

TOWN OF VICTOR PLANNING BOARD
Site Plan and Subdivision Review
PRE-APPLICATION POLICIES and PROCEDURES

STATEMENT of PURPOSE

Among the Town of Victor Planning Board's goals is the support of growth and development that is responsive to local site conditions and sensitive to natural, cultural and historic resources. The Town of Victor is also focused on maintaining and enhancing the existing character of our residential neighborhoods, business centers and rural working landscape, while allowing for context sensitive site design. The Town Planning Board therefore encourages development that provides a strong physical, cultural and aesthetic connection with the local community. The site plan and subdivision review processes are intended to protect and strengthen the fabric of our community and encourage smart and sustainable development.

RELEVANT PRE-APPLICATION POLICIES and PROCEDURES

General. This document summarizes and clarifies policies applicable in the period preceding submission of a formal application that may be undertaken to complete some of these tasks prior to submission of a formal application. Clarification of or reference to relevant procedures may be found in this document as follows:

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1. Pre-application Conferences

Pre-application Conferences Encouraged. The Town of Victor will continue its practice of authorizing a pre-application conference with staff and other Town officials or representatives at the request of a potential applicant. The Town Planning Board strongly encourages potential applicants to consider requesting and attending a pre-application conference.

Pre-application Conference Focus. The purpose of the pre-application conference is to provide an informal forum for the applicant to meet with appropriate Town representatives to exchange information regarding the site, communicate the vision for a potential project, review the scope and scale of the anticipated development, identify applications that would likely be required, and discuss recommended procedures.

Non-binding. Given the informal nature of the pre-application conference, neither the applicant nor the planning board shall be bound by the exchange and discussions taking place at such a meeting. Submission, review and approval requirements shall continue to apply as described in the Victor Town Code, statements to the contrary made in a pre-application conference notwithstanding.

No Obligation. An applicant is not obligated to submit an application following a pre-application conference and may revise an anticipated application without limitation following any such conference. Potential applicants are advised nonetheless to take the extent of any subsequent revisions into account in determining whether the changes are so significant as to indicate a need to request a second pre-application conference.

Coordination and Attendance. The Planning / Zoning Supervisor shall coordinate and attend requested pre-application conferences and shall determine the attendance of Town representatives. It is anticipated that the Planning / Zoning Supervisor will generally include the Code Enforcement Officer, the Town Engineer, a representative from the Town Conservation Board, the Town Historian and other consultants or Town representatives as determined by the Director.

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Requested Information. There is no requirement for a potential applicant to submit written information in advance of a pre-application conference. However, potential applicants are expected to provide the Planning / Zoning Supervisor with a general description of the nature and location of a proposed development when requesting a pre-application conference.

Recommendation Relative to Need for Resource Identification and Concept Plan and/or Site Visit. In addition to other information shared, the Planning / Zoning Supervisor shall advise a potential applicant attending a requested pre-application conference of his or her recommendation regarding the advisability of, and potential benefit to be gained by development of a Resource Identification and Concept Plan prior to attendance at a Pre-application Meeting with the Planning Board. The Planning / Zoning Supervisor shall also advise a potential applicant attending a requested pre-application conference of his or her recommendation regarding the advisability and timing of an initial site visit. Each of these recommendations will be shared with the Planning Board as well.

Criteria to Determine Need for Resource Identification and Concept Plan

		Resource Sensitivity and Site Complexity	
		Less Sensitivity and Complexity	Greater Sensitivity and Complexity
Proposed Development Magnitude and Complexity	Less Magnitude and Complexity	NO NEED	SOME NEED
	Greater Magnitude and Complexity	SOME NEED	MUCH NEED

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2. Pre-application Meetings with the Planning Board

Pre-application Meetings with the Planning Board Available. The Town of Victor Planning Board will continue its practice of providing potential applicants an opportunity to make a brief presentation to the board and to exchange information informally regarding an anticipated development prior to the filing of a formal application.

Prior Pre-application Conferences Recommended. The Planning Board strongly encourages applicants to first request and attend a pre-application conference prior to requesting an opportunity to meet informally with the Planning Board.

Pre-application Meetings with the Planning Board. The purpose of a pre-application meeting with the Planning Board is to provide an informal forum for a potential applicant:

- To review the existing site conditions;
- To present the vision for, scope and scale of an anticipated site development; and,
- To receive informal and preliminary feedback from individual board members regarding the basic site design concept, relevant community priorities, and any strengths, weaknesses, opportunities or constraints that appear to be associated with the anticipated development and that could, therefore, be expected to become important factors in a subsequent formal review process.

It is also intended for pre-application meetings to facilitate the earliest and most efficient definition and refinement of plans that simultaneously meet the needs and priorities of both the applicant and the community.

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Non-binding. Given the informal nature of the pre-application meeting, neither the applicant nor the planning board shall be bound by the exchange and discussions taking place at any such pre-application meeting.

Requested Information: Resource Identification and Concept Plan. The Planning Board recognizes the difficulty of providing meaningful feedback regarding many anticipated developments in the absence of certain fundamental information as would be provided by a Resource Identification and Concept Plan (described below). While there is no strict requirement for preparation and submission of a Resource Identification and Concept Plan prior to an informal meeting with the Planning Board (and while one might serve no purpose in some limited instances), *it is strongly recommended* that potential applicants consider the advisability of first completing both a Resource Identification and a Concept Plan before an informal meeting with the board. Following a pre-application conference, the Planning / Zoning Supervisor will advise potential applicants and the Planning Board of their recommendation regarding whether the prior completion of a Resource Identification and Concept Plan should be considered as unnecessary, somewhat helpful, or almost essential.

Coordination and Attendance. The Planning Board Chair shall determine whether and when to schedule a pre-application Meeting with Planning Board in response to a request from a potential applicant, the appropriate duration for such a meeting and the need for any continued dialogue at subsequent Planning Board meetings. The Chair also has the discretion to invite the participation of such other representatives and/or consultants as would contribute to or improve the discussion in the Chair's judgment.

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3. Initial Site Visit

Focus and Intent. The purpose of an initial site visit is to walk the site, view the identified resources, and further assess the opportunities and constraints associated with the applicant's Concept Plan.

Timing. In general, an initial site visit should follow the preparation of a Resource Identification and Concept Plan. As refinements or additions to the comments offered at a pre-application meeting with the Planning Board may be offered during a site visit, it is also preferable that the initial site visit precede completion and submission of a formal application. In instances in which no preceding Resource Identification and Concept Plan will be prepared, a site visit may be conducted nonetheless. In instances in which no initial site visit has preceded completion of a formal application, a site visit may be appropriate as an initial step in the formal review process. Failure to complete an initial site visit prior to submission of a formal application shall not preclude such a visit subsequently.

Coordination and Attendance. The Planning / Zoning Supervisor shall assist the applicant in notifying potential invitees and in scheduling an initial site visit. Among those customarily invited to an initial site visit would be the members of the Planning Board, the members of the Conservation Board, the Planning / Zoning Supervisor, and, as appropriate, the Town Historian, Code Enforcement Officer, Town Engineer or other consultants.

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4. Resource Identification and Concept Plan

Focus. The Resource Identification and Concept Plan is intended to identify and assess existing resources and/or conditions and illustrate an anticipated conceptual plan for development that recognizes and responds to the relevant resources and conditions.

General Approach. Geographic Information System (GIS) based maps and aerial photos should be used to illustrate the existing resources and conditions of the project site and its immediate surrounding environment.¹ The details listed below should be provided. Applicants should be prepared to illustrate and discuss in general the opportunities and constraints presented by the site and anticipated approach to development.

Need. There is no strict requirement for preparation and submission of a Resource Identification and Concept Plan prior to an informal meeting with the Planning Board. However, *it is strongly recommended* that potential applicants consider the advisability of first completing such a plan before an informal meeting with the board. The Planning / Zoning Supervisor will advise potential applicants and the Planning Board of their recommendation regarding whether the prior completion of a Resource Identification and Concept Plan should be considered as unnecessary, somewhat helpful, or almost essential. While they may be similar in some regards, the formal requirements for submission of a subdivision sketch plat as described in the Victor Code shall continue to apply without regard to whether there has been an earlier voluntary preparation of a Resource Identification and Concept Plan.

Resource Identification Content. A Resource Identification prepared in advance of a Pre-application Meeting with the Planning Board shall generally include the information summarized below. Development proposals more extensive in scope are likely to require all of the following while those more limited may require some, but not all. The Planning / Zoning Supervisor is authorized to review and provide a recommendation regarding recommended content:

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- A. **Site Context.** Illustrate the surrounding context of the site. Include properties and land uses within 200 feet of the development site. Identify relevant offsite details such as existing vegetation, water courses, ponds or basins, water supplies, adjacent conservation easements, site distances at proposed points of vehicular access, roadways, driveways, footprints of existing buildings, and potential points for utility connections, etc.
- B. **Identification and Assessment of Existing Resources and Conditions.** Include an inventory of site resources and conditions that will allow illustration and assessment of how the proposed development would recognize and respond to each. A full environmental analysis is not expected. However, the extent, approximate location and quality of resources and conditions should be identified in a manner sufficient to permit recognition and evaluation of opportunities and constraints on the site. Maps should be no larger than 34" by 44" and should include a north arrow, scale, title of the project, location, date completed and identify any involved professionals.
1. Natural Resources
 - a. Soils: Classifications and descriptions including prime farmland classifications
 - b. Fish and Wildlife Habitat: Describe significant habitats and physical evidence of habitats, or any threatened rare or endangered species;
 - c. Wetlands: DEC and NWI wetlands on the site or within 200 feet of the site;
 - d. Stream Corridors and Surface Water including intermittent streams and springs: Name water body, stream classifications and jurisdictional status;
 - e. Grassland/Meadow: Existing vegetation and field habitats;

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- f. Mineral Resources: Identification of extractable valuable minerals;
- g. Flooding and Floodplains: Areas prone to seasonal flooding and location of 100 year floodplain on the site or within 200 feet of the site;
- h. Aquifers: Prime, principal, or sole source aquifer location and recharge areas;
- i. Unique Landforms: Steep slopes, cliffs, caves, unique topography, glacial formations;
- j. Wooded Areas and Signature Trees: Woodlands of at least 0.5 acre or greater with contiguous canopy, and trees that are significant to the site due to age, character, size, or species;
- k. Buffer areas: Location of either natural or landscaped buffer areas; and
- l. DEC or local Critical Environmental Areas.

2. Historic Resources

- a. National, state or local historic structures or sites on or within 200 feet of the development site.

3. Cultural Resources

- a. Existing developed conditions with cultural importance or remnants of prior uses such as stonewalls, wells, mills, etc;
- b. Existing developed conditions which would remain in the proposed development scheme;

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- c. Vehicular connections;
- d. Pedestrian connections including recreational trails;
- e. Recreational facilities on the site or within 200 feet of the site; and
- f. Existing conservation easements, greenspace, and parkland on the site or within 200 feet of the site.

4. Scenic Resources

- a. Recognized or significant sites or views that could be impacted by development on the site.

Applicants are encouraged to consider supplementing their resource inventory with photographs as needed.

Concept Plan Content (See attached example)

A. Concept Plan

- 1. The concept plan should illustrate the basic site design concept and how the proposed development would interact with or respond to identified resources and existing conditions. There should be direct reference to the prepared resource inventory and existing conditions plans or maps.
- 2. The plan should include an area map showing the parcel under consideration for development and properties, subdivisions, streets, rights-of-way, driveways, utility and conservation easements and other pertinent features within 75 to 200 feet of the parcel boundaries. The approximate location of any newly proposed property boundaries or easements should be located. A topographic or contour map of

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adequate scale to permit development of a concept grading plan should be included.

3. The plan should generally show the approximate locations and dimensions of any proposed structures, parking areas, retained vegetation, proposed landscaping and other planned features, anticipated changes in the existing topography and natural features and, where applicable, measures and features to mitigate stormwater runoff or flood hazard.

- B. The plan may include additional graphic illustrations or supplementary material as determined necessary or useful by the applicant.

Review with the Conservation Board. Potential applicants are strongly encouraged to meet with the Conservation Board to review the completed Resource Inventory prior to completion of the Concept Plan and prior to the pre-application meeting with the Planning Board.

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5. Formal Application and Review of Site Plans and Subdivision

Formal Requirements and Procedures Unaffected. The formal requirements for review of site plan and subdivision applications are not directly affected by these policies and remain as described and specified in the Victor Town Code.

6. Conservation Easements

Relationship. The Town of Victor and the Town Planning Board intend for the pre-application policies and procedures described herein to improve the expedient and accurate identification of resources which might otherwise be compromised during development. The early development of a concept plan which recognizes and responds to such resources will facilitate their protection and preservation. In many instances, development and implementation of easements may also be appropriate to conserve the same resources sought to be protected or preserved through early identification of resources and development of a responsive concept plan.

Implementation. While the pre-application policies and procedures described in this document are likely to result in earlier identification, location and characterization of important resources, implementation of specific easements may only take place as part of the subsequent formal application, review and approval process.

¹ Potential applicants could consider using several resources to obtain resource information. Such resources include, but are not limited to :

- OnCOR (Ontario County Online Resources): <http://oncor.co.ontario.ny.us/oncor/>
- NYS DEC Environmental Resource Mapper: <http://www.dec.ny.gov/imsmaps/ERM/index.htm>
- State Historic Preservation Office On-line GIS: <http://nysparks.state.ny.us/shpo/resources/index.htm>
- Victor Town Conservation Board (Staff)
- Victor Town Historian
- U.S. Army Corps of Engineers