



TOWN OF PERINTON

1350 TURK HILL ROAD ■ FAIRPORT, NEW YORK 14450-8796
(585) 223-0770 ■ Fax: (585) 223-3629 ■ www.perinton.org

NUMBER _____ FEE _____

MEETING DATE _____

APPLICATION FORM – SPECIAL USE PERMIT - Town Board

Instructions to Applicant

1. Submit original and 11 (ELEVEN) copies of this application, include short EAF form. Type or print.
2. A non-refundable fee of \$30.00 shall accompany this application.
3. Twelve (12) copies of a tape location or instrument survey map should be attached to the application.
4. A sign giving notice of the appeal must be posted on the front property line 10 days prior to the hearing.

1. APPLICANT

Name _____ Phone _____
 Street & Number _____ Post Office _____ Zip _____
 Interest in Property: _____ Owner _____ Lessee _____ Other _____

2. OWNER (if other than above)

Name _____ Phone _____
 Street & Number _____ Post Office _____ Zip _____

3. ATTORNEY (If represented)

Name _____ Phone _____
 Street & Number _____ Post Office _____ Zip _____

4. INTEREST: Does any officer or employee of the State of New York, County of Monroe, or Town of Perinton have any interest in the owner/applicant or the subject property?

Yes _____ No _____

If yes, who? Name _____ Address _____

5. LOCATION: Street Address or Legal Description (subdivision and lot number)

6. SIZE OF PARCEL: _____

7. PRESENT USE OF PROPERTY: _____



8. ZONING DISTRICT: _____ TAX ACCOUNT# _____

9. Describe specifically the nature of your request _____

10. Describe the location, use and size of structures and other land use within 100 feet of the boundaries of the subject property: _____

11. The criteria used by the Town Board of the Town of Perinton are set forth in Section 208-54 of the Zoning Law. Special Use Permits can only be granted where the proposed is already a permitted use, but requires Town Board approval. That approval can only be given when the applicant offers proof that his proposed use will not violate any of the following factors:

A. You must show that your proposal will be in harmony with the general purpose and intent of the Zoning Ordinance of the Town of Perinton, considering the location, magnitude of the use, the nature and intensity of the operations involved in or conducted in connection with it, and the size of the subject property with respect to the streets giving access to the subject property.

Will your proposed use be detrimental to the neighborhood due to Location? NO YES

The nature or magnitude of use? NO YES

Inadequate access to property? NO YES

If yes to any of above, explain how it will be detrimental. If effect can be lessened in some manner, explain how: _____

B. Will your proposed use tend to depreciate adjacent property or alter or be detrimental to the character of the neighborhood? NO YES

If yes, explain how it will be detrimental. If effect can be lessened in some manner, explain how: _____

C. Will your proposed use create a hazard to health, or the general welfare of the neighborhood or significantly alter the flow of traffic? *NO* *YES*

If yes , explain how. If effect can be lessened in some manner, explain how. _____

I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed and the premises used as stipulated in this request.

Signature of Applicant: _____ Date _____

Owner (If other than above)

I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing:

Signature of Applicant: _____ Date _____

5/12/2009

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.

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? 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.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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:			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

PRINT



TOWN OF PERINTON

1350 TURK HILL ROAD, FAIRPORT, NEW YORK 14450-8796
(585) 223-0770, Fax: (585) 223-3629, www.perinton.org

To: Applicant

Re: _____
Location of project/project name

Dear Sir or Madam:

Attached please find Monroe County Department of Planning and Development Referral Form & criteria for the above mentioned project.

Please fill out completely and return the original to the Office of Code Enforcement & Development with your submittal so that Town staff may sign the document so that you can send it in to the County to the address as noted on the application on page 2 at the bottom. Please note from the County application that you are also required to provide them with complete copies of your submittal.

If the applicant has not received the comments from the County by noon on the date of the public hearing, it is the responsibility of the applicant to inquire with the County as to the status and have them sent to the Town Office of Code Enforcement & Development.

Comments must be received from the County prior to the public hearing, or final approval may not be granted.

Thank you for your prompt attention to this matter.

10/9/12



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Monroe County Development Referral Form Criteria

- The land use application affects real property that is within 500 feet of the boundary line of any city, village, or Town;
- The land use application affects real property within 500 feet of the boundary of any existing or proposed county or state park, or other recreation area;
- The land use application affects real property within 500 feet of the right-of-way of any existing or proposed county or state parkway, thruway, expressway road, or highway;
- The land use application affects real property within 500 feet of the right-of-way of any stream or drainage channel owner by the county or for which the county has established channel lines;
- The land use application affects real property within 500 feet of an existing or proposed boundary of any county or state owned land on which a public building or institution is situated;
- The land use application affects real property within 500 feet of a boundary of a farm operation located in an agricultural district, as defined by Article 25-AA of the Agriculture and Markets Law. *General Municipal Law §239-m(3), and §239-n(3).*



**MONROE COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT**

DEVELOPMENT REFERRAL FORM

SUBMITTAL CHECKLIST *(please check all that apply; see www.monroecounty.gov for forms & more information.)*

- Referral form completed in full, clearly printed or typed, signed by municipal representative.
- 5 copies of plan sets folded to 8 1/2"x11" with title block showing, including overall site plan showing phased development; or 5 copies of text amendment or new local law.
- If there is a wetland or protected stream on the property include extra copy of plan set (making a total of 6 sets).
- All information obtained by the municipality pertaining to this application (letter from agent, environmental assessment forms, agricultural data statement, etc.) is attached.
- Airport Referral Form (for projects subject to MCDP&D review under Section 239-m of the New York State (NYS) General Municipal Law (GML) and Section C5-4A of the County Charter).

	Owner/Applicant	Agent
Name:	_____	_____
Business:	_____	_____
Address:	_____	_____
City, State, Zip:	_____	_____
Telephone No.:	_____	_____
Fax No:	_____	_____
E-mail Address:	_____	_____

PROJECT INFORMATION

Project Name: _____

Project Description: _____

Project Address: _____

Nearest Major Intersection and Direction: _____

Tax Account Number: _____

Previous MCDP&D Review Referral No.: _____

Type of Development *(Check all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Industrial | <input type="checkbox"/> Vacant Land |
| <input type="checkbox"/> Commercial, Non-Retail | <input type="checkbox"/> Public Services | <input type="checkbox"/> Wild, Forested, Conservation Lands & Public Parks |
| <input type="checkbox"/> Commercial, Retail | <input type="checkbox"/> Recreation & Entertainment | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Residential | |
- Will this development include affordable housing (financed in part with Federal or NYS funds)? Yes No

Project Size

Number of phases for overall project: _____	Phase number for this submittal: _____
Proposed Gross Floor Area: _____	Total Acreage: _____ Phase Acreage: _____
Maximum Structure/Equipment Height: _____	Number of Lots: _____ Number of Units: _____

Permits: Will this project require any permits from the following agencies?

- | | | |
|--|--|---|
| <input type="checkbox"/> Army Corp of Engineers | <input type="checkbox"/> MC Dept. of Health | <input type="checkbox"/> MC Dept. of Transportation |
| <input type="checkbox"/> NYS Dept. of Environmental Conservation | <input type="checkbox"/> NYS Dept. of Transportation | <input type="checkbox"/> Other (explain): _____ |

Site Information

Known environmental factors on site: _____

Will this project disturb more than one acre of land? Yes No

Will this project disturb more than five acres of land? Yes No

MCDP&D Use Only

Airport	COMIDA	NYS DEC	Date Received: _____	Referral Number: _____
Army Corp.	Econ Develop.	NYS DOT	Post Mark Date: _____	Reviewer: _____
Canal Corp.	Empire Zone	Parks	Land Use Code: _____	DRC Due Date: _____
Community Dev.	Enviro. Services	Public Safety	Notes: _____	

LOCAL MATTER
 AIRPORT APPROVAL

TYPE OF REFERRAL (please check all appropriate boxes)

Planning/Zoning Referral (subject to review under Section 239-m of the NYS General Municipal Law)

Comprehensive Plan (adoption or amendment)

Amendment to Zoning Ordinance or Local Law (submit original text showing amendments)

Chapter Title and Number in Local Law: _____

New Local Law (submit text)

New Local Law Name and Number: _____

Rezoning of Parcel(s) (If this rezoning includes subdivision of land, please check Subdivision box below)

From: _____ To: _____

Special Permit For: _____

Conditional Use Permit: For: _____

Use Variance(s): Intended use of the property: _____

Other Variance(s) - check all that apply:

Area Density Height Lot Setback Sign Other _____

Site Plan, please check: Concept Preliminary Final Addition Only

Subdivision Referral: (subject to review under 239-n of the NYS GML & C5-2 of the County Charter)

Airport Referral (attach airport referral form)

MUNICIPAL INFORMATION

Municipality: _____

Referring Board: Planning Zoning Town/Village Board

Date of Board Hearing: _____ Preferred Municipal Due Date: _____

Please discuss any special concerns the municipality has with this application: _____

Note: According to State Law, Monroe County is allowed 30 days to respond to this application.

CERTIFICATION

With the following signature I certify that this application provides a complete description of the proposed local action and is a complete application pursuant to NYS General Municipal Law Article 12b, Section 239-m,1(c).

Referring Official Signature: _____

Print Name: _____ Title: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

SUBMITTAL INSTRUCTIONS

Referrals are reviewed by MCDP&D and the Monroe County Development Review Committee weekly. Applications must be received by 12:00 p.m. Monday. Any submittals received after 12:00 p.m. Monday will be distributed to the DRC the following week. Incomplete applications will be held for ten business days after which time they will be returned to municipality.

Direct all submittals and questions to: Monroe County Department of Planning and Development, Planning Division, CityPlace, 50 West Main Street, Suite 8100, Rochester, New York 14614-1225, Phone (585) 753-2000, Fax (585) 753-2028.

**PROCEDURES FOR FILING AN APPLICATION WITH THE BUILDING DEPARTMENT
TO APPEAR BEFORE THE TOWN BOARD**

1. Applicant obtains application form from Building Department and fills it out with complete detailed information as requested. Also, complete short **EAF** form. Print or type.
2. The original application, along with 11 copies, shall be returned to the Building Department with \$30.00 cash or check, made out to the Town of Perinton in the same amount. Please return application in person. The Town Clerk will notify the applicant of the meeting date at which they should appear. A meeting date will not be scheduled when you drop off paperwork.

In addition, include **twelve (12)** copies of maps and plans with name and address of applicant shown on each copy. If address of property is different than applicant's address, also show that on map and plans.

APPLICATIONS WILL NOT BE PUT ON FOR PUBLIC HEARING IF ANY OF THE ABOVE ITEMS OR INFORMATION IS MISSING.

APPLICANT WILL RECEIVE A SIGN FROM THE BUILDING DEPARTMENT WHICH SHALL BE POSTED CONSPICUOUSLY IN THE FRONT YARD OF THE PROPERTY.

3. The Town will place a legal notice in the proper newspaper, advertising applicant's name, location, and request. In addition, the Town Clerk will notify the applicant to notify the Monroe County Department of Planning, when applicable. This is required by New York State Law on applications within 500 feet of another municipality, State, or County property.

The Town Board cannot make a decision on an application until it has received a report back from the Monroe County Department of Planning.

4. Applicant is required by the Town of Perinton to post a sign, as provided by the Town, located on the front property line. Said sign shall be posted ten (10) days prior to public hearing date and shall remain posted until the hearing night.

The Town of Perinton will inspect the applicant's property to see that the sign has been property posted. The Town Board members will inspect the property to review the application request.

Failure by the applicant to comply with the above will disqualify the applicant from that hearing date. It will then be necessary for the applicant to reapply for a new hearing and pay an additional \$30.00 fee for re-advertising said application.

5. Next step is that the applicant or agent must appear before the Town Board on scheduled date to explain what they would like to do. The meetings are held on the second (2nd) and (4th) Wednesday of each month starting at 8:00 P.M.

At the hearing, any party may appear in person or by agent or attorney. The Town Board may reverse or affirm wholly or partly, or may modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the officer from whom the appeal is taken. Where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of such ordinances, the Town Board shall have the power in passing upon appeals, to vary or modify the application of any of the regulations or provisions of such ordinance relating to the use, construction or alteration of buildings or structures or the use of land, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.

6. A notification letter is mailed out by the Town Clerk to each applicant stating the Board's decision. Several days may elapse after a meeting before notification is mailed out, depending on the number of applications and other duties that the Town Clerk is responsible to fulfill as Secretary of the Town Board.
7. Should an applicant desire to know the outcome of the Board's action before receiving a formal notice they may call the Town Clerk at 223-0770.

Minutes of Board meetings are not final until approved by the members at a future meeting and then filed with the Town Clerk.

8. Next step, if applicable, is to obtain a Building Permit from the Building Department. In addition, it may be necessary to obtain a Certificate of Occupancy prior to occupying or starting operations. This can be verified by checking with the Building Department at 223-0770.

WHEN IN DOUBT, PLEASE CALL THE TOWN CLERK OR THE BUILDING DEPARTMENT.

5/12/09