SITE PLAN/SPECIAL USE PERMIT CHECKLIST

This checklist is prepared to assist applicants through the Site Plan/Special Use Permit process but does not replace any requirements of law. Please refer to Town of Rochester Town Code Chapter 140: Zoning, as adopted by Local Law #6 of 2009, for complete detailed information. It is recommended applicants review Chapter 140 Article 7 for the criteria with which the Planning Board will be reviewing your application.
The Town of Rochester Code is available online.
www.townofrochester.net/Pages/RochesterNY_Codes/code

If you have any questions, please contact our office by phone (845) 626-2434 or E-mail torpbzba@hvc.rr.com prior to submitting your application.

All applicants seeking approval, as classified **Site Plan Review or Special Use Permit** by the Town of Rochester Code Enforcement Office, shall be required to submit the following items as outlined below to the Planning Board for review. Once it is determined these items have been filed with the Planning Board secretary, your application will be scheduled on the Planning Board agenda. **The Planning Board meets the third Tuesday of the month at 7:00 PM. All applications and required documents must be received no later than two weeks before the scheduled meeting to be considered for placement on the agenda.**

All projects must undergo a New York State Environmental Review (SEQRA) as required by NYS Environmental Conservation Law. Additionally, as required by NYS Town Law, projects which meet specific criteria must be sent for referral to the Ulster County Planning Board or other agencies for review. Additional Federal, State, or County requirements specific to your application may apply.

Some Site Plan or Special Use Permit applications require Town Planner review. Establishing an escrow account for this review will be required, if applicable.

An applicant may choose to submit a Preliminary Sketch Plan or make a formal application. If a Sketch Plan is submitted, a review will take place where the Planning Board reviews your request for Site Plan/Special Use Permit on general terms and makes comments. You will then be directed to submit a formal application illustrating all the elements and legal requirements of the Site Plan. A public hearing will be scheduled for your application.
The Planning Board will then approve, approve with conditions, or disapprove the Site Plan. The applicant may then be required to file a performance guarantee to assure the improvements. Following this a Final Plan will be signed by the Chairman.

Site Plan Requirements

- **Completed Town of Rochester Site Plan/Special Use Permit Application** (attached in this packet)

- **Paid Application Fee and Escrow Fee (if applicable)**

- **Completed Part 1 Environmental Assessment Long Form (EAF) as required by New York State Environmental Review (SEQRA)**
    - The applicant or their representative should only fill out Part 1 of the EAF. The applicant is responsible to answer each question as completely and accurately as possible.
      Failure to do so may result in the delay of the review process.

- **Site Plan Drawing *(to scale)* PLEASE REVIEW CHAPTER 140-46 FOR SPECIFIC DETAILS**
    - **Aerial photos are encouraged and may be required by the Planning Board**
    - Location of the Site Plan in relation to the entire tract
    - The location of all existing watercourses, wooded areas, rights-of-way, roads, structures or any other significant man-made or natural feature.
    - Include all known natural resource restrictions, flood plains, wetlands, ecologically sensitive areas, etc. extending beyond the project boundaries a distance of 200 feet.
    - The location, use and floor or ground area of each proposed building, structure or any other land use, including stormwater management, sewage disposal and water supply systems.
    - The location of all significant landscaping and ground cover features, both existing and proposed, including detailed planting plans and a visual depiction or rendering of the final appearance of the property.
    - The location, dimensions and capacity of any proposed roads, off-street parking areas or loading berths.
    - The location and treatment of proposed entrances and exits to public rights-of-way.
    - The location and design of buffer areas and screening devices to be maintained.
    - The location of trails, walkways and all other areas proposed to be devoted to pedestrian use.
    - The location of public and private utilities.
    - The specific locations of all signs existing and proposed, **including a visual depiction**
    - Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, height and general design or architectural styling.

- Lighting plans and fixture details (cut sheets or product information).
- Topography of the site using two feet contour intervals unless otherwise specified by the Planning Board, along with detailed grading plans,
- A map and report detailing the proposed conveyance, storage, distribution, generation, use, treatment or disposal of any storm water and sewage including an estimate of the total daily flows.
- Any other information required by the Planning Board that is clearly necessary to ascertain compliance with the provisions of this law

- **Future use of remaining parcels**

- **Type of Water Supply and Sewer System proposed**

- **The Storm Water Pollution Prevention Plan (SWPPP) if required.**
  Stormwater Management requirements
  - Stormwater management is mandated under New York State Environmental Law and Town of Rochester Code. Instructions and information for this requirement, if applicable, may be found from these sources

    Town of Rochester Code Chapter 140-22 and 125-28
    www.townofrochester.net/Pages/RochesterNY_Codes/code
    NYSDEC www.dec.ny.gov/chemical/8468.html

    - If the proposed construction will disturb between one and five acres, an Erosion and Sediment Control Plan shall be prepared in conformance with state requirements. If the applicant is proposing a non-residential subdivision and the amount of disturbance is greater than or equal to 1 acre, a Full Stormwater Pollution Prevention Plan (SWPPP) will be required. The Applicant will be required to submit a Notice of intent (NOI) to the NYSDEC and the Town prior to commencement of construction.

    - If the proposed construction will disturb five acres or more, a Full Stormwater Pollution Prevention Plan (SWPPP) will be required. The SWPPP shall be in conformance with the "New York State Stormwater Design Manual" standards and propose water quantitative and qualitative measures in accordance with the above noted Manual. The Erosion and Sediment Control Plan should include temporary and permanent methods of stabilization. All erosion and sediment control measures should be in conformance with the "New York Guidelines for Urban Erosion and Sediment Control". The Applicant will be required to submit a Notice of intent (NOI) to the NYSDEC and the Town prior to commencement of construction.

- **An erosion and sedimentation control plan indicating those measures to be employed during construction and as may be necessary to prevent loss of soil from erosion and to prevent resulting property damage, siltation and contamination of water courses or impoundments (see "New York State Standards and Specifications for Erosion and Sediment Control").**

- **Street Encroachment (Driveway) permits or documentation of acceptance in written form from either the Town of Rochester Highway Superintendant, NY State Dept. of Transportation, or Ulster County Dept. of Public Works**

- **An applicant may wish to include a written narrative further explaining project details** ***Example: number of employees, hours of operation, how the project meets the zoning requirements, particular design guidelines, landscaping, storage of hazardous materials***

- **A written request, including the reasoning and/or basis, for relief from any procedure or submittal requirements detailed in Chapter 140 the applicant is presenting for consideration by the Planning Board. (*Explained in 140-47)***

- **Performance Guarantee, as approved by the Attorney for the Town, may be required for final approval.**