

## **THE FOLLOWING PROCEDURE SHOULD BE USED FOR ALL PROJECTS (ACTIONS) IN THE VILLAGE OF CORFU, NY.**

### **PLEASE READ THESE INSTRUCTION CAREFULLY. THIS WILL HELP EXPEDITE THE ISSUANCE OF YOUR PERMIT.**

**PART ONE:** The Village of Corfu welcomes your new project. To get started, please contact our Zoning Enforcement Officer: **Mr. Brian Schollard (585) 356-4362.**

Our Zoning Officer will discuss your project and direct you to your next step. Most residential projects will be handled by the Building Inspector. Other projects may be more complex and require zoning reviews, or reviews by the Village Planning Board, Genesee County, and the Village Board.

Your project, or action, most certainly requires a permit of some type. This includes any swimming pool, or generators added to, or **already existing** at your residence. We look forward to working with you.

**NOTE:** Most commercial actions and some residential actions may need to be reviewed in what is called a **Site Plan Review**. There is a fee to begin this process if it is necessary. The review is handled by the Village Planning Board, and begins with forms to be filled out. The Planning Board will notify you if a Site Plan Review is necessary. Please contact **Mr. Mark Zimmermann (585) 297-9207** with any questions.

If no review by the Planning Board is required, your permit will be issued by the Building Inspector once he has determined all requirements have been met.

**NOTE:** Items/Actions before the Planning Board must be added to the agenda by the Close of Business **10 days prior** to regularly scheduled Planning Board Meeting. You are responsible to maintain this schedule. Regular meetings are on the 4<sup>th</sup> Tuesday of the Month at 7:00pm. They are open to the public.

**NOTE:** Should a Site Plan Review be required, four different agencies must sign off on the Action. This process may take a few months. We ask that you please be patient and please plan your project accordingly.

### **PART TWO - STAYING INFORMED**

While the Zoning Enforcement Officer, the Planning Board, and the Village Board will all be doing our best to see your project through, we would ask that you prepare for the process by reviewing the appropriate sections of our Village Law.

This can be viewed at the Clerk's office, or electronically sent to you from the Clerk's office at your request.

The Village strongly recommends that you begin with Section 704 which outlines 'Application Procedures' should we require a Site Plan Review, and section 708 which covers some of the additional steps which may arise with more complex projects. Many other Sections of the law may apply to any given project.

**VILLAGE OF CORFU**

**PLANNING BOARD 2021**

**Site Plan Review Documentation**

Please be advised: If your action or business in the Village of Corfu involves renting from a third party, it is required, before your Site Plan Review can be processed, that you provide the Village Planning Board with a signed and dated document from the landlord which clearly states:

1. Permissions and duration of the lease,
2. Name and phone number and email of both parties.

SITE PLAN REVIEW APPLICATION

APPLICATION page 1

Address of Proposed development: \_\_\_\_\_

Tax Map ID: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Current Zoning: \_\_\_\_\_

**Current Land use** and existing

Structures: \_\_\_\_\_

\_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Proposed Site Use (s):** Include primary and secondary uses if necessary. Include details of all proposed buildings, number of units, parking spaces, loading zones etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Construction Information:**

Anticipated construction time: \_\_\_\_\_

Staged development details: \_\_\_\_\_

Estimated cost of improvements: \_\_\_\_\_

Estimated number of residents, shoppers, employees, etc. \_\_\_\_\_

**Site Development:** (As required) Layout sketch, Landscaping, grading, buffer zones, architectural drawings, floor plans, elevations, sections, open space, engineering plans, engineering feasibility study, street improvements, storm drainage, water supply, sanitary sewer facilities, fire protection, traffic circulation, parking, loading, walkways, environmental, wetlands, signs (dimensions). See Corfu Law Section 708.

**Additional Forms:** (As required) SEQR form \_\_\_\_\_

County Referral form \_\_\_\_\_

Special use Permit \_\_\_\_\_

D.O.T. actions \_\_\_\_\_

SEND OR DELIVER TO:  
GENESEE COUNTY DEPARTMENT OF PLANNING  
3837 West Main Street Road  
Batavia, NY 14020-9404  
Phone: (585) 815-7901

DEPARTMENT USE ONLY:  
GCDP Referral # \_\_\_\_\_



**\* GENESEE COUNTY \***  
**PLANNING BOARD REFERRAL**

Required According to:  
**GENERAL MUNICIPAL LAW ARTICLE 12B, SECTION 239 L, M, N**  
(Please answer ALL questions as fully as possible)

**1. REFERRING BOARD(S) INFORMATION**

Board(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone ( ) - Ext. \_\_\_\_\_

**2. APPLICANT INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone ( ) - Ext. \_\_\_\_\_ Email \_\_\_\_\_

MUNICIPALITY:  City  Town  Village of \_\_\_\_\_

**3. TYPE OF REFERRAL:** (Check all applicable items)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Area Variance      | <input type="checkbox"/> Zoning Map Change         | <input type="checkbox"/> Subdivision Proposal |
| <input type="checkbox"/> Use Variance       | <input type="checkbox"/> Zoning Text Amendments    | <input type="checkbox"/> Preliminary          |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Comprehensive Plan/Update | <input type="checkbox"/> Final                |
| <input type="checkbox"/> Site Plan Review   | <input type="checkbox"/> Other: _____              |   |

**4. LOCATION OF THE REAL PROPERTY PERTAINING TO THIS REFERRAL:**

A. Full Address \_\_\_\_\_  
B. Nearest intersecting road \_\_\_\_\_  
C. Tax Map Parcel Number \_\_\_\_\_  
D. Total area of the property \_\_\_\_\_ Area of property to be disturbed \_\_\_\_\_  
E. Present zoning district(s) \_\_\_\_\_

**5. REFERRAL CASE INFORMATION:**

A. Has this referral been previously reviewed by the Genesee County Planning Board?  
 NO  YES If yes, give date and action taken \_\_\_\_\_

B. Special Use Permit and/or Variances refer to the following section(s) of the present zoning ordinance and/or law  
\_\_\_\_\_  
\_\_\_\_\_

C. Please describe the nature of this request  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. ENCLOSURES** – Please enclose copy(s) of all appropriate items in regard to this referral

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Local application      | <input type="checkbox"/> Zoning text/map amendments  | <input type="checkbox"/> New or updated comprehensive plan |
| <input type="checkbox"/> Site plan              | <input type="checkbox"/> Location map or tax maps    | <input type="checkbox"/> Photos                            |
| <input type="checkbox"/> Subdivision plot plans | <input type="checkbox"/> Elevation drawings          | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> SEQR forms             | <input type="checkbox"/> Agricultural data statement |  |

**7. CONTACT INFORMATION** of the person representing the community in filling out this form (required information)

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) - Ext. \_\_\_\_\_  
Address, City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>
			<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>
			<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

## VILLAGE OF CORFU FEE SCHEDULE

### *Commercial development and construction requires Planning Board review for board approval*

Building Permit 6 month renewal (10% of original permit fee or \$50, whichever is greater)	\$50 minimum
Zoning Permit (if no building permit required) (\$1/\$100 value up to \$10.00)	\$10 maximum
New Residential Construction	\$.50/ sf living space
Residential Addition (over 400 SF will be calculated as new construction)	\$.50 (up to 400 SF)
Residential Accessory Structures (garages, barns, etc.)	\$.15/SF
Residential Remodeling (involving exposure of framing, structural repairs or mechanical work)	\$.20/SF
Other Residential Construction (decks, porches, etc.)	\$50
Agricultural Pole Barn	\$50
Agricultural Building – other	\$.10/SF
Swimming Pool In-ground	\$ 150
Swimming Pool Above Ground	\$ 75
New Commercial Construction . . . . .	\$ .40/SF
Commercial Addition (less than 750 SF calculated as new construction) . . . . .	\$ .60/SF
Building without a Permit . . . . .	<b>\$ DOUBLE THE FEE</b>
Certificate of Occupancy/Compliance . . . . .	\$25
New Driveway Permit w/curb cut . . . . .	\$50
Demolition Permit . . . . .	\$50
Review by Village Engineer (if necessary) . . . . .	<b>\$ COST</b>
Fence Permit . . . . .	\$ 50
Fire Inspection/Up to 15,000 sf . . . . .	\$30
Fire Inspection/Up to 30,000 sf . . . . .	\$60
Fire Inspection/Up to 45,000 sf . . . . .	\$75
Fire Inspection/Up to 60,000 sf . . . . .	\$100
Fire Inspection/Over 60,000 sf . . . . .	\$125
Flood Zone Development Permit . . . . .	\$50
Fuel Tank Installation/removal (including 500+ gallon propane) . . . . .	\$50
Manufactured Homes . . . . .	\$55
Public Improvement Projects (ie: Subdivisions	\$0 - \$250,000) . . . . . 10%
	\$250,001 - \$500,000) . . . . . 9.5%
	\$500,001 - \$750,000) . . . . . 9%
	\$750,001 - \$1,000,000) . . . . . 8.5%
	\$1,000,001 – and up . . . . . 8%
Re-Zoning (Less than 10 acres) Fee + Engineer’s Fee . . . . .	\$500 + Engineer Fee
Re-Zoning (More than 10 Acres) Fee + Engineer’s Fee . . . . .	\$500 + \$40.00/Acre
Signs Permanent (Fixed or Movable) . . . . .	\$50
Commercial Sit Plan Review – Up to and including 1 acre (disturbed) . . . . .	\$250
	Over 1 acre and up to 5 acres (disturbed) . . . . . \$500
	Over 5 acres and up to 10 acres (disturbed) . . . . . \$1,000
	Over 10 acres . . . . . \$1,000 + \$25/acre
	Engineering Fee . . . . . \$150 minimum
	Change-in-use Site Plan . . . . . \$100
Sub-Division/Minor Subdivision Application Fee . . . . .	\$125
Sub-Division/Minor Engineering Fee . . . . .	\$200
Sub-Division/Minor Green Space Fee (Per Lot) . . . . .	\$750
Sub-Division/Major Application Fee . . . . .	\$250
Sub-Division/Major Engineering Fee . . . . .	\$500 minimum
Sub-Division/Major Greenspace Fee (Per Lot) . . . . .	\$750



Special Use Permit .....	\$150 + Pub. Not. Fee
Variance Request to Zoning Bd. of Appeals .....	\$150
Telecommunication Tower – up to 175 ft. ....	\$3,000
Each foot above 175 ft. ....	+ \$50/ft
New Tower Permit .....	\$500
Co-Location (putting on existing structure) .....	\$100

**VILLAGE CLERK FEES**

Miscellaneous Copy .....	\$ .25/page
Returned Check Fee .....	\$40
Tax Search .....	\$10
Zoning Laws Copy .....	\$25