



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 FORM**

**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY.** Contact the Site Plan Review Coordinator by phone at: (585) 428-6637 or by email at: [SitePlanReview@CityofRochester.Gov](mailto:SitePlanReview@CityofRochester.Gov) to schedule an intake meeting.

**PLEASE NOTE**  
Certain plans may have to be stamped by a design professional licensed in the State of New York.

**What is the PURPOSE of Site Plan Review?**

Pursuant to Zoning Code section 120-191D(2), some development projects are required to undergo site plan review to obtain approval. This is because “some developments and uses, even though generally suitable for location in a particular district, are, because of their design (materials, details, textures), character, nature, size, complexity or other indicia of probable impact, capable of adversely affecting the goals for which this chapter is established unless careful consideration has been given to critical design elements. It is the purpose of this section to provide a vehicle for the review of the applicant's attention to such elements.”

**What kinds of (re)development project(s) are required to undergo site plan review to obtain approval(s)?**

Pursuant to Zoning Code section 120-191D(3), site plan review shall be required in the following cases, with the exception of accessory structures not changing land use or density and projects involving no site or external structural alterations:

Minor Site Plan review is required for any (re)development that includes construction, enlargement, or addition to any building, or for any site preparation for a site or use that may not include or require a building **AND** meets one of the following conditions:

- 1) New construction that does not meet the City-wide design standards set forth in this chapter, except those applications not meeting the residential building standards set forth in § **120-160A(2)** to **(4)**.
- 2) Exterior alterations to existing buildings or structures and all new construction in the CCD that include minor deviations from the design criteria, excluding deviations pertaining to signs. (Note: Refer to the pertinent Design Checklist at the end of this chapter for a list of deviations.)
- 3) Exterior alterations to existing buildings in Village Center Districts that do not meet the specific design standards listed in those districts.
- 4) Applications that do not comply with neighborhood design guidelines adopted pursuant to § **120-161**.
- 5) Parking lots over 10 spaces that do not meet the requirements for parking lots in § **120-173**.
- 6) More than two loading spaces in any district adjacent to any residential district or Open Space District.
- 7) Any loading space which does not meet the dimension requirements specified in § **120-172**.
- 8) Any new structure or structures having a total floor area, or covering a contiguous land area, in excess of 20,000 square feet, which do not comply with the Citywide Design Standards and all other zoning requirements.
- 9) Any new construction on a vacant parcel of one acre or more.
- 10) Projects involving or abutting a designated landmark or those involving or abutting a site listed or eligible for listing on the State or National Register of Historic Places.
- 11) Projects within an O-S Open Space District and commercial and industrial development adjacent to the O-S Open Space District.
- 12) Any outdoor activity area accessory to a nonresidential use, excluding accessory outdoor seating.
- 13) Projects within 100 feet of waterfront.

- 14) New construction of multifamily dwellings.
- 15) New advertising sign structures.
- 16) In planned development districts, incremental development as defined in § **120-126B** of this chapter.
- 17) The conversion of floor area designed for nonresidential use to a residential use and vice versa in any commercial, village center, overlay, or residential district.
- 18) Any development or redevelopment resulting in site grading exceeding the maximum slope requirements in § **120-178**.
- 19) Any development or redevelopment in all districts, with the exception of detached single-family dwellings and two-family dwellings, that involves the installation of a new curb cut in the public right-of-way of principal arterials, minor arterials and collector streets. (See Attachment SC, Street Classifications.)

Minor Site Plan review is required for any of the following types of development or changes of use:

- 1) All junkyards or salvage yards, recycling centers and waste stations.
- 2) Prior to demolition, any site preparation, development or redevelopment where demolition is proposed in the C-1, C-2, and Village Center Districts.
- 3) Conversion to or from any of the following vehicle-related uses or the development or redevelopment of any sites devoted to such uses, including:
  - a. Vehicle service stations, vehicle repair, vehicle sales/rental.
  - b. Vehicle storage, wrecking, towing.
  - c. Car washes.
  - d. Drive-through facilities and uses.
  - e. Truck centers.

Major site plan review will be required for any site plan meeting one or more of the thresholds of minor site plan review above **and** one of the following:

- 1) All Type I actions as identified in § **48-4** of the City Code, excluding applications requiring certificates of appropriateness.
- 2) Applications in the CCD that include major deviations from the design criteria. (Note: Refer to the pertinent Design Checklist at the end of this chapter for a list of major deviations.)
- 3) All development concept plan approvals or amendments for planned development districts.
- 4) Construction of any principal building in the C-1, C-2, H-V or PMV Districts that does not meet Citywide design standards set forth in this chapter.
- 5) A redevelopment plan contingent upon the demolition of a designated building of historic value, excluding applications requiring certificates of appropriateness.
- 6) Sign proposals for designated buildings of historic value in the CCD with minor deviations of the design criteria relating to number, type and size.

**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 Manager of 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 must be submitted to make a complete Site Plan Review application?**

Various types of proposed (re)development require different types of drawings, documents, and/or information to be supplied to make up a complete site plan review application package. The materials that must be prepared, compiled, and submitted to make up a complete site plan review application package are listed in the table on page 5 of this application form. You must submit all items listed as being required for the type of (re)development being proposed; omitted items must be listed with the reason(s) for the omission of each explained in a letter of intent or cover letter. The submission checklist on page 6 will be used by the site plan review coordinator to confirm a complete application has been received for a proposed project; please ensure all items listed are provided in the site plan review application package.

Projects will **NOT** be introduced into site plan review until a complete site plan review application package has been received, reviewed, and accepted by the site plan review coordinator.

**What steps must be followed after the Project Site Plan is approved?**

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 associated documentation, if any, 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).

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 Manager of Zoning **prior to** the expiration of the approval. A nonrefundable fee of \$100 is required for an extension of time.

**What steps can be taken if the Site Plan is not approved/denied?**

If your application has been denied and a suggested alternative has been offered, 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 Manager of 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

**PROJECT INFORMATION**

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 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. ANTICIPATED PROJECT COMPLETION TIMELINE (Attach schedule if phased): \_\_\_\_\_

7. Is the site subject to a NY State Department of Environmental Conservation (NYSDEC) Environmental Easement?  
Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is the site subject to a City of Rochester Activities Limitations Permitting Flag?  
Yes \_\_\_\_\_ No \_\_\_\_\_

9. Is this project receiving public monies (e.g. City, County, State)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**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:** \_\_\_\_\_



**BUREAU OF BUILDINGS AND ZONING  
CITY HALL, 30 CHURCH STREET, ROOM 125-B  
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**SITE PLAN CHECKLIST**

<b>Plan Component</b>	<b>For (Re)Development of a Building</b>	<b>For (Re)Development of, or if project includes 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 Right-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, Queuing Areas, Truck turning templates		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
Calculations of transparency and lot coverage	X	X	X	X	X

**FOR INTERNAL USE ONLY – Please Note Submission Requirements Below**

Office Use	<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"/>	<ol style="list-style-type: none"> <li>1. Fee: \$250.00. Fee can be paid for online (credit card) with a link provided by staff or by check made payable to the 'City of Rochester'.</li> <li>2. One (1) digital copy of the Denied Certificate of Zoning Compliance (CZC).</li> <li>3. One (1) digital copy of this COMPLETED application (ALL pages including initials in footer).</li> <li>4. One (1) digital 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></li> <li>5. One (1) digital copy and one hard copy of an Instrument Survey Map that reflects current site conditions</li> <li>6. One (1) digital copy and one full-size hard copy of a scaled site plan (see attached checklist). Include bar scale on plans.</li> <li>7. One (1) digital copy and one full-size hard copy of a scaled floor plan.</li> <li>8. One (1) digital copy and one full-size hard copy of scaled elevations of proposed structures, or facade renovations to existing structures.</li> <li>9. Digital photographs of the subject site, structures on the site, and surrounding properties.</li> <li>10. For projects in the Center City District (CCD), Design criteria checklist and accompanying description of minor deviations.</li> </ol> <p>ALL DRAWINGS SHOULD REFLECT UTILITIES AS EXIST AND PROPOSED IN ROW, DIMENSIONS OF ALL ASPECTS OF SITE, AND ALL RESTORATION DETAILS IN ACCORDANCE WITH THE CITY OF ROCHESTER STANDARD CONSTRUCTION DOCUMENTS SPECIFICATIONS AND DETAILS</p>
Office Use	<input type="checkbox"/> <b><u>MAJOR SITE PLAN REVIEW REQUIREMENTS:</u></b>
<input type="checkbox"/> <input type="checkbox"/>	<p><b>All of the above (#1-#10), plus:</b></p> <ol style="list-style-type: none"> <li>1. Fee: \$500.00.</li> <li>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.</li> </ol>