

**Requirements and Application
for an
Accessory Building**

1. Cut off dates for all applications to be submitted to the Public Works Department per the attached schedule which indicates filing and meeting dates for the Board meetings. All meetings start at 7:00 PM. The Webster Town Planning Board, at its discretion, reserves the right not to hear new applications after 10:30 PM on any regularly scheduled meeting day. The hearings will be held on the next regularly scheduled Public Hearing.
2. Applicants shall submit a complete application consisting of: 12 copies of letter of intent, 12 copies of the board appearance request form, 12 copies of the Short Environmental Assessment Form, 12 copies of plans, and fees of \$100.00 on or before the scheduled closing and/or cut off dates enclosed in this package. Any application received incomplete will not be scheduled to be heard by the Board and returned to the applicant. It will be the applicant's or agent's responsibility to submit a complete application for the hearing date requested.
3. The Accessory Building application is considered a public hearing. The applicant shall be responsible for notifying by first class mail all property owners of record within three hundred (300) feet of the outside perimeter or boundary line of the property involved in the preliminary application of the time, date, and place of such public hearing by mail at least ten (10) days prior to such hearing. An example of such notice is enclosed with this package. Please submit affidavit notarized or the notarization maybe provided to you in the Public Works Department, along with a copy of the list of property owners, and the notice sent out to the property owners. Notice shall be deemed to have been given if mailed to the property owner at the tax billing address listed on the property records of the Town Assessors office.
4. At least seven (7) days prior to such public hearing, the applicant shall file with the Public Works Department his/her affidavit of mailing such notices. Failure to receive such notice shall not be deemed a jurisdictional defect of the Planning Board.
5. All submitted plans must be in sets folded to 9" x 14 ½" maximum size or they will not be accepted.
6. Applicants or their representatives must appear at the hearings. All withdrawals must be made in writing and fees are not refundable once public hearing notice has been advertised.
7. Regulations for Town Code 225-36 Accessory Buildings are enclosed in this package.

Feel free to call the Public Works Department with any questions at 872-7025.

**DISCLOSURE PURSUANT TO
SECTION 225-111**

OF THE WEBSTER ZONING ORDINANCE

TO WHOM IT MAY CONCERN:

**No officer or employee of the State of New York, County of Monroe or
Town of Webster has any financial interest in the land affected by or in
the person, partnership, association or corporation making application
for the project known as _____**

_____.

DATED: _____

BY: _____
Authorized Representative

AFFIDAVIT FOR PROOF OF MAILING

_____, 20____

To Whom It May Concern:

Please find enclosed a list of mailing notices that were sent out to property owners that live within three hundred (300) feet of the outside perimeter or boundary line of the property involved in the variance application for the _____ project.

This affidavit hereby shows that these mailing notices were sent out by first class mail at least ten (10) days prior to the preliminary hearing and that this affidavit was received seven (7) days prior to said Planning Board meeting.

Sincerely,

Name _____
Address _____
Phone # _____

Sworn to me this _____ day of _____ 20____.

Notary Public

Dear Neighbor:

Please let this letter serve as a notice that the following application is scheduled for a public Hearing before the Town of Webster Planning Board on:

DATE: _____

PLACE: Webster Town Hall, 1000 Ridge Road, Webster, NY

TIME: _____

Description of variance requested: _____

Comments and concerns will be welcome in writing or in person at the time of the hearing.

Sincerely,

Applicant _____

Address _____

ARTICLE VI
Supplementary Regulations for all Residential
Districts and Uses

§ 225-36. Accessory buildings. [Added 4-17-2003 by L.L. No. 2-2003]

- A. One accessory building, as defined in § 225-36, shall be permitted on any lot in the Town of Webster, with the following limitations and under the following conditions:
1. The placement of any such building shall conform to all setback requirements applicable to other buildings in the district.
 2. No such building shall be placed nearer to the front property line than the rear line or footprint of the main building or residence upon such lot.
 3. No such building shall be larger than 25% of the square footage of the main building or habitable floor area of the residence upon such lot, or 2% of the lot size, which ever is larger. In no case shall the accessory building exceed 2,500 square feet in size.
 4. Where the accessory building is more than 500 square feet in area, the Planning Board shall review the application therefore under Chapter 228, except that the provisions of § 228-4 (Sketch Plan Review) will not be required.
 5. No accessory building shall be higher than the main structure. ***In no circumstances shall the Zoning District Maximum Height be exceeded. The height, as defined by the Webster Town Code, will be determined at the location of the accessory structure. [In no circumstance (or event) shall such building exceed twenty (20) feet in height. Agricultural buildings on working farms shall comply with the height requirement of the Town of Webster zoning district in which they are being constructed.]***
- B. No more than one accessory structure, and one shed, will be allowed on any lot with the Town of Webster.
- C. The proscriptions of Subsection A (4) and B above in this section shall to apply to farms as defined in § 225-3 of this Code.

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:	
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.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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:			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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				

<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)? If Yes, explain purpose and size: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</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? If Yes, describe: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</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? If Yes, describe: _____ _____ _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		