in a manner that incorporate vehicle impact protection elements (e.g. bollards). Examples of vehicle impact elements are provided below.



Vehicle impact elements shall comply with the following requirements:

- Spaced appropriately that does not allow for vehicles to pass through.
- Where possible, shall be incorporated into the design of any decorate fence and/or wall.





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