Town of riga
6460 E. Buffalo Road
Churchville, NY 14428
(585) 293-3880 Ext 122

Special Use/Site Plan Application

Included:

One (1) Instruction sheet (This Sheet)
One (1) Meeting Schedule & Deadline Dates
One (1) List of Fees 2026
One (1) Guideline for Putting in Site Plan/Subdivision
One (1) Guideline for Site Plan Approval Checklist
One (1) Standard Planning Board Notes
One (1) Guideline for Submitting a Referral to Monroe County
One (1) Agricultural Data Statement
One (1) Environmental Assessment Form (Riga)
One (1) Special Use Permit Application
One (1) Site plan/Subdivision Application
One (1) Short Environmental Assessment Form (Parts 1&2)

Fill in and submit back all forms in the packet. Applications must be submitted before or on the deadline date to be put on the next month's agenda. 13 copies of an engineered site plan map and full application packet must accompany your application. The standard planning board notes will be required on your map.

Complete the online Monroe County Development Review on their website – Development Review instructions are included in this packet.
Link to development review website - **https://cip.monroecounty.gov/drc/account**

Answer all questions on the short environmental assessment form.

Return this entire packet and your application fee to the planning board secretary by the monthly deadline for review. (*The deadline is strictly adhered to*) The public hearing will be scheduled, and you will receive a copy of the hearing notice in the mail.

If additional information is needed to complete the application the planning board secretary will contact you.

Questions? Please call:

Trish Minni
Planning Board Secretary
585-293-3880 ext. 121

TOWN OF RIGA
PLANNING BOARD
2026
MEETING SCHEDULE

1st Monday of every month at 7:00 PM except when noted*

DEADLINE: 30 calendar days prior to meeting date

Meeting

1/12/2026*(2nd Mon)

2/2/2026

3/2/2026

4/6/2026

5/4/2026

6/1/2026

7/13/2026 *(2nd Mon)

8/3/2026

9/14/2026*(2nd Mon)

10/5/2026

11/2/2026 (Multipurpose Room)

12/7/2026

Town of Riga – 2026 Fee Schedule

A residential building permit fee may be waived for any structure being rebuilt using the same footprint, that has been damaged by fire, accident, or natural disaster at the discretion of the Town Board.

All fees must be paid in full prior to issuance of any permit.

Activity or Permit	Building Department Fees		
Residential Structures	**Basic Fee**	**or$/SF**	
New Construction	$400 (min)	0.20	
Recreation Fee/per dwelling	$500		
Certificate of Occupancy	$100		
Storm Water Tie in Fee (when required)	$100		
Post Construction Fee	$100	Plus permit fees	
Permit Renewal (additional 6-months)	$100		
Addition and Remodeling	$100	0.15	
Accessory Structures	**Basic Fee**	**or$/SF**	
Temporary Cargo Trailer/Containers for moving or remodeling (6 months)	$100		
Accessory Buildings	$50	0.10	
Deck	$50	0.10	
Covered Porch	$50	0.10	
Lean-to Shelters	$50	0.10	
Wood-burning stoves or fireplaces (including inserts)	$50		
Outdoor Wood Boiler	$100		
Swimming Pool and or Hot Tub	$30		
Swimming Pool In ground	$60		
Solar Panels (Residential)	$100 (max)	1.00	Sq foot of panel
Geo Thermal (Residential)	$100		
Generator	$50		
Heating/Appliance	$30		
Demolition Residential & Commercial	**Basic Fee**	**or$/SF**	
500 sq. ft. to 2,999 sq. ft.	$50		
3,000 and higher sq. ft.	$100		
Persons removing an agricultural structure that derive a minimum of $10,000 of income per year from farming operations	No Charge		
Telecommunication Facility	**Basic Fee**	**or$/SF**	
Replacing or upgrading of existing antennas	$250/ea. antenna		
Addition of new antennas	$250/ea. antenna		

Commercial Structures	Basic Fee	or$/SF	
Temporary Cargo Trailer/Containers (6 months)	$100		
3rd Party External Plan review at discretion of building Inspector - costs to be paid for by applicant	Actual costs, plus 4%		
Consolidated Review	$150	0.20	for 1st 10,000 sq ft
(Complete structural plans including all utilities submitted with permit application)	$150	0.10	thereafter Over 10,000 sq ft
Segmented Review – An additional fee of $0.05 per SF will be charged for review of each additional plan required that is not part of original application, including but not limited to electrical, heating, interior build out, etc.		0.05	
Certificate of Occupancy	$150		
Permit Renewal	$100		
Solar Panels (Commercial)	$100 (min)	$1.00	Per Sq foot of panel

*All Special Inspections and Tests required per Chapter 17 of the 2020 International Building Code will be paid by the developer or contractor

Miscellaneous fees	Basic Fee	or$/SF	
Mobile Home (in Park)	$7.00 unit		
Mobile Home	$10.00/qtr		Ag. Exempt
Sign Permit	$25.00(min)	$2.00	
Operating Permit – Profit organizations	$100		
Operating Permit – Non-Profit organizations	No Charge		
Removal of a Stop Work Order	$200		
Driveway- New or Alteration Permit	$40		

Town, Planning & Zoning Board Fees

In addition to the fees listed below, the actual cost of publication of Notices in official Newspapers of the Town, the actual cost of attorney charges, and the fees paid by the Town of Riga to its engineering consultant, plus four percent of that actual engineering cost as an administrative fee to the Town of Riga, will be billed to the applicant.

Activity or Permit	Town Board Fees		
Rezoning Request			
Application Fee	$200.00		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Excavating Permit			
Application Fee	$150.00		
Engineering Charges	Actual costs, plus 4%		

Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Excavating Permit			
Permit Issuance Fee	$150.00	0-500	Cubic Yards
	$300.00	501-999	Cubic Yards
1000 Cubic Yards and up	$300.00	+ $25.00 per	each additional
			1,000 Cubic Yards
Telecommunication Facility-Small Wireless Facilities			
License Review Fee	$1,750.00		
ROW Authorization Fee	$ 600.00/1st	175	each additional
Telecommunication Facility-Small Wireless Facilities (continues)			
Construction of a new pole or structure Fee	$1,000.00	each	
Annual License Fee	$350.00	each SWF in Town ROW	
Annual License Fee	$650.00	each constructed support structure in ROW	
Activity or Permit	**Zoning Board of Appeals Fees**		
Variance			
Application Fee	$300.00		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Interpretation			
Application Fee	$100.00		
Zoning Board of Appeals Fees			
Special Hearing			
Application Fee	$225.00		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Planning Board Fees Subdivision & Site Plan			
Sketch Plan Review	$50.00		
Informal Review	$25.00, plus $10/lot		
Preliminary Approval – Subdivision	$350.00, plus $50/lot		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Final Approval Subdivision	$50.00 w/o public hearing		
	$150.00, plus $50/lot		
Preliminary Approval – Site Plan			
Residential	$350.00/lot		
Commercial or Industrial	$350.00, plus .05¢/sq. ft		
Engineering Charges	Actual costs, plus 4%		

Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Final Approval - Site Plan			
Residential	$50.00/lot		
Commercial or Industrial	$100.00 w/o public hearing /	$250.00 with	
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Re-Approval Subdivision or Site Plan			$50.00
Specially Scheduled Hearing- Subdivision or Site Plan			$400.00
Activity or Permit	**Planning Board Fees**		
Special Use Permit –			
Special Use Permit – AG/RES Zoning	$50.00		
Special Use Permit – All other Zoning	$200.00		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Special Use Permit's			
Telecommunication Facilities - Small Wireless Facilities	$600.00/1st	$175.00	each additional
new support structure	$1,000.00	each	
Special Use Permit – non exempt Telecommunication Facilities	$1,000.00 fee payable to the Town of Riga at the time of application for a non-exempt telecommunication facility.		
Special Use Permit Recreation Facilities	$500.00 plus $10.00/acre or fraction thereof, plus $.06 cents per square foot of building or structure area be established for review of a recreation site plan.		
Special Use Permit Review and Renewal Fee for Recreation Facilities	$250.00 be assessed to the recreation facility owner to be payable within 30 days of January 1st of the year following approval of a certificate of occupancy or approval to operate.		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Special Use Permit Review "Recreation Amended Site-Plan"	$250.00 plus $.06 cents per square foot of building or structure area be established for review of any proposed amendment to an already existing approved site plan.		
Activity or Permit	**Planning Board Fees**		
Filling Permit Application Fee	$150.00		
Engineering Charges	Actual costs, plus 4%		
Attorney Charges	Actual costs		
Publishing Charges	Actual costs		
Peddler/Soliciting Fee	$100.00/per peddler	*e.g.: 5 peddlers from 1 company - $500.00*	
Town of Riga Dog License/Seizure Fees			
Dog Seizure Fee (First 24 hours of impoundment)	1st Offense $25.00/ 2nd Offense $50.00/3rd Offense $75.00		

Dog Boarding Fee (After 24 hours of impoundment)	$15.00 per day
Dog License Fee – Spayed/Neutered	$9.00
Dog License Fee – Un-Spayed/Un-Neutered	$17.00

TOWN OF RIGA GUIDELINES FOR PUTTING IN A SITE PLAN OR SUBDIVISION

1. A Certificate of Occupancy will not be given until well water has been tested and approved by the Monroe County Health Department and a final Tape Location Map with elevation, made after construction, has been supplied to the Building Inspector.
2. Process usually takes three (3) months.
3. If intended use does not comply with Zoning Ordinance, a variance must be obtained.
4. The applicant must present plans and intentions to the Planning Board for the Agenda.
5. A minimum of three weeks advance notice is required to be placed on the Planning Board Agenda. (see Meeting Schedule for deadlines)
6. Seventeen (17) copies of plans must be available for Preliminary Approval. Eighteen (18) with wetlands.
7. Each applicant is responsible for distributing copies of the plot plan map to involved agencies.
8. The applicant, or someone authorized to act on his/her behalf, is required to be at the Public Hearing (the applicant is strongly encouraged to be present).
9. Engineering and administrative fee to the Town must be paid prior to proceeding to the next phase of approval. All fees must be paid prior to issuance of a building permit.
10. Subdivision markers must be shown at all corners, consisting of iron or steel pipe encased in concrete.
11. Minimum lot size is 210' x 210' with water and sewer, 1 acre w/210' at the road.
12. Minimum house size is One Story – 1200 sq ft, Two Story – 1600 sq ft with not less then 800 sq ft on the first floor.
13. Minimum requirement within the lot:

    Front Set Back – 60' measured from the front lot line.
    Side yard – 10% of required lot width at the building line, except when a side yard abuts a street, minimum setback shall then be 60'
    Rear Yard – 50' from the lot line, except when a rear yard abuts a street, then the setback shall be 60'

14. Finished grade, dirt level, elevation at the front of the house must be two (2) feet above the centerline of the road. Anything less must have a variance.
15. The house must be accessible to emergency vehicles.
16. The well must be 100' from the septic disposal, 200' if the well is at a lower elevation.

17. The Town of Riga is not responsible for the quantity or quality of well water.
18. Septic disposal must be a minimum of 10' from the lot line.
19. Perc and deep hole test results must meet **MCHD** regulations.
20. All subdivisions will have underground utilities.
21. The driveway must have a turnaround, a minimum width of 14' delineators every 50', and carry a load of 20 tons.
22. The driveway must have an adequate size of culvert, as determined by the regulating highway authority.
23. The applicant must apply for a driveway permit from the Highway Superintendent for a Town Road, MCDOT for a County Road and NYSDOT for a State Road.
24. A building must not be closer than 100' from a wetlands area.
25. The NYS Environmental Quality Review Act (SEQR) applies and an environmental assessment must be made prior to approval.
26. A 5" house number is required on new residences.

These guidelines are intended only as a summary. Refer to the Town of Riga Zoning Ordinance and Design Criteria.

Revised: 11-9-15

Chapter 38. Design Criteria

Article I. Basic Procedures and Requirements

§ 38-4. Subdivision requirements checklist.

§ 38-4. [Amended 2-9-2004 by L.L. No. 1-2004]

Title block (on each page)

____ Subdivision name _____

____ Subdivider's name _____

____ Subdivider's address _____

____ Subdivider's phone number _____

____ Engineer's name_____

____ Engineer's address _____

____ Engineer's phone number _____

____ Date of preparation of plans _____

Concept layout

____ Location sketch.

____ North arrows for drawing(s) and location sketch.

____ Scale.

____ Legend.

____ Sketch plan showing location of existing and proposed methods of servicing the project with respect to water supply, sanitary waste disposal and drainage.

____ Boundaries of the tract to be subdivided, plotted to scale. Approximate lines of proposed streets, sidewalks, proposed lot lines, neighborhood recreational areas and other permanent open spaces. If the tract is to be developed in phases, the entire tract and proposed development plan shall be presented with the concept layout.

____ Indication of the zoning of the tract and any other legal restrictions of use.

____ Topographic information showing ground contours adjacent to and within the tract to be subdivided at intervals not to exceed five feet elevation. Pertinent surface features and regulated areas such as wooded areas, watercourses, one-hundred-year flood limits and approximate wetland limits.

____ Name(s) of the professional engineer, architect and/or surveyor responsible for the preparation of the concept layout.

All information provided on the concept layout shall be included with the preliminary plan. The following additional information shall be required with the preliminary and final plan submissions.

____ Title/signature/revision blocks. Signature block shall include the following:

1. Town Engineer
2. Planning Board Chairman

Concept layout

3. Highway Superintendent

____ Benchmark and references.

____ Monumentation - bearings and angles.

____ Easements - 40 feet minimum on each side of center line of designated streams, except 80 feet minimum on each side of center line of Black Creek (see § **95-24** of Chapter **95**, Zoning), and 20 feet minimum on each side of the center line of main drainage swales, or as required by the Planning Board on the recommendation of the Town Engineer.

____ Lot size - references to conformance with codes.

____ Tax account numbers, house numbers and owners' names of parcels adjacent to the proposed subdivision.

____ Well and septic system locations adjacent to the proposed subdivision (within 250 feet of the project).

Preliminary and Final Plans

____ Pad and finished grade elevations at the house location(s). The finished grade elevations shall be shown in boxes at each house corner.

____ Streetlights for large subdivisions.

____ Indication of front, side and rear setbacks.

____ Indication of existing gas and water mains; proposed locations of new water mains and services.

____ Existing and proposed culverts with size and invert information.

____ Percolation test and deep hole data. Deep hole data shall state "none" if water, rock or minerals are not present. The information shall include the date of the test and the name of the witness from the Monroe County Health Department.

____ Location of percolation test and deep hole indicated (shall be within the area of the proposed septic field).

____ Leachline inverts shown.

____ Septic field location should not interfere with future additions or improvements.

____ A map at a scale of one inch equals 200 feet showing the path of drainage to an established bed and bank stream (as applicable or as requested by the Town Engineer).

____ Restrictions, easements, covenants and special use permits indicated.

____ Existing and proposed contours at an interval not to exceed two feet elevation. Contours shall extend 100 feet minimum beyond the limits of the parcel being developed.

____ Public water not available (check for the following):

____ a. Note: "The Town of Riga is not responsible for the quantity or quality of the well water."

____ b. Well detail per Monroe County Health Department.

____ c. Well water sample is satisfactory to the Monroe County Health Department.

____ Length and bearings of lot lines and subdivision boundary lines; length of curves, tangent stations and proposed radii.

____ Dimensions shall be indicated in feet and decimals thereof. Angle measurements shall be indicated in degrees-minutes-seconds.

____ Seal and signature of a licensed engineer.

____ Changes are defined, dated and indicated in revision block.

____ Results of hydrant flow tests are indicated.

____ Soil stockpile areas designated or referenced.

____ Documentation for existing and proposed easements.

Preliminary and Final Plans

____ Street or road stationing.

____ Appropriate standard construction details.

____ Notes: (See the following General Plan Notes)

General Plan Notes

1. All improvements shall be in accordance with the Town of Riga Design Criteria and Construction Specifications for Land Development, latest revision.
2. The developer's and contractor's attention is directed to Monroe County Law No. 6-1971, regarding liability incurred through disturbance or destruction of geodetic survey monuments.
3. The contractor shall determine the exact location and elevation of existing underground utilities prior to beginning construction. The contractor shall make exploratory excavations to locate existing underground utilities sufficiently ahead of construction to allow revisions as required to meet existing conditions.
4. The finished grade elevation at the front building line of a residential or commercial structure shall be a minimum of two feet above the elevation of the center line of the public street in front of such structure; provided, however, that where the structure is set back a distance of at least 1.5 times the minimum setback allowed by zoning, and/or where natural drainage patterns would be better served by draining away from the street, the Planning Board may, in its discretion, waive this requirement, stating its finding and determination on the record. In any case, however, the approved grading and drainage shall be so designed as to ensure that positive drainage flow is maintained away from the building foundation.
5. (Reserved)
6. Basement floors must be constructed above groundwater.
7. Any changes in house and/or septic system location in excess of 10 feet from the approved plan must be resubmitted to the Planning Board for reapproval.
8. The developer shall set lot monumentation pins at all corners and angles.
9. In the event that special districts (water, sewer, lighting, drainage, sidewalk and/or playground and park) are to be established by the Town Board, a general note stating the type of district and date of the Town Board approval shall be included on the drawings.
10. No parking or driving is allowed in the area of the septic system.
11. No cut or fill exceeding one foot is allowed in the area of the septic system.
12. Laundry tubs are to discharge to the septic tank, via a pump if required.
13. Septic tank effluent shall not infiltrate or be discharged to a highway drainage ditch or storm drain.
14. No lot drainage shall be directed across the area of the septic system.
15. Lot line swales are to be constructed and operable prior to the issuance of a certificate of occupancy.
16. Driveways are to be paved within the Town highway or street right-of-way, and a culvert pipe of a size and type approved by the Highway Superintendent or designee is to be placed by the developer.
17. The developer shall provide for erosion control barriers during construction and removal of the same upon revegetation of the disturbed areas.
18. The contractor shall be required to clean mud and debris from public roads, shoulders and drainage ditches servicing the construction site during and after the completion of the project. This requirement shall be enforced by the Building Inspector or Highway Superintendent.

General Plan Notes

19. On projects constructed in phases, the contractor shall not operate construction equipment on completed roads. The contractor/developer shall be responsible for all site and road work damaged during construction operations and said damage shall be repaired, at the developer's/contractor's expense, prior to acceptance of dedication to the town.
20. Where the only access to the project is via an existing dedicated road, the contractor/developer shall request permission from the Town Board to use the road as a construction access. A letter of credit shall be required to cover damages to the road due to construction equipment.
21. When road cuts are required for installation of utilities under existing dedicated roads, backfill materials shall be compacted and approved by the Highway Superintendent and Town Engineer prior to resurfacing. Backfill materials and compaction methods shall be approved by the Town Engineer.
22. The contractor shall take appropriate precautions to protect property markers and all survey stakes.
23. Sanitary sewer facilities shall be designed and constructed in accordance with the Monroe County Health Department and Town of Riga standards.
24. Water services shall be designed and constructed in accordance with the Monroe County Water Authority standards.
25. Foundation and cellar drainage shall discharge to street storm drainage systems. Where a street storm drainage system is not present this drainage shall be conveyed by gravity (as topography permits) and discharged to splash blocks. Downspouts shall be discharged to splashblocks.
26. No excess topsoil or subsoil shall be removed from the site without approval of the Planning Board.
27. All proposed utilities are to be installed underground.
28. Lot grading shall be certified by the developer's engineer and/or surveyor as to conformance to the approved plan prior to issuance of a certificate of occupancy.
29. This property is located within an agricultural area and may be subject to noises, odors, dust and other conditions or effects resulting from agricultural activities. Farm operations have a right to conduct such activities which create these conditions as long as the conditions do not affect the health or safety of the prospective property owner.
30. Where any portion of the property is located within an area designated as a freshwater wetland or one-hundred-foot buffer, the following note shall be included: restrictions specified in Article 24 of the Environmental Conservation Law and related regulations of the Department of Environmental Conservation, which may include the obtaining of a permit. Wetland areas may also be subject to designation and regulation by the U.S. Army Corps of Engineers under federal law.
31. Where any portion of the property is located within a one-hundred-year floodplain, the following note shall be included: restrictions and regulations imposed and/or administrated by the Town of Riga, the County of Monroe and/or the State of New York, and may require the obtaining of approvals or permits from appropriate governmental agencies.
32. The Town of Riga is not responsible for the quantity or quality of well water.
33. Driveway width is to be 14 feet throughout the entire length and shall be constructed to support a minimum vehicle weight of 20 tons. The sides of the driveway and culverts shall be appropriately delineated (e.g., reflective markers every 50 feet).
34. Where any portion of the property is located within 2,000 feet of the boundaries of the property(ies) known as Mill Seat Landfill, the following note shall be included: property(ies) may be subject to noises, odors, dust, traffic and other conditions resulting from such operations.

General Plan Notes

35. A permanent sign with dwelling street numbers should be installed at the entrance to the driveway.

36. Where any portion of the property is crossed by or contains any portion of the watercourse known as Hotel Creek (No. 0-117-19-9), or is located within 40 feet of the center line of such creek, the following note shall be included: the site has been designated by the Town of Riga as a critical environmental area pursuant to the State Environmental Review Act and Local Law No. 2-1979 of the Town of Riga (Chapter 19 of the Code of the Town of Riga.[1]) Any disturbance of the stream bed or banks may require an Article 15 permit from the New York State Department of Environmental Conservation (DEC). For additional information regarding the need for a permit, the applicant should contact:

Permit Administrator

NYS Department of Environmental Conservation

6274 East Avon-Lima Road

Avon, New York 14414

[1] *Editor's Note: See now Ch.* ***44****, Environmental Quality Review.*

STANDARD PLANNING BOARD NOTES
TOWN OF RIGA

1. This property is located within an agricultural area and may be subject to noises, odors, dust and other conditions or effects resulting from agricultural activities. Farm operations have the right to conduct said activities which create these conditions as long as the conditions do not affect the health or safety of the prospective property owner.
2. Activities or development within areas designated as freshwater wetlands or adjacent 100 foot buffer areas are subject to restrictions specified in Article 24 of the Environmental Conservation Law and related regulations of the Department of Environmental Conservation, which may include the obtaining of a permit. Wetlands areas may also be subject to designation and regulation by the U.S. Army Corps. Of Engineers under federal law.
3. Activities or development within areas designated as being within a 100 year flood plain are subject to restrictions and regulations imposed and/or administrated by the Town of Riga, the County of Monroe and/or the State of New York, and may require the obtaining of approvals or permits from appropriate governmental agencies.
4. The Town of Riga is not responsible for the quantity or quality of well water.
5. Final lot grading and contours shall be certified by developer's surveyor prior to issuance of a Certificate of Occupancy.
6. Driveway width to be 14' in width throughout and constructed so as to support a minimum vehicle weight of 20 tons. The sides of driveways and culverts shall be appropriately delineated (e.g. reflective markers every 50 feet).

   OR

   Driveway sides and culverts shall be appropriately delineated with reflective markers (e.g. reflective markers every 50 feet).

7. This property is located approximate to the Mill Seal Landfill and may be subject to noise, odors, dust, traffic and other conditions resulting from such operations.
8. Permanent sign with dwelling street numbers should be installed at the entrance to driveway.
9. The segment of Hotel Creek located on this site has been designated by the Town of Riga as a "Critical Environmental Area" pursuant to the State Environmental Quality Review Act and Local Law No. 2-1979 of the Town of Riga (Chapter 19 of the Code of the Town of Riga). Any disturbance of the stream bed or banks may require an Article 15 Permit from the New York State Department of Environmental Conservation (DEC). For additional information regarding the need for a permit, the applicant should contact:

   Permit Administrator
   NYS Department of Environmental Conservation
   6274 East Avon-Lima Road
   Avon, NY 14414
   ((716)226-2466

Development Review

Development Review Online

Effective Thursday, July 1, 2021, the DRC online system becomes the primary record keeping system of all documents related to development review referrals. These documents include, but are not limited to, project information, studies, images, maps, engineering/architectural drawings, county review responses, and municipal final actions. The documents uploaded by all users through the online portal must be in compliance with the current New York State Archives Digital Imaging Guidelines (2019).

All users must agree to the Monroe County Development Review Online Database User Agreement before uploading any documents.

As of June 15, 2020 Monroe County is asking all Municipalities, Applicants, and their Agents to submit Development Referrals via an online portal. The DRC Online Portal will allow you to fill out and upload project documents related to development review referrals (GML Sect. 239 Referrals). The online application will make the Development Review Process quicker for all parties involved and reduce the number of copies the municipality or applicant need to be submitted to Monroe County. **Starting Monday, June 15, 2020**, applicants and municipalities should use the online form to upload project information and supporting files through the Development Review Online Portal.

Development Review Online

To Submit a DRC to Monroe County, the municipality or applicant need to follow the steps below:

Go to the Development Review Online (DRC) website:

- Step 1: Create a new account (first time only) or login to an existing account to add a new referral;
- Step 2: Follow the online form to fill in all required information, please enter "NA" or "0" for not applicable fields; (we are using email for all the communication, so please make sure you provide correct email addresses)
- Step 3: Upload project plan maps and other supporting documents;
- Step 4: Save Changes;
- Step 5: Submit the application, which will notify the municipality to certify the application; (This is located on top of the form)
- Step 6: If a project has frontage on Monroe County road AND/OR might impact the County Right of Way, Monroe County Department of Transportation requires ONE (1) hard copy of your entire application including the online referral form AND all supporting documents. Please mail/deliver the required documents to Monroe County Department of Transportation within a week. If you are not sure, please call MCDOT, John Raymond at 585-753-7711. (Please coordinate with the municipality to decide who will send out the hard copies).

Note: If you are an applicant or applicant agent, who would like to submit the referral directly to County Planning through the online portal, please communicate the development review referral with the municipal officer(s) before and after you submit the referral online.

Development Review Guide:

Please use the below link to access the Development Review Guide which will provide you more information about the Development Review Process required by New York State General Municipal Law §239-l, m & n. This law, commonly referred to as GML §239, was established to encourage and coordinate inter-community and county-wide planning and zoning decisions between local municipalities and county planning.

Development Review Guide (PDF)

This Guide has three components, which describe:

- What types of projects need to be referred to County Planning
- How to submit Development Review Referrals?
- How County Planning processes and reviews these projects?

Resource Maps:

- **Map A: 239 Review Area**
- **Map B: Agriculture District**
- **Map C: Airport Review Area**
- **Map D: County Advisory Review Area**
- **Map E: Watershed**
- **All Maps of the Monroe County Review Area (Large File Size)**

Appendices:

- **Appendix A: Intergovernmental Agreement Schedule A_ List of Exemptions**
- **Appendix B: Monroe County Development Review Online Manual**
- **Appendix C: New York State General Municipal Law 239-l, m, &n**
- **Appendix D: Monroe County Development Review Online Database User Agreement**

Development Review Contact:

DRC Manager
Monroe County Department of Planning and Development
50 West Main Street, Suite 1150
Rochester, NY 14614

585 753-2000
DevelopmentReview@monroecounty.gov

Development Review Online Guides

- Guide for Municipalities (PDF)
- Municipal Introduction to DRC Online (Video)
- How to Register a New User Account (Video)
- Frequently Asked Questions - Updated Regularly (PDF)

GML Sect. 239 §239-l, m & n, Referral of Proposed Planning and Zoning Actions, in brief:

Under NYS General Municipal Law 239-m and n, municipalities shall refer certain proposed planning and zoning actions, including subdivisions, to the county planning agency. Planning and zoning actions are defined as:

i. adoption or amendment of a comprehensive plan pursuant to section two hundred seventy-two-a of the town law, section 7-722 of the village law or section twenty-eight-a of the general city law;
ii. adoption or amendment of a zoning ordinance or local law;
iii. issuance of special use permits;
iv. approval of site plans;
v. granting of use or area variances;
vi. other authorizations which a referring body may issue under the provisions of any zoning ordinance or local law.

The above planning and zoning actions that apply to real property within five hundred feet of the following shall be referred to Monroe County Planning & Development:

i. the boundary of any city, village or town; or
ii. the boundary of any existing or proposed county or state park or any other recreation area; or
iii. the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
iv. the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
v. the existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or
vi. the boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law, except this subparagraph shall not apply to the granting of area variances.

For further information about what planning and zoning actions are referred to Monroe County Planning & Development please review General Municipal Law 239-m and -n or contact Monroe County Planning & Development's Planning Division via DevelopmentReview@monroecounty.gov.

AGRICULTURAL DATA STATEMENT

Town of Riga
6460 E. Buffalo Road
Churchville, NY 14428
Telephone: (585) 293-3880

This form shall be prepared and submitted with each application for a *Special Use Permit, Site Plan Approval, Use Variance, or Subdivision Approval,* where development or activity proposed under such permit or approval would occur on property within an agricultural district (as designated or defined under Article 25-AA of the Agricultural and Markets Law) containing a farm operation or on property within 500 ft. of a farm operation located in an agricultural district.

1. **Applicant's Name and Address:**

_____
_____
_____

2. **Location of Proposed Project (describe by street address if available, and by reference to nearest intersecting streets):**

_____
_____

Tax Account No.(s) _____

Dimension of Property _____ **Acreage**_____

3. **Title Owner(s) Affected Land(s)**

Give the name and address of each title owner of

a. **land on which the proposed project is to occur, which land contains farm operations and is within an agricultural district**

b. **land within 500 feet of any boundary of the property on which the proposed project is to occur, which land contains farm operations and is within an agricultural district**

Name	Address	Address/Location of Affected Land

4. **Description of Proposed Project**

Describe in detail the nature (e.g. commercial, industrial, office, residential) and extent of the proposed project.

_____

_____

_____

5. **Maps**

Attach a copy of relevant tax map(s) or other map(s) showing the site of the proposed development relative to the location of the farm operations identified above.

_____

Date

_____

Signature of Applicant

ENVIRONMENTAL ASSESSMENT FORM

Town of Riga
6460 Buffalo Road
Churchville, NY 14428
Telephone: (585) 293-3880

1. **Applicant's Name and Address:**

_____
_____
_____

2. **Application to** _____
(Town Agency)

3. **Application for** _____
(Type of Permit/Approval)

4. **Zoning Classification** _____

5. **Tax Account Number** _____

6. **Briefly describe the nature and location of the project:**

_____
_____
_____

7. **Amount of land affected: Initially** _____ **acres. Ultimately** _____ **acres**

8. **Briefly describe the present land uses in the vicinity of the project:**

_____
_____
_____

9. **What did the Town originally propose this land be used for, based on the Town's Comprehensive Plan (open space, industrial, residential, etc.)** _____

_____
_____

10. **Will the project result in the filling, draining, excavation, or other disturbance of wetlands?** _____

11. **Will the project be located within 100 ft. of a wetland?** _____

12. **Does the property on which the project is to be located contain:**
    a. **A conservation easement?** _____
    b. **A creek or a stream?** _____
    c. **A woodlot?** _____
    d. **A steep slope?** _____
    e. **A known or suspected waste site, a landfill, or is it within 2,000 ft. of an old dumpsite?** _____
    f. **A designated flood plain?** _____
    g. **Trees of 15 inch diameter or greater?** _____

13. **Will the project result in the removal of more than one-half acre of vegetation?** _____

14. **Will the project involve the use of insecticides, herbicides, radioactive material, solvents, or other chemicals or substances potentially harmful to humans, animals, vegetation, etc?** _____

15. **Will this project have any negative effects on the environment?** _____

16. **Will this project have any positive effects on the environment?** _____

17. **Will this project have any effects on neighboring properties?** _____

18. **Is the project located in an Agricultural District?** _____

19. **Is the project located in an area considered by the County to have prime and unique soils for farming?** _____

20. **What doses the Soil Conservation Service recommend as the best use for the soil on this property?** _____

21. **Will the proposed project comply with existing zoning or other existing land use restrictions?** _____
    If no, explain below:

Does the proposed project involve permit approvals, or funding, now or ultimately, from any other governmental agencies (local, state, or federal)? _____
If yes, please list:

If you have answered "yes" to any of questions 10 through 20, please explain your answer below; include your plans to deal with each of these factors to prevent any significant adverse environmental impacts.

_____

Signature of Applicant

_____

Date

SPECIAL USE PERMIT APPLICATION

Town of Riga
6460 E. Buffalo Rd
Churchville, NY 14428
Telephone: (585) 293-3880

TO THE PLANNING BOARD, TOWN OF RIGA:

Date of Application_____

I (We) _____
Of _____
Name of Project_____
_____

Hereby apply to the Planning Board, Town of Riga, for site plan approval, with regard to the following project:

LOCATION OF PROPERTY

Address_____
Tax Account No.(s)*_____
Dimension of property_____ **Acreage**_____

Owner of property (if different than applicant)_____

***NOTE: If property proposed for development contains two or more existing parcels or lots, please indicate Tax Account No., Dimensions, and Acreages of each.**

For detailed information on special uses, please refer to the Town of Riga Code Book, Chapter 95 Zoning, Article V, "Use Districts", and Article VII, "Special Uses".

For Office Use Only

Date Received _____ Public Hearing Date_____
Date Reviewed_____ Determination _____

Planning Board Comments: _____
_____

PRESENT ZONING

Please indicate the current zoning of the property and the permitted special use you are applying for by placing a check mark next to the appropriate title. If you are applying for a use that is not listed, be sure to include a detailed description of the proposed use.

RA/RURAL AGRICULTURAL DISTRICT_____

_____ Church or siminar religious institution

_____ Hospital and rest, nursing and convalescent home

_____ Public or private school

_____ Public or private utility building

_____ Open recreation use

_____ Two-family residences

_____ Community Center

_____ Riding instruction/academy

_____ Cemetery

_____ Mobile home on farm

_____ Cluster development of family residences

_____ Other *

*If "Other" use, please describe _____

_____

_____

HC/HIGHWAY COMMERCIAL DISTRICT_____

_____ Motor vehicle service station

_____ Commercial Schools (dancing, art)

_____ Animal Hospital/Commercial Kennel

_____ Convenience/retail/service store

_____ Other*

_____ Car Wash

_____ Nursery/Day-Care

_____ Indoor/Outdoor Rec. Facility

_____ Nursing Home

*If "Other" use, please describe _____

_____

_____

LI/LIGHT INDUSTRIAL PARK DISTRICT_____

_____ Municipal and other public service/utility bldg.

_____ Warehouse/distribution

_____ Day-Care/Child-Care

_____ Other *

*If "Other" use, please describe _____

_____

_____

GI/GENERAL INDUSTRIAL DISTRICT_____

_____ Junk/wrecked cars

_____ Automobile/Truck Service Station

_____ Storage Tanks

_____ Recycling/Composting Facilities

_____ Adult use Establishment

_____ Other *

*If "Other" use, please describe _____

_____

_____

_____

Signature of Applicant

_____

Date

SITE PLAN/SUBDIVISION APPROVAL APPLICATION

RETURN TO: 6460 Buffalo Rd, Churchville, NY 14428
Telephone: (585) 293-3880

TO THE PLANNING BOARD, TOWN OF RIGA:

I (We) _____
Of _____
Name of Project_____
Date of Application_____
Hereby apply to the Planning Board, Town of Riga, for site plan approval, with regard to the following project:

LOCATION OF PROPERTY

Address_____
Tax Account No.(s)*_____
Dimension of property_____ **Acreage**_____

*NOTE: If property proposed for development contains two or more existing parcels or lots, please indicate Tax Account No., Dimensions, and Acreages of each.

TITLE OWNER(S) OF PROPERTY (if different from applicant)*

Name(s)_____ _____
Address(es)_____ _____
_____ _____

*NOTE: If applicant and owners are not the same, the title owner(s) must sign the authorization statement at the end of this form. If property proposed for development contains two or more existing parcels or lots in separate ownership, please indicate name and address of each owner.

PRESENT USE AND ZONING OF PROPERTY

Present use of property_____
_____
Present zoning classification(s) of property_____
_____
Is the present use in compliance with existing zoning? _____**Yes** _____**No**

Please describe any subdivision approvals; variances, or conditional use permits which have been granted affecting the property_____
_____

PROPOSED USE OF PROPERTY (including description of any new buildings and improvements to be constructed) _____

_____

Does the proposed use conform to present zoning? _____Yes _____No

Will any conditional use permits or variances, or any subdivision or resubdivision approvals be required*? _____Yes _____No
If yes, please describe_____

_____

_____

*NOTE: If the proposal involves the separation of one or more lots from an existing parce, or the reconfiguration of lot line, subdivision (or resubdivision) approval may be required.

SPECIAL CHARACTERISTICS

Is any portion of the property within an identified flood zone? _____Yes _____No
If yes, please describe_____

_____

Is any portion of the property within a designated wetland or buffer?_____Yes _____No
If yes, please describe_____

_____

Does any portion of the property contain or border on an identified waterway or watercourse? _____Yes _____No
If yes, please describe_____

_____

Is any portion of the property within an agricultural district or contain prime and unique soils for farming, as designated or defined by the N.Y.S. Agriculture and market Law, Article 25AA*? _____Yes _____No
If yes, please describe_____

_____

*NOTE: If the proposed development would occur within an agricultural district on property containing a farm operation with boundaries within 500 feet of a farm operation located in an agricultural district, the applicant shall prepare and submit an Agricultural Data Statement.

NOTE: Every development proposal application shall require the preparation and submission by the applicant of an Environmental Assessment form (either <u>short form</u> or Part I of the long form), in accordance with the State Environmental Quality Review Act.

UTILITIES

Proposed water supply source_____
Proposed sewage disposal _____
Proposed storm water disposal _____
Proposed electrical service _____
Other energy service (type and source)
Natural gas _____

Propane gas _____
Oil _____

PARKING, LOADING AND STORAGE

Type of Development (e.g. commercial, office, industrial, storage, residential)_____
Type of parking to be provided (indicate number of spaces)
On site (parking lot) _____
Off site (also describe location) _____

Total number of employees _____ **present** _____ **projected**
If more than one employee shift, indicate number of shifts and number of employees on largest shift _____

Floor area of building (in square feet) _____
Customer floor area (in square feet) _____
Deliveries (describe, in terms of frequency, type of vehicles, etc.) _____
_____
Outdoor storage (describe) _____
_____

SIGNS

Number of signs proposed _____
Type of design (e.g. free-standing, wall sign), dimensions and lighting (if any) of each____
_____

PERMITS OR APPROVALS

Please describe any permits or approvals which may be required from any county, state, or other governmental agency, and the status of any application for each permit or approval_____
_____
_____

CONSTRUCTION / DEVELOPMENT SCHEDULE

Is it proposed that development/construction be completed in phases? _____**Yes** ____**No**
If yes, please describe _____
_____

Proposed start date(s) (assuming necessary approvals) _____
_____
Project completion date(s)_____

PROFESSIONALS

Please give the name, address and telephone number of each engineer, architect, surveyor, and attorney involved with this project.

Name	Eng/Arch/Surv/Atty	Address
_____	_____	_____ _____ Phone_____
_____	_____	_____ _____ Phone_____
_____	_____	_____ _____ Phone_____
_____	_____	_____ _____ Phone_____

The applicant(s) herby affirms that the above information is accurate and complete, to the best of his/her knowledge and information, and that he/she/they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application.

_____

_____

_____

Applicant(s) Signature(s)

I/We herby certify that I/We am/are title owner(s) of the property identified in the above application and that the applicant(s) named above is/are authorized to make the application described herein.

_____

Signature of Title Owner

_____

Signature of Title Owner

FOR OFFICE USE ONLY: DATE RECIEVED _____ FEES PAID_____

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.

Part 1 - Project and Sponsor Information		
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:

	NO	YES
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.	☐	☐
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:	☐	☐

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.

☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
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?	☐	☐
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: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
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?	☐	☐
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: _____	☐	☐

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
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?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
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? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

	NO	YES
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)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

PRINT FORM

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.
Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

	NO	YES
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)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

PRINT FORM