



SELF-SERVE PERMITTING INSTRUCTIONS

Parking Lots (accessory)

HELPFUL INFORMATION:

- The proposed parking lot must serve a principal use that is legal.
- There are several design standards that must be met when designing a parking lot. Section 120-173 of the Zoning Code spells out these regulations.
- Plans prepared by a design professional may be required.
- If a new curb cut is proposed, or any work in the Right of Way is required, the Departmental of Environmental Services will also need to review your request.
- Depending on the overall paved surface area, it is possible that drainage will need to be provided which means a Plumbing Permit will be needed.

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Instrument Survey Map (sample attached)
- ✓ Site Plan showing layout, landscaping, setbacks, etc (sample attached)
- ✓ Workers' Comp or Workers' Comp waiver (no ACORD, see attached)
- ✓ Fee \$100

HOW TO SUBMIT: Your completed permit application package including a scaled site plan showing the layout of the proposed parking area can be submitted by:

- Email your permit package, including all required documents to:
zoning@cityofrochester.gov (online payment instructions will be sent)
- Drop box provided at City Hall, Room 121B
- Mail to us at: Buildings and Zoning Permits
30 Church Street, Room 121B
Rochester, NY 14614

If you have any questions, email: zoning@cityofrochester.gov or call (585) 428-7043.

Incomplete application submissions will be returned. Thank you.





BUILDING PERMIT APPLICATION and ZONING INFORMATION REQUEST

(All applicable sections must be completed before submitting this form)

General property information:

ADDRESS YOU ARE HERE ABOUT: _____

PROPERTY OWNER OR AGENT'S PHONE NUMBER: _____

Applicant information:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

YOUR EMAIL ADDRESS _____

What is your request? (why are you here?)

DESCRIPTION: _____

If applicable, the following must be completed for all Building Permit Requests:

- COST ESTIMATE: (excluding plumbing & electrical) \$ _____
- ARCHITECT: _____
OR ENGINEER (NAME) (PHONE)
- CONTRACTOR: _____
(NAME) (PHONE)

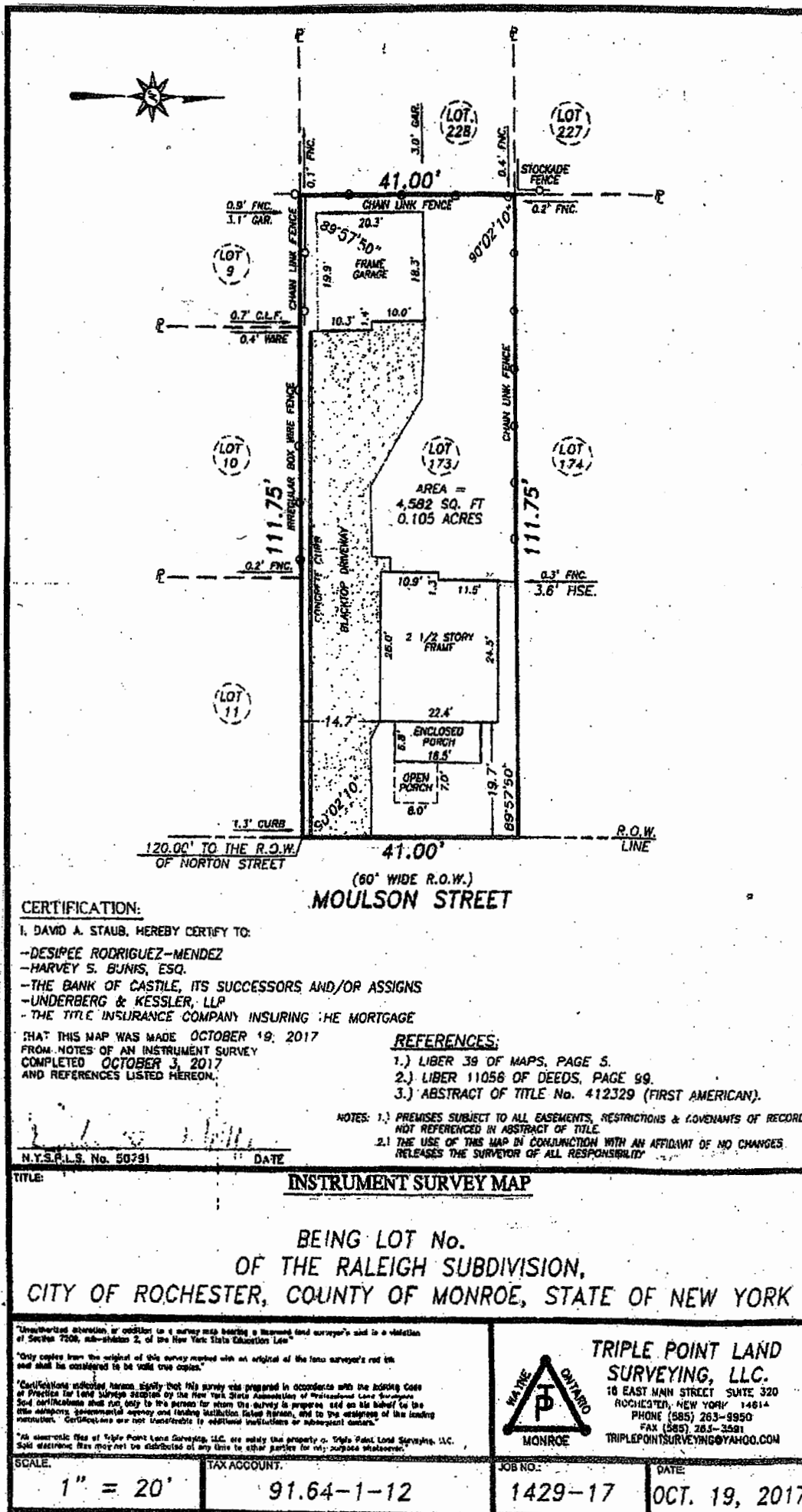
YOUR SIGNATURE: _____ DATE: _____



SAMPLE INSTRUMENT SURVEY MAP

NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



CERTIFICATION:

I, DAVID A. STAUB, HEREBY CERTIFY TO:
 --DESIPEE RODRIGUEZ-MENDEZ
 --HARVEY S. BUNIS, ESQ.
 --THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS
 --UNDERBERG & KESSLER, LLP
 --THE TITLE INSURANCE COMPANY INSURING THE MORTGAGE

THAT THIS MAP WAS MADE OCTOBER 19, 2017
 FROM NOTES OF AN INSTRUMENT SURVEY
 COMPLETED OCTOBER 3, 2017
 AND REFERENCES LISTED HEREON.

REFERENCES:

- 1.) LIBER 39 OF MAPS, PAGE 5.
- 2.) LIBER 11056 OF DEEDS, PAGE 99.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.
 2.) THE USE OF THIS MAP IN CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 50791

DATE

INSTRUMENT SURVEY MAP
 BEING LOT No. OF THE RALEIGH SUBDIVISION,
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

"Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7006, sub-section 2, of the New York State Education Law"

"Only copies from the original of this survey received with an original of the land surveyor's red ink seal shall be considered to be valid true copies."

"Certifications collected herein certify that this survey was prepared in accordance with the existing Code of Practice for Land Surveyors adopted by the New York State Association of Professional Land Surveyors. Such certifications shall run only to the person for whom the survey is prepared, and on the behalf of the State's sole regulatory governmental agency and licensing institution. Errors herein, and to the assignees of the landowner, constitute a warranty of no liability for additional investigations or subsequent damages."

"An electronic file of Triple Point Land Surveying, LLC, are hereby that property of Triple Point Land Surveying, LLC. Such electronic files may not be distributed or any time to other parties for any purpose whatsoever."

TRIPLE POINT LAND SURVEYING, LLC.

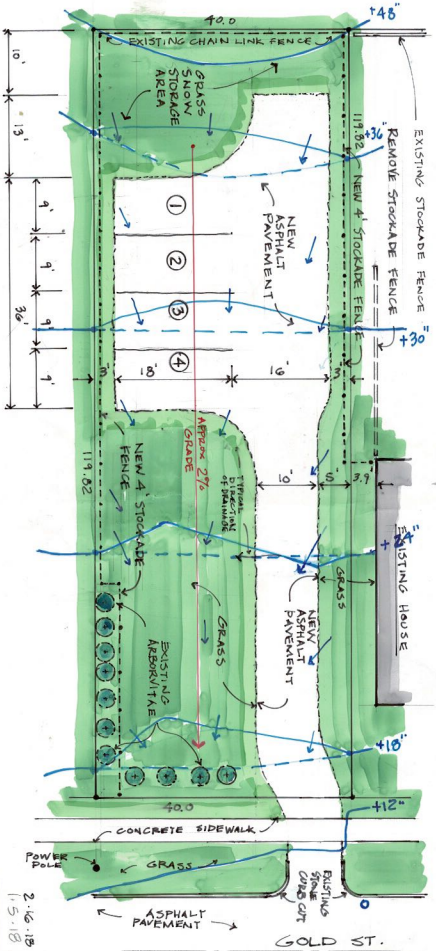
18 EAST MAIN STREET SUITE 320
 ROCHESTER, NEW YORK 14614
 PHONE (585) 263-9950
 FAX (585) 263-3581
 TRIPLEPOINTSURVEYING@YAHOO.COM

SCALE: 1" = 20'	TAX ACCOUNT: 91.64-1-12	JOB NO.: 1429-17	DATE: OCT. 19, 2017
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PARKING LAYOUT

1" = 1'-0"



SITE
80 GOLD STREET
ROCHESTER, N.Y.

2.16.18 6.22.18
1.5.18 2.28.18



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- Garages - Workshops - Poolhouses
- Restrooms at LaFranceArchitects.com

585 - 739 - 5039

WORKERS' COMPENSATION INSURANCE

The State of New York requires that, prior to issuing any permits, the City of Rochester be provided with proof of Workers' Compensation Insurance coverage **or** provide proof of exemption from such coverage.

One of the following certificates must be provided by the applicant with each permit request:

- C105.2 or U-26.2 – Workers' Compensation Insurance (private carrier)
(contractor with employees)
- CE-200 – Exemption Certificate
(contractor with no employees)
- BP-1 – Affidavit of Exemption
(owner occupied 1-4 family & owner is performing work)
- SI12 or GSI-105.2 – Self Insurance coverage

Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.businessexpress.ny.gov/>
 - Worker's Compensation Board location at 130 W. Main Street (verify if open by calling 1-877-632-4996)
- Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- NYS does NOT accept "ACORD" Certificates nor will they accept faxed copies.