



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

PLANNING BOARD

SITE PLAN APPLICATION

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130 of the Town Code, Procedures, the Town of Avon Planning Board reviews submitted applications for site plan review. The objective of the PB is to process all applications in a timely and efficient manner, and in accordance with Town Code and New York State Law.

It is the responsibility of the applicant that all forms are filled out completely and accurately prior to the application being processed. All completed applications are subject to the rules and standards set forth by the Town of Avon and State statutes. The Building & Zoning Department does not guarantee any board approvals for completed applications.

TOWN OF AVON
OPERA BLOCK BUILDING
23 GENESEE STREET
AVON, NEW YORK 14414
PHONE: (585) 226-2425 • FAX: (585) 226-9299
http://www.avon-ny.org/index_town.html



2024 BOARD CALENDAR

Meetings dates & times are subject to change

APPLICATION DEADLINE ¹ (PRC)² 12:00pm	JOINT BOARD (ZBA & PB) Meeting: 6:00pm	LIVINGSTON COUNTY DEADLINE³	LIVINGSTON COUNTY Meeting: 7:00pm
January 8 th	January 22 nd	January 25 th	February 8 th
February 12 th	February 26 th	February 29 th	March 14 th
March 4 th	March 18 th	March 28 th	April 11 th
April 1 st	April 15 th	April 25 th	May 9 th
May 6 th	May 20 th	May 30 th	June 13 th
June 3 rd	June 17 th	June 27 th	July 11 th
July 1 st	July 15 th	July 25 th	August 8 th
August 5 th	August 19 th	August 29 th	September 12 th
September 2 nd	September 16 th	September 26 th	October 10 th
October 7 th	October 21 st	October 31 st	November 14 th
November 4 th	November 18 th	November 28 th	December 12 th
December 2 nd	December 16 th	December 26 th	January 9, 2025
January 6 th , 2025	January 20 th , 2025	January 30, 2025	February 13, 2025

1. The Applicant will be notified of their scheduled meeting. If your application is considered incomplete, the applicant will be notified and will not be placed on an agenda until requested information has been submitted to the Town Building & Zoning Department.
2. PRC Meetings may be held to review applications and are scheduled by the Town Building & Zoning Department if needed.
3. All completed applications are to be submitted to the Town Building & Zoning Department by 12:00pm on the deadline day.



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

SITE PLAN APPLICATION FORM

WHEN TO USE THIS FORM: This form is to be used by an applicant seeking Sketch Plan Review or Site Plan approval in accordance with Sections §130-45.E of the Town Code. The applicant is responsible for complying with established rules and procedures which are available for inspection from the Code Enforcement Clerk.

Submit the completed application package with payment to the Code Enforcement Clerk. Please make checks payable to the Town of Avon.

Application Fee: \$ _____.
 Check#: _____ Rec'd Date: _____ Cash

APPLICANT INFORMATION:

Applicant: _____ **Corporation Name:** _____

Street Address: _____ **City** _____ **Zip** _____

Phone: _____ **Fax:** _____ **Email:** _____

PROJECT INFORMATION:

Project Name: _____ **Date:** _____

Project Address: _____

Tax Map ID: _____ **Zoning District:** _____

APPLICATION STAGE: Sketch (optional) Preliminary/Final (required)

Is the subject property within 500' of a State or County Road or Town Boundary? Yes No
(If yes, the Town may be required to refer your application to the Livingston County Planning Board.)

Brief Summary of Proposed Project:

<u>REQUIRED DOCUMENTS</u>	
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Architectural Elevations/Renderings
<input type="checkbox"/> Sketch Plan (Sketch Plan Application Only)	<input type="checkbox"/> Site Plan prepared by licensed professional (Preliminary/Final)
<input type="checkbox"/> Letter of Consent from Owner	<input type="checkbox"/> Consultant Fees Agreement
<input type="checkbox"/> Disclosure Affidavit Form	<input type="checkbox"/> Authorized Representative Form
<input type="checkbox"/> Completed Application Checklist	<input type="checkbox"/> Agricultural Data Statement (if within 500' of an agricultural district)
<input type="checkbox"/> SEQR – Environmental Assessment Form (EAF) Part 1	

I have examined this application and declare that it is true, correct, and complete. I understand that my application and all supporting documentation will be examined by the Planning Board as an integral component of deliberations.

Signature of Property Owner

Date

Signature of Applicant

Date



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

AGREEMENT TO PAY FEES FOR CONSULTANT SERVICES INCURRED BY THE TOWN OF AVON

When reviewing an application for, or when conducting inspections in relation to an application, the Town of Avon, New York may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Town lacks the necessary expertise to perform the work related to the application. Whenever possible, the Town of Avon, New York shall work cooperatively with the applicant to identify what scope of work shall require the employment of consultants. In the event that such sum is insufficient to fund the necessary consulting services, the Town of Avon, New York may require additional deposits.

Let it be understood and the property owner agrees that:

1. In hiring outside consultants, the Town of Avon, New York may engage registered design professionals, financial analysts, planners, lawyers or other appropriate professionals who can assist the Town in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Town's decision or regulations, or inspecting a project during construction or implementation.
2. Funds received by the Town of Avon, New York pursuant to this section shall be deposited with the Code Enforcement Clerk who shall establish a line item for this purpose. Expenditures from this line item may be made at the direction of the Code Enforcement Clerk without further appropriation. Expenditures from this line item shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the property owner. Additionally, the failure of a property owner to pay any fee shall be grounds for denial of an application. Lastly, any outstanding fees incurred by the Town of Avon, New York shall be charged against the property, and shall constitute a lien thereon in favor of the municipality, and the amount of such costs shall be entered on the tax rolls as being due and payable. Such fees may also be recovered in any other lawful manner.
3. At the completion of the Town's review of a project, any excess amount in the line item attributable to a specific project shall be repaid to the property owner. A final report of said line item shall be made available to the property owner if requested.
4. Any property owner may take an administrative appeal from the selection of the outside consultant to the Town Board. Such appeal must be made in writing and may be taken only within twenty (20) days after the Town has mailed or hand-delivered notice to the property owner of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualification. The required time limit for action upon an application by the Town Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Town Board within one month following the filing of the appeal, the selection made by the Town of Avon, New York shall stand.

I have examined this application and declare that is true, correct and complete upon submission. I understand that my application and all supporting documentation will be examined by the Town of Avon as an integral component of deliberations.

Signature of Property Owner

Date

Signature of Applicant

Date



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

DISCLOSURE AFFIDAVIT (GML § 809)

The Applicant has read and is familiar with the provisions of the General Municipal Law, Section 809, which states:

- A. Every application, petition or request submitted for a variance, amendment, change of zoning approval of plat, exemption of plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- B. For the purpose of this section of State law, an officer or employee shall be deemed to have an interest in the applicant when he, his 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 applicant; or
 - 4. Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
- C. Ownership of less than five per cent of the Stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

If a Town of Avon officer, employee or relative of either as defined in the General Municipal Law, Section 809, has any interest in this application, the full particulars are provided on an attached sheet.

OWNER'S AGREEMENT TO CONTENTS OF APPLICATION

It is hereby understood that the contents of this entire application is hereby subscribed by the property owner, all matters understood and agreed to, and is hereby affirmed by the owner as true under the penalties for perjury.

Print Name of Property Owner

Signature of Property Owner

Date



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

AUTHORIZED REPRESENTATIVE FORM

WHEN TO USE THIS FORM: This Authorized Representative form is enclosed if the owner would like someone to represent him/her/they at the public meeting and hearing. Please complete this form and submit it to the Code Enforcement Clerk. The owner is responsible to notify his/her/their representative of the time and place of the public meeting and hearing.

OWNER INFORMATION

Property Owner Name: _____

Address: _____

Telephone: _____

Email: _____

REPRESENTATIVE INFORMATION

Representative's Name: _____

Address: _____

Telephone: _____

Email: _____

The Owner hereby permits the Authorized Representative to act on his/her/their behalf regarding an application submitted to the Town of Avon, New York. Such Owner authorizes this Town to release any or all information relating to this application to this Authorized Representative.

Signature of Property Owner

Date

STATE OF NEW YORK
SS:
COUNTY OF: _____
On this _____ day of _____ 20____, before me personally came _____,
to me known and known to me to be the person described in and who executed the foregoing instrument and he/she
acknowledged to me that he/she executed the same.

Notary Public



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

AGRICULTURAL DATA STATEMENT

Instructions: This form must be completed for any application for a Special Use Permit, Site Plan approval, Use Variance or a Subdivision approval requiring municipal review that would occur on property within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District.

APPLICANT INFORMATION:

Applicant: _____ Corporation Name: _____

Street Address: _____ City _____ Zip _____

Phone: _____ Fax: _____ Email: _____

TYPE OF APPLICATION: Special Use Permit Site Plan Review Subdivision Review Use Variance Area Variance

DESCRIPTION OF PROPOSED PROJECT:

PROJECT INFORMATION:

Project Name: _____ Date: _____

Project Address: _____

Tax Map ID: _____ Zoning District: _____

Is this parcel within an Agricultural District? Yes No (Check with your local Assessor if you do not know)

If YES, Agricultural District Number _____

Is this parcel actively farmed? Yes No

Type of farm operation: _____ Acreage: _____

List all farm operations within 500 feet of your parcel. Attach additional sheets if necessary:

Name/Address (Please list if property is actively farmed):

- a. _____
- b. _____
- c. _____
- d. _____

Signature of Property Owner

Date



PLANNING BOARD

SITE PLAN CHECKLIST – SKETCH PLAN REVIEW

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130, Section §45.E of the Town Code;

The site plan review process has three primary steps as follows:

- (1) Sketch plan review (optional)
- (2) Preliminary/Final (Single Stage) site plan review and approval

A meeting shall be held between the Planning Board and applicant to review the basic site and architectural design concept and generally determine the information to be required on the preliminary site plan. The applicant should provide the data discussed below in addition to a statement or rough sketch describing the proposal.

**Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.*



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

SITE PLAN APPLICATION CHECKLIST

Sketch Plan (Optional) - § 130-45.E*

Item	Applicant Confirmation	Initial Town Review	Follow-up Town Review
A. Statement of intent			
B. A sketch plan of the proposed improvements, and which includes:			
<ul style="list-style-type: none"> • Title Block including name and address of the applicant, and date 			
<ul style="list-style-type: none"> • Existing lot lines 			
<ul style="list-style-type: none"> • Name of owner(s) and Tax Account numbers of subject property(ies) and all adjoining properties. 			
<ul style="list-style-type: none"> • All existing restrictions on land use including easements, covenants or zoning lines/district 			
<ul style="list-style-type: none"> • Existing/proposed utilities 			
<ul style="list-style-type: none"> • All existing structures, wooded areas, streams, wetlands and other significant physical features. 			
<ul style="list-style-type: none"> • Existing contours at 5' min. intervals (2' min. if site contains significant environmental / topographic features) 			
<ul style="list-style-type: none"> • Existing/proposed structures 			
<ul style="list-style-type: none"> • Existing/proposed roads, driveways, and other hard surfaces 			
<ul style="list-style-type: none"> • An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, easements, and other pertinent features within 200 feet of the boundaries thereof. 			

*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.



PLANNING BOARD SITE PLAN CHECKLIST

NOTICE TO ALL APPLICANTS:

Pursuant to Chapter 130, Section §45.E of the Town Code;

The site plan review process has three primary steps as follows:

- (1) Sketch review
- (2) Preliminary/Final (Single Stage) site plan review and approval

Procedure for preliminary/final site plan review and action.

Prior to the issuance of a zoning permit for any site plan review uses, the Code Enforcement Officer shall refer the application and all application materials as specified herein to the Planning Board for its review and approval in accordance with the provisions set forth in this article. In cases where land use and/or area density is at issue, or where specific cases of hardship or improper classification are evident, the Planning Board may refer the application to the Zoning Board of Appeals for an opinion and recommendation prior to granting site plan approval.

**Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.*



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

SITE PLAN APPLICATION CHECKLIST

Preliminary/Final Site Plan - § 130-45.E*

Item	Applicant Confirmation	Initial Town Review	Follow-up Town Review
1. A site plan prepared by a licensed professional which includes:			
• All items required as part of Sketch Plan			
• Title Block including name and address of the Site Plan, and licensed professional responsible for preparation of the plans			
• The date, North point, map scale and the name and address of the record owner and applicant.			
• Property boundaries			
• Zoning setbacks and requirements, and setback measurements for all existing and proposed structures			
• Legend / map key, and general notes			
• Existing and proposed easements			
• Existing wetland, waterbody, stream boundaries			
• FEMA Special Flood Hazard Zone boundaries			
• Deep hole test data and percolation test data (if not serviced by public sewer)			
• Location, use, and height of all proposed structures			
• Proposed driveways, parking lots, loading areas, and pedestrian facilities			
• Fire lanes, emergency access roads as required			
• Location, size, design, and materials of all proposed signs, as well as location and size of all existing signs.			
• Location and size of outdoor storage areas, and method of screening (if any)			
• Location of existing and proposed fences, retaining walls, culverts, etc.			
• Utility plan showing existing and proposed utilities (water, sanitary, storm, etc.), including size and locations of pipes, valves, hydrants, manholes, vaults, etc.			

(1 OF 2)

*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.



TOWN OF AVON

23 GENESEE STREET
AVON, NY 14414

585-226-2425
www.avon-ny.org

Preliminary/Final Site Plan - § 130-45.E* - CONTINUED

Item	Applicant Confirmation	Initial Town Review	Follow-up Town Review
• Grading and drainage plan showing existing and proposed contours (2' min. interval)			
• Erosion and sediment controls			
• Location, design, and materials of all energy distribution facilities			
• Landscaping plan showing existing and proposed landscaping and vegetative screening, and planting schedule for all proposed plantings			
• Lighting plan with photometric contours and lighting schedule			
• A signature block for all required approvals, certifications and endorsements, including the Planning Board Chairperson, Town Engineer, as well as other approvals required by local, county or state law or as required by the Planning Board.			
• Details for all proposed site improvements			
2. SEQR - Environmental Assessment Form Part 1			
3. Agricultural Data Statement			
4. Architectural elevations (four sides) and/or renderings			
5. Full manufacturer cut sheets for all proposed outdoor lighting			
6. Engineer's report provided detailed calculations of water, sanitary, drainage, and other pertinent information (if so required)			
7. Stormwater Pollution Prevention Plan (if so required)			
8. Easement maps and descriptions for all proposed easements.			
9. Record of application for and status of all necessary permits.			
10. Estimated project construction schedule			

(2 of 2)

**Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.*

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

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? 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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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? 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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
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? 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: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> 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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		