

NOTE:

This form can be filled out on-line and signed electronically. The completed form should be e-mailed to Charlie Johnson at [ceo@villageofhoneoyefalls.org](mailto:ceo@villageofhoneoyefalls.org).

Alternatively, the form can be printed and mailed to:

Charlie Johnson  
Village of Honeoye Falls  
5 East St.  
Honeoye Falls, NY 14472

If you have any questions, please phone Charlie Johnson at 624-6150 (office) or 749-9683 (cell).



**APPLICATION FOR SITE PLAN APPROVAL**

<i>OFFICE USE ONLY</i>	
Date of Application:	_____
Application Type:	_____
Fee Amount:	_____
Date of Public Hearing:	_____
Final Action:	_____
Date of Final Action:	_____

**SECTION I: APPLICANT INFORMATION (to be filled in by applicant)**

APPLICANT(S)*	OWNER(S) (if not applicant)	ATTORNEY/AGENT
NAME: _____	_____	_____
ADDRESS: _____	_____	_____
_____	_____	_____
TEL./FAX: _____ / _____	_____ / _____	_____ / _____
E-MAIL: _____	_____	_____

\* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.  
 Applicant's interest in the premises:  Owner  Lessee  Under option to lease or purchase

**SECTION II: PROPERTY INFORMATION (to be filled in by applicant)**

- Property Address (No. & St.) \_\_\_\_\_
- Tax Parcel No.: \_\_\_\_\_
- Current Zoning District: \_\_\_\_\_
- Has a ZBA variance been granted for this property?  Yes  No  
 When: \_\_\_\_\_ For what: \_\_\_\_\_
- Is property located within (check all that apply)?  Historic District  Environmental Protection Overlay District (EPOD)
- Is there a written violation for this parcel that is not the subject of this application?  Yes  No
- Description of project (include current and proposed use)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Has the work for which this approval relates already begun?  Yes  No

**SECTION III: APPLICATION TYPE**

Application Fee (a check for the total amount, payable to: Village of Honeoye Falls, must accompany this application)

Residential:

<input type="checkbox"/> New Construction Number of lots: _____	<input type="checkbox"/> Accessory Structure Square footage: _____	<input type="checkbox"/> Addition Square footage: _____
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Commercial:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Exterior Building Alterations
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Sketch Plan

Other (please specify):

**SECTION IV: DISCLOSURE AND APPLICANT CERTIFICATION**

**DISCLOSURE**

Does any Village officer, employee, or family member thereof have a financial interest in this application?

Yes     No

If "yes", the name, address and nature and extent of this interest must be detailed below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Nature/Extent of Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT CERTIFICATION**

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Planning Board.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_

## SECTION V: REQUIRED SITE PLAN SUBMITTAL CHECKLISTS

### R1/R2 PROJECT SUBMITTAL CHECKLIST:

Listed below are the minimum submittal requirements for site plan application before the Village of Honeoye Falls Planning Board for any structure (addition, deck, porch, shed, garage) with a minimum area of 200 square feet in an R1 or R2 zoning district. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met.

Village staff will review the application and related information as submitted and determine that the application is complete or if additional information is required in order for the Planning Board to adequately review the application. Applicant shall submit any supplementary information requested no later than one week prior to the Planning Board meeting date in order to afford time for review of information prior to the meeting.

The applicant shall submit eight (8) complete sets of all materials.

(for reviewers use) YES    NO    N/A	R1/R2 SITE PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING ITEMS:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Survey map drawn to scale (scale must be noted) showing the property boundary lines, dimensions and area of the lot and indicating any Environmental Protection Overlay Districts (EPODs).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Survey map showing the complete footprint of all existing structures with dimensions present on the lot at the time of application. Show setback dimensions from property boundary to structure(s), driveways and parking areas.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Survey map showing the footprint of the proposed structure with dimensions and indicating the distance the proposed structure is from the front, rear and side lot lines and the primary building if proposed structure is an accessory building.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Affidavit of No Change to Survey. Planning Board requires a current survey to be provided. However, a previous survey can be used with a signed and notarized Affidavit by the applicant stating that no changes have been made to the property since the date of the submitted survey.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Exterior building elevations (existing and proposed) drawn at a minimum ¼ inch equals one foot scale, showing all sides exposed to view and showing the location and size of all windows, doors, trim, architectural details and indicating the type of all exterior materials to be used for the proposed structure. Renderings alone are not sufficient.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Location, height, intensity and bulb type of all external lighting fixtures. Adherence to Village Lighting Ordinance (Ch. 190, Art. XVIII), must be shown, including methods to eliminate glare onto adjoining properties.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. If any portion of the parcel is within a flood plain overlay district: Label base flood elevation and floor elevations of all structures shown. Plans shall indicate areas within the proposed site and immediately adjacent property to the proposed site where ground removal or filling is required and indicate volume of soil removed or fill material in cubic yards.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Indicate plans to prevent the pollution of surface or ground water and erosion of soil or both during and after construction. Provide storm water management report as required.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Affidavit of Sign Posting. Planning Board requires the applicant to post a sign on the affected property advertising the public meeting time and date. The signed Affidavit must be submitted to the Board, at the meeting, stating that the required sign posting was accomplished for the required time period.
<b>FOR PROJECTS 900 SF. OR LARGER, THE FOLLOWING ADDITIONAL ITEMS SHALL BE REQUIRED:</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Indicate all existing and proposed utility services including: electric, gas, telephone, cable, sewer, water, hydrants (show distance to existing hydrants), storm drainage systems including existing & proposed drain lines, culvert, catch basins, headwalls, end walls, manholes and drainage swales.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. A plan indicating all Environmental Protection Overlay Districts (EPODs) contained on the site and all proposed changes to the environment in those districts, including size and type of plant material, existing and proposed street trees.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. Copy of signed water connection agreement with DPW for all projects involving new water connections to the Village system.

**ALL ZONING DISTRICTS OTHER THAN R1/R2 PROJECT SUBMITTAL CHECKLIST:**

Listed below are the minimum submittal requirements as set forth in Chapter 161 for any site plan application before the Village of Honeoye Falls Planning Board for any structure with a minimum area of 200 square feet in all zoning districts other than R1 or R2. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Planning Board also reserves the right to reject the application if these minimal requirements are not met. All of the requirements must be met with notations explaining reasons for any omissions.

Village staff will review the application and related information as submitted and determine that the application is complete or if additional information is required in order for the Planning Board to adequately review the application. Applicant shall submit any supplementary information requested no later than one week prior to the Planning Board meeting date in order to afford time for review of information prior to the meeting.

The Code Enforcement Officer shall determine if the applicant must submit eight (8) or eighteen (18) complete sets of all materials.

(for reviewers use)			NON R1/R2 SITE PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING ITEMS:
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Site Plan drawn to a scale of 1:20 and prepared by registered professional engineer, architect or landscape architect, complete with the professional seal affixed to plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Site Plan shall include all data, details and supporting information in conformity with Village Site Plan Design Criteria & Construction Specification Manual, date March 2008.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Site Plan shall include a locus map showing site's location within the Village, north arrow, map scale and date prepared.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Title block with project name, name and address of applicant, name and address of property owner of record (if different) and name and address of registered professional map preparer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Location and use of all existing and proposed structures within the site or development, including all footprint dimensions, height and floor area. Show all exterior entrances and all anticipated future additions and alterations. Label all existing and proposed building setback distances from property boundaries and from primary building if proposed structure is a second building.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan shall indicate site area in acres or square feet, all lot lines, easements, rights of way, Environmental Protections Overlay Districts (EPODs) and abutting landowners, land usage and easements. References to prior variances or special use permits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Location of all existing and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls and waste disposal containers including type and screening details for waste containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide parking layout plan and identification of all loading areas (number all spaces). Identification of parking spaces and access for physically impaired persons. Provide parking demand calculations. Label existing and proposed spaces. Show traffic flow patterns within property. Show proposed and existing curb outs on the site and along the street within 100 feet of the property's boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Planning Board may require a detailed traffic study to include: the projected number of motor vehicle trips to or leaving the site; estimate for daily and peak hour traffic levels; projected traffic flow pattern including vehicular movement at all major intersections likely to be affected by the proposed use of the site; impact of this traffic upon existing abutting public and private ways in relation to existing road capacities; existing and proposed daily and peak hour traffic levels and road capacity levels.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Indicate significant existing tree, vegetation and natural features of the site and all proposed changes with reference to proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Location, height, intensity and bulb type of all external lighting fixtures. Adherence to Village Lighting Ordinance (Ch. 190, Art. XVIII), must be shown, including methods to eliminate glare onto adjoining properties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Indicate any portion of the parcel that is within a flood plain overlay district. Label base flood elevation, floor elevations of all structures shown. Plans shall indicate areas within the proposed site and immediately adjacent property to the proposed site where ground removal or filling is required and indicate volume of soil removed or fill material in cubic yards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Indicate plans to prevent the pollution of surface or ground water and erosion of soil or both during and after construction. Provide storm water management report as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. A Landscape Plan indicating all Environmental Protection Overlay Districts (EPODs) contained on the site and all proposed changes to the environment in those districts, including size and type of plant material, existing and proposed street trees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Exterior building elevations drawn at a minimum ¼ inch equals one foot scale, showing all sides exposed to view and showing the location and size of all windows, doors, trim, architectural details and indicating the type of all exterior materials to be used for the proposed structure. Renderings alone are not sufficient.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Show existing and proposed signage location including size, height, materials and design.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Identification of storage of any potentially hazardous materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Estimate of increase in water consumption.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Copy of signed water connection agreement with DPW for all projects involving new water connections to the Village system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Affidavit of Sign Posting. Planning Board requires the applicant to post a sign on the affected property advertising the public meeting time and date. The signed Affidavit must be submitted to the Board, at the meeting, stating that the required sign posting was accomplished for the required time period.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Affidavit of No Change to Survey. Planning Board requires a current survey to be provided. However, a previous survey can be used with a signed and notarized Affidavit by the applicant stating that no changes have been made to the property since the date of the submitted survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Other: _____
<b>FOR PROJECTS 2000 SF. OR LARGER, THE FOLLOWING ADDITIONAL ITEMS SHALL BE REQUIRED:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Provide a table indicating the following: area of building to be used for a particular use (such as retail, office); maximum number of employees and maximum seating capacity where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Indicate soil characteristics on the site and distribution of soil types with reference to proposed development. The Planning Board may also request soil logs, percolation tests and storm water calculation for large or environmentally sensitive developments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Indicate all existing and proposed utility services including: electric, gas, telephone, cable, sewer, water, hydrants (show distance to existing hydrants), storm drainage systems including existing & proposed drain lines, culvert, catch basins, headwalls, end walls, manholes and drainage swales.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Indicate existing and proposed topography at a two foot contour interval. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Identification of all federal, state, county and local permits/approvals required or provide statement on drawing that project as submitted meets all applicable codes and regulations having jurisdiction.

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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.

<b>Part 1 - Project and Sponsor Information</b>				
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? 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.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
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, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)



## AFFIDAVIT OF NO CHANGE IN SURVEY

STATE OF NEW YORK)  
COUNTY OF MONROE): SS:

I/We \_\_\_\_\_ .and \_\_\_\_\_ being duly sworn, depose and say that:

1. I/We are the owners of \_\_\_\_\_ , Village of Honeoye Falls, State of New York.

2. My/Our attention has been called to a survey map made by \_\_\_\_\_ dated \_\_\_\_\_, a copy of which is attached hereto.

3. I/We have inspected said survey map and more particularly the building or buildings as set out thereon. There have been no structural changes in said building or buildings since the time of the making of said map and said building or buildings are as set out thereon.

4. This affidavit is made as part of the application to the Planning Board for site plan approval in connection with the premises as set out herein, knowing that the Planning Board shall rely upon the truth of the statements contained herein.

5. There have been no disputes about the property lines since the time of the making of the said map.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

