



a town for a lifetime
IRONDEQUOIT *New York*

PROJECT ADDRESS _____

TOTAL AREA OF PROJECT SITE _____

TAX ID NUMBER _____ **ZONING DISTRICT** _____

PROPERTY OWNER (Print) _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

APPLICANT (Print) _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

AGENT _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

APPLICATION TYPE: _____ Sketch Plan _____ Site Plan _____ Sub-Division _____ Signage/Fence _____ Other

APPLICATION IS FOR THE FOLLOWING EPOD PERMITS:

_____ EPOD 1 Wetland Protection District (Town Code §235-51)

_____ EPOD 2 Steep Slope Protection (§235-52)

_____ EPOD 3 Woodlot Protection (§235-53)

_____ EPOD 4 Floodplain Protection (§235-55)

_____ EPOD 5 Watercourse Protection (§ 235-56)

_____ EPOD 6 Coastal Erosion Area Protection District (§235-57)

DESCRIPTION OF PROJECT: _____

FEE \$ _____

DATE APPLICATION RECEIVED: _____

DATE OF HEARING: _____

CASE NO: _____

OTHER BOARD REFERRAL DATES: _____



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Required Sign Posting: A public hearing sign provided by the Town must be posted on the property at least ten (10) days prior to the scheduled hearing. All public hearing signs must be returned to the Town after the hearing has closed. Failure to return the sign will result in the applicant being billed for replacement (\$25.00).

Public Hearing Process: At the scheduled public hearing, applicants or their representatives are required to present their case and answer questions from the Board. The Board then receives any public comments or questions related to the application. All applicants are given the opportunity to answer any questions raised and respond to any comments. After each case has been heard, the Board deliberates and renders a decision, unless a case is adjourned or tabled.

Denied Applications: Appeal from the Board's decision may be filed on or before thirty (30) days from the date the Record of Motion is filed with the Town Clerk through legal action.

Approved Applications: For approved Planning Board applications, the applicant/agent must submit the following items, if applicable, prior to the issuance of a Building Permit and/or Environmental Protection Overlay District Permit:

1. Two (2) copies of the Final site plan/Subdivision with any required modifications. All plans shall bear the original stamp and signature of the project engineer/architect.
2. Written easement approved by the Town and proof of filing with Monroe County Clerk's office. (if applicable)
3. One (1) copy of required permits for working within the Town, County or State Right of Ways. (if applicable)
4. Final plans with signatures from any other permitting agencies or a copy of the permit or letter from the permitting agency may be substituted in lieu of a signature.
5. An itemized estimate of all site work costs, excluding any building(s) must also be submitted to the Town for approval. A letter of credit or certified check for the approval amount shall be submitted to the Town's Community Development Department prior to the issuance of any building permits or letter with the site preparation work. (if applicable)

**NOTE: BY SIGNING THIS APPLICATION, YOU ARE IN ACKNOWLEDGEMENT THAT BOARD MEMBERS AND/OR STAFF
WILL BE VISITING YOUR PROPERTY.**

APPLICANT'S NAME PRINTED: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

AGENT'S NAME PRINTED: _____

AGENT'S SIGNATURE: _____ **DATE:** _____

Any questions regarding Planning Board Applications may be addressed to the Planning and Zoning Department.

**Email: planningboard@irondequoit.gov
Phone: 585-336-6017**



PLANNING BOARD APPLICATION SUBMISSION REQUIREMENTS

Each application must include:

1. The Planning Board application.
2. A copy of proof of ownership, accepted purchase offer, lease or written consent from current property owner.
3. Two (2) copies of required easements. (If applicable)
4. Electronic file of entire submission (either on a zip drive or emailed to mnichols@irondequoit.org)

SUBDIVISIONS & SITE PLAN REVIEWS:

12 PACKETS to include the following information:

1. Letter of intent addressed to the Planning Board.
2. Site Plan Checklist.
3. Environmental Assessment Form. (if applicable)
4. Drainage Calculations. (if applicable)
5. Plans to include: Cover Sheet, General Notes & Legends, Existing Features, Site & Pavement Markings, Utility, Grading & Erosion Control, Landscaping, Lighting and Details.
6. Floor plans and building elevations. (if applicable)
7. Site Capacity Worksheet. (if applicable)

EPOD REVIEWS:

12 PACKETS to include the following information:

1. Letter of intent addressed to the Planning Board.
2. EPOD Checklist.
3. Environmental Assessment Form. (if applicable)
4. Environmental Protection Overlay District Map depicting environmental districts and location of planned construction or site work.
5. Site Plan or Instrument Survey Map.
6. Floor plans and building elevations. (if applicable)

SKETCH PLAN CONFERENCE & CONCEPTUAL REVIEWS:

10 PACKETS to include the following information:

1. Letter of intent addressed to the Planning Board.
2. Concept plan(s) and building elevations.

SIGNAGE/FENCE REVIEWS:

10 PACKETS to include the following information:

1. Letter of intent addressed to the Planning Board.
2. Plan indicating where on the site the signage/fencing is proposed.
3. Color renderings with proposed dimensions.