



# Village of Mount Morris

117 Main Street, Mount Morris, NY 14510  
Building Zoning Permits/Code Enforcement  
Phone (585) 519-3321 mmullikin@mountmorrisny.us

## SITE PLAN REVIEW PLANNING BOARD APPLICATION

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Owner (If Different): \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

The Site Plan approval shall follow a 2-step approval process:  
Preliminary Site Plan review, Final Site Plan approval by the Mount Morris Joint Planning Board  
This 2-step process must take place prior to issuing any Zoning/Building Permit for commercial projects.

Land use:  Residential  Commercial  Industrial  Bed & Breakfast

The undersigned applicant and owner, hereby request review by the Village/Town of Mount Morris Joint Planning Board for the following Site Plan:

Plan prepared by the following licensed engineer and/or land surveyor:

Name: \_\_\_\_\_

Name of Site Plan: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Proposed Site: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposed Use of Site: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Planned hours of operation: \_\_\_\_\_

Size of Existing Structure (Square Feet): \_\_\_\_\_ Total Area of Site (Square Feet/Acres): \_\_\_\_\_

Current Use of Land: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Condition of the Site: (Buildings, Brush, Etc.) \_\_\_\_\_

Character of Surrounding Lands: (Residential, Commercial, Etc.) \_\_\_\_\_

Is the property in a Flood Zone:  Yes  No If Yes add the floodplain development permit application.

Are there deed restrictions, rights-of-way, or easements on the property:  Yes  No All must be listed on the Plans.

Are there any State and/or Federal Permits required? If yes, list below. \_\_\_\_\_

\_\_\_\_\_

A completed SEQR Environmental Assessment Form (EAF) will be required as part of the Site Plan review.

The following list are items that may be discussed by the Joint Planning Board for Commercial/Industrial Projects	
Architecture, Color, Texture, Design of proposed building. Compatibility with the character of Mount Morris	
Building Uses, both primary and secondary uses, ground floor height, and number of stories of building	
Building Location	Parking (Number of Spaces and Location)
Lighting (Plan may be required) must be dark sky compliant	Traffic/Road(s) Location
Landscaping (Plan may be required)	Sidewalks

<b>ALL LISTED ITEMS MUST BE IDENTIFIED ON THE PROJECT SITE PLAN.</b>			
<input type="checkbox"/>	Boundary information	<input type="checkbox"/>	Buffer areas
<input type="checkbox"/>	Exterior storage areas	<input type="checkbox"/>	Encumbrances and other deed restriction
<input type="checkbox"/>	Exterior storage areas Driveway and curb cuts with distance to adjacent intersections and driveways	<input type="checkbox"/>	Grading and drainage plan including erosion control and storm-water control plans
<input type="checkbox"/>	Green area as percent of total lot area	<input type="checkbox"/>	Sign location exact location, sign materials and illumination
<input type="checkbox"/>	Impervious and pervious areas of parking	<input type="checkbox"/>	Lighting, type of lighting and pole placement
<input type="checkbox"/>	Number of parking spaces and number of handicap parking spaces	<input type="checkbox"/>	Water, Sewer, Natural Gas line and Underground or overhead electric and phone utility pole placement
<input type="checkbox"/>	Stamp and date of N.Y.S. design professional	<input type="checkbox"/>	Existing and purposed structure placement on lot with distances
<input type="checkbox"/>	Title Sheet	<input type="checkbox"/>	
<input type="checkbox"/>	Sign location and materials exact location Identify N.Y.S. right-of-way and materials to be used in this area. Sign Permit also required	<input type="checkbox"/>	Any other information requested/discussed from the Code officer and/or the Joint Planning Board
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

**RESPONSIBLE FOR ANY CONSULTANT FEES  
(Village Engineer, Village Attorney, etc.) incurred during the application process.**

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including Legal, Engineering, Code Enforcement Review or other outside consultants. Applications submitted to the Mount Morris Joint Planning Board will normally receive chargeback fees for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of Engineering, Legal, and other consultant review and preparation and will incur higher costs.

Applications for new construction may be referred to the Village Engineer for engineering review. The **Property Owner** will also be responsible for legal fees for applications submitted to the Mount Morris Joint Planning Board, Zoning Board of Appeals, or the Village of Mount Morris Code Enforcement Office. Fees for engineering and legal expenses traditionally range between one hundred fifty dollars to two hundred fifty dollars per hour. A copy of the Villages' annual fee schedule is available upon request from the Code Enforcement Office or the Village Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally, projects approved by the Mount Morris Joint Planning Board may be required to pay a parks and recreation fee as established by the Village Board (currently \$ 1,000 per unit) if required as part of the conditions of approval. The property owner represents and agrees as a condition to the issuance of any permits that the development will be accomplished in accordance with the Village of Mount Morris Zoning Code and the New York State Uniform Fire Prevention and Building Code for the plans and specifications annexed hereto.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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The undersigned hereby makes this application pursuant to the Code of the Village of Mount Morris and affirms that the information furnished by the undersigned in support of this application is true and correct to the best of my knowledge. All work in connection with the proposed project will comply with all applicable laws and ordinances whether specified herein or not. The granting of a permit for this project does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. The undersigned hereby acknowledges that it is his/her responsibility to acquire, read, and understand the requirements relating to this application and project and hereby certify that he/she has done so. **The undersigned further acknowledges that he/she is aware of the inspection requirements relating to this permit and acknowledge that proceeding with or continuing construction without first obtaining the necessary inspections may result in the undersigned having to remove the work that was completed in order to obtain an inspection, solely at his/her liability and expense.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I certify that all information is true and correct.)

Print Property Owner Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(I certify that all information is true and correct.)

Print Applicant Name: \_\_\_\_\_

N.Y. Penal Law 210.45 – Making a Punishable False Written Statement. A person is guilty of making a punishable false written statement when he knowingly makes a false statement, which he does not believe to be true, in a written instrument bearing a legally authorized form notice to the effect that false statements made therein are punishable.

Making a punishable false written statement is a class A misdemeanor. Upon conviction of a Class "A" misdemeanor, a court may sentence an individual to a maximum of one year in jail or three (3) years probation. In addition, a fine of up to \$1,000 or twice the amount of the individual's gain from the crime may be imposed.

**Note:** Property Owner **must** be the same as that which is listed in the most recent Official Tax Roll of the Village of Mount Morris. If the Property Owner is different from the Tax Roll, documentation certifying this discrepancy must be submitted with this Application.

Please DO NOT send payment with this application. Payment shall not be made until the  
(Non-refundable) fee is determined by the Code Enforcement Office.

# OFFICE USE ONLY CODE OFFICER FLOWSHEET

Date Complete Application Received: \_\_\_\_\_

This Application has been reviewed by:

\_\_\_\_\_  
(Signature of Building/Code Officer)

Date: \_\_\_\_\_

Final Approval Granted by the Joint Planning Board:

\_\_\_\_\_  
(Signature of Joint Planning Board Chair)

Date: \_\_\_\_\_  
(Date Approved)

Date: \_\_\_\_\_  
(Date)

**CODE ENFORCEMENT USE ONLY:**

Fee Due: \_\_\_\_\_

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Permit No: \_\_\_\_\_