



City of Rochester, NY

**SITE PLAN REVIEW**  
(Section 120-191D)  
DIVISION OF ZONING  
CITY HALL, 30 CHURCH STREET, ROOM 125B  
ROCHESTER, NEW YORK 14614

**APPLICATION**

**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY.** To schedule an appointment, please contact the Site Plan Review Coordinator by phone at: (585) 428-6637 or by email at: [SitePlanReview@CityofRochester.Gov](mailto:SitePlanReview@CityofRochester.Gov).

<b>Office Use</b>	<input type="checkbox"/> <b><u>MINOR SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/>	1. Fee: \$250.00. Fee can be paid for online (credit card) with a link provided by staff <i>or</i> by check made payable to the 'City of Rochester'.
<input type="checkbox"/>	2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC).
<input type="checkbox"/>	3. One (1) copy of this COMPLETED application (pages 1 and 2 ONLY).
<input type="checkbox"/>	4. One (1) copy of the Environmental Assessment Form. Fillable forms with an interactive database may be found on the NYSDEC website at <a href="http://www.dec.ny.gov/permits/6191.html">http://www.dec.ny.gov/permits/6191.html</a>
<input type="checkbox"/>	5. One (1) original copy of an Instrument Survey Map that reflects current site conditions
<input type="checkbox"/>	6. One (1) full-size copy of a scaled site plan (see attached checklist). Include bar scale on plans.
<input type="checkbox"/>	7. One (1) full-size copy of a scaled floor plan.
<input type="checkbox"/>	8. One (1) full-size copy of scaled elevations of proposed structures, or facade renovations to existing structures.
<input type="checkbox"/>	9. Digital photographs of the subject site, structures on the site, and surrounding properties.
<input type="checkbox"/>	10. Digital versions of all drawings, graphics and photographs in individual portable document format (PDF) files via email, or file transfer.
<input type="checkbox"/>	11. For projects in the Center City District (CCD), Design criteria checklist and accompanying description of minor deviations.
<b>Office Use</b>	<input type="checkbox"/> <b><u>MAJOR SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/>	<b>All of the above (#2-#11), <u>plus:</u></b>
<input type="checkbox"/>	1. Fee: \$500.00.
<input type="checkbox"/>	2. Site Section Schematics, computer simulations, superimposed photography, color renderings, or other type of visual aids depicting the proposed development in its built condition within the site and surrounding neighborhood. Views shall be from eye level.
<b><u>PLEASE NOTE</u></b> Certain plans may have to be stamped by a design professional licensed in the State of New York.	

**[FOR OFFICE USE ONLY]**

**ADDRESS:** \_\_\_\_\_ **FILE NUMBER:** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **DATE FILED:** \_\_\_\_\_ **FEE:** \_\_\_\_\_

**PROJECT INFORMATION**

PLEASE TYPE OR PRINT

1. PROJECT ADDRESS(ES): \_\_\_\_\_

2. APPLICANT: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

INTEREST IN PROPERTY: Owner  Lessee  Other

3. PLAN PREPARER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

4. PROPERTY OWNER (Required):

(Must be an individual person): \_\_\_\_\_

5. DETAILED PROJECT DESCRIPTION (PLEASE ATTACH SEPARATELY)

*A detailed project description shall include, but not be limited to, the following information: Project acreage; existing and proposed uses and their hours of operation; total square footage; square footage of individual project components; existing and proposed dwelling units and the number of bedrooms in each unit; height of existing and proposed structure(s) in feet and stories; and the number of existing and proposed parking spaces; façade renovations; and identifying how the site is accessed.*

6. LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased): \_\_\_\_\_

**APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.**

SIGNATURE: \_\_\_\_\_ 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: \_\_\_\_\_ DATE: \_\_\_\_\_

## **COMMON APPLICATION QUESTIONS**

### **WHAT IS SITE PLAN Review?**

Some projects, although generally suitable for a particular location, might have negative impacts on the surrounding community because of their design, character, nature, size, or complexity. Site Plan Review is a way for the City to review a project, consider public comment and assess the details to make sure that investment in the City makes a positive contribution to the community to the greatest extent possible.

### **WHAT IS THE REVIEW PROCESS?**

1. A planner from the Bureau of Buildings and Zoning will be assigned to your project. The planner will contact you to introduce themselves, provide you with their contact information, explain the process, and answer questions.
2. The project will be referred, as necessary, to various city departments, and other public agencies and to the Official Neighborhood Contact for comments and recommendations. Please note that some public agencies have their own review timelines that are not controlled by the City.
3. If your application is for Major Site Plan Review and requires a referral to the Project Review Committee (PRC) and the Rochester Environmental Commission (REC), your project will be placed on the agendas for these advisory boards. The PRC and REC make their recommendation to the Director of Buildings and Zoning. You may be invited to the meeting to provide a project overview and to answer questions.
4. The planner will process information received from the referral agencies and the public. The planner will review the project for compliance with the Zoning Code and prepare a Preliminary Findings report explaining the next steps. If no additional zoning processes are required, the planner will prepare the Site Plan Decision.

### **WHAT DO I DO ONCE THE APPLICATION IS APPROVED?**

1. Site Plan Approval alone does not allow any work to start. In most cases, projects still require building code review and may require additional approvals after site plan review is completed. A Site Plan Approval package containing a letter specifying the conditions of the approval and a copy of the approved site plan will be sent to you by mail and email. The applicant is required to follow the instructions in the approval package and/or bring this approval to the Permit Office, City Hall, 30 Church Street, Room 121B to obtain the required permit(s).
3. Site Plan Approval will expire within one (1) year of the decision if a building permit is not obtained and progress made. The applicant may request, in writing, an extension from the Director of Buildings and Zoning **prior to** the expiration of the approval. A nonrefundable fee of \$100 is required for an extension of time.

### **WHAT HAPPENS IF THE APPLICATION IS DENIED?**

If the Director of Buildings and Zoning has denied your application, and has suggested alternatives, you may submit a new application with a revised site plan incorporating these alternatives.

The applicant or any person aggrieved by a Site Plan decision may, within 30 days of the issuance of a decision, file a written request with the Director of Buildings and Zoning asking that the application be referred to the City Planning Commission for review and decision. The decision of the City Planning Commission can only be appealed through the judicial system



City of Rochester, NY

**BUREAU OF BUILDINGS AND ZONING  
CITY HALL, 30 CHURCH STREET, ROOM 125-B  
ROCHESTER, NEW YORK 14614**

**SITE PLAN CHECKLIST**

<b>Plan Component</b>	<b>For Development or Redevelopment of a Building</b>	<b>For a Parking Lot</b>	<b>For Plans Containing Sign(s)</b>	<b>For Plans Containing Landscaping</b>	<b>For Plans Involving Grading</b>
Instrument Survey including Public Rights-of-Way	X	X	X	X	X
Proposed Structures	X		X	X	
Trash Storage	X	X			
Structures on Adjacent Properties	X	X	X	X	X
Existing and Proposed Grades	X	X		X	X
Total Floor Area	X				
Lot Coverage, if required by Zoning District Regulations	X	X			
Parking Layout including Drive Aisles and Queuing Areas		X			
Loading Spaces	X	X			
Existing and Proposed Driveways and Curb Cuts	X	X			
Curbing	X	X		X	
Pedestrian Circulation (Sidewalks, Crosswalks, and Pathways)	X	X		X	
Bicycle Parking	X	X			
Snow Storage for Parking lots over 10 Spaces		X			
Existing and Proposed Lighting	X	X	X	X	
Existing Natural and Topographic Features	X	X	X	X	X
Existing and Proposed Signs	X	X	X		
Landscaping plan which includes the length of the site perimeter and the proposed plant (tree/shrub) quantities)	X	X	X	X	X
Proposed Fencing, Screening Elements and Maintenance Plan	X	X	X	X	X
Setback Dimensions and Relations of Yard Dimensions to Height of Buildings	X	X	X		
Stormwater Pollution Prevention Plan	X	X			X