



City of Rochester, NY

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

**APPLICATION**

**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY.** To schedule an appointment, please call or e-mail Zina Lagonegro at (585) 428-7054 or zina.lagonegro@cityofrochester.gov

<b>Office Use</b>	<input type="checkbox"/> <b><u>MINOR SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Fee: \$250.00. 2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC), including signature by a Building Code Plan Reviewer. 3. One (1) copy of the application. 4. One (1) copy of the Environmental Assessment Form. 5. One (1) copy of an Instrument Survey Map. 6. Five (5) copies of a scaled site plan (see attached checklist). 7. One (1) copy of a scaled floor plan. 8. One (1) copy of scaled elevations of proposed structures, or facade renovations to existing structures. 9. Photographs of the subject site, structures on the site, and surrounding properties. 10. One (1) set of all drawings, graphics and photographs no larger than 8-1/2" x 11" or reduced to 8-1/2" x 11" or provided digitally in PDF format on CD-ROM. 11. For projects in the Center City District, Design criteria checklist and accompanying description of minor deviations. 12. Digital images of all project drawings, graphics/storyboards in PDF format on CD-ROM.
<b>Office Use</b>	<input type="checkbox"/> <b><u>MAJOR SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/> <input type="checkbox"/>	<b>All of the above documents, 2-12, plus:</b> 1. Fee: \$500.00. 2. Site Section Schematics, superimposed photography, color renderings, or other type of visual aids depicting the proposed development in its built condition within the site and surrounding neighborhood.
<p style="text-align: center;"><b><u>IMPORTANT</u></b></p> <ul style="list-style-type: none"> <li>◆ Applications must be submitted in the appropriate number as specified above.</li> <li>◆ All plans must be stamped by a design professional licensed in the State of New York.</li> </ul>	

**WHAT IS SITE PLAN REVIEW?**

Some projects, although generally suitable for a particular location, are capable of adversely impacting surrounding properties and/or the community because of their design, character, nature, size or complexity. Site Plan Review is a way for the City to review and assess an application's attention to critical design elements.

**[FOR OFFICE USE ONLY]**

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

**DATE FILED:** \_\_\_\_\_ **FEE:** \_\_\_\_\_

## **COMMON APPLICATION QUESTIONS**

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

1. A Staff Planner will be assigned to your project at a meeting of the Bureau of Planning and Zoning's Site Plan Review Committee. The planner will contact you to introduce him/herself, provide you with their phone number, explain the process, and answer questions.
2. The project will be referred as necessary to various city departments, and other agencies and to the Official Neighborhood Contact for comments and recommendations.
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), meetings will be scheduled and notices distributed. Meetings of the PRC and REC are open to the public and the applicant. The PRC and REC make their recommendation to the Director of Planning and Zoning.
4. The Staff Planner will process information received from the referral agencies, review the project for code compliance, and either prepare Preliminary Findings, a prerequisite to additional approvals, or a Final Decision for cases that do not require additional approvals.

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

1. Site Plan Approval alone does not authorize the commencement of work. 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. The applicant is required to bring this approval package to the Permit Office, City Hall, Room 121B to obtain the required permit(s).
2. A financing plan with an **Irrevocable Letter of Credit**, or other form of security, may be required to ensure the completion of certain site improvements. In addition to the Letter of Credit; when required, the applicant must file a fully executed agreement in the form provided by the City of Rochester. These documents must be filed prior to the issuance of any permits.
3. Site Plan Approval will expire within one (1) year of the receipt of the decision if a building permit is not obtained and maintained. The applicant may request an extension in writing from the Director of Planning 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 Planning 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 decision to deny a Site Plan application may, within 30 days of the issuance of the denial letter, file a written request with the Director of Planning and Zoning asking that the application be referred to the City Planning Commission for review and decision. The decision of the City Planning Commission is final.



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**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	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Proposed Structures	<b>X</b>		<b>X</b>	<b>X</b>	
Trash Storage	<b>X</b>				
Structures on Adjacent Properties	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Existing and Proposed Grades	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
Floor Area Ratio	<b>X</b>				
Total Floor Area	<b>X</b>				
Lot Coverage	<b>X</b>	<b>X</b>			
Building Coverage	<b>X</b>				
Percent of Open Space	<b>X</b>	<b>X</b>			
Parking Layout including Drive Aisles and Queuing Areas		<b>X</b>			
Loading Spaces	<b>X</b>	<b>X</b>			
Existing and Proposed Driveways and Curb Cuts	<b>X</b>	<b>X</b>			
Curbing	<b>X</b>	<b>X</b>		<b>X</b>	
Pedestrian Circulation Elements	<b>X</b>	<b>X</b>		<b>X</b>	
Bicycle Parking	<b>X</b>	<b>X</b>			
Snow Storage for Parking lots over 10 Spaces		<b>X</b>			
Existing and Proposed Lighting	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
Existing Natural and Topographic Features	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Existing and Proposed Signs	<b>X</b>	<b>X</b>	<b>X</b>		
Proposed Landscaping, Fencing, Screening Elements and Maintenance Plan	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Setback Dimensions and Relations of Yard Dimensions to Height of Buildings	<b>X</b>	<b>X</b>	<b>X</b>		
Stormwater Pollution Prevention Plan	<b>X</b>	<b>X</b>			<b>X</b>

**PROJECT INFORMATION**

PLEASE TYPE OR PRINT

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

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

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

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

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

INTEREST IN PROPERTY: Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Other \_\_\_\_\_

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

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

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

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

4. ATTORNEY: \_\_\_\_\_

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

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

5. ZONING DISTRICT: \_\_\_\_\_

6. DETAILED PROJECT DESCRIPTION (additional information can be attached): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. 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: \_\_\_\_\_