

Village of Brockport  
PLANNING BOARD (PB)/ZONING BOARD OF APPEALS (ZBA)  
SUBMISSION REQUIREMENTS

**\*Be advised:** *Completed application, fee, & additional items listed below must be submitted by the deadline. Applications that do not include relevant listed requirements will be considered incomplete and will not be added to the meeting agenda.*

1. **Application** – Complete the application, including property owner information and signature if applicable.
2. **Short Environmental Assessment Form (SEAF)** if applicable – Complete Part 1 only (2 ½ pages long.)
3. **Pay Applicable fee** – Cash, checks payable to Village of Brockport, money orders accepted. Fee schedule is available on our website at [www.brockportny.org](http://www.brockportny.org)
4. **Include site or survey map of the property** – Show building placement and exterior items such as signage, lighting, landscaping, ramps, parking spaces, drainage/runoff, snow storage, Knox Box, etc. If applying for a fence, indicate fence location on map.
5. **Use Variance Statement (for Zoning Board applications)** – If you are applying for a use variance from the ZBA, it is your responsibility to prove that zoning regulations and restrictions are causing you “unnecessary hardship.” To prove unnecessary hardship, you must answer the four (4) tests listed on page 2 of the application for each and every permitted use of the property. The board cannot grant a variance unless each of the four tests is met. Please submit a statement of proof.
6. **Area Variance Statement (for Zoning Board applications)** – If you are applying for an area variance from the ZBA, refer to page 2 of the application to familiarize yourself with the five (5) factors the board uses to grant such variance. The board will balance the benefit to be realized if the variance is granted, against the potential detriment to the health, safety and general welfare of the neighborhood or community. Please submit a statement addressing the five factors.
7. **New Businesses/Change of Use (Planning Board applications)** please include:
  - floor plan drawn to scale with dimensions listed. Include such details as exits, placement of safety devices (i.e. fire extinguishers, smoke/CO alarms, sprinklers, etc.), regular and emergency lighting, counters, appliances, restrooms, handicap access, storage areas, etc. (Use of standard size paper is appreciated, i.e. 8 ½” x 11”, 8 ½” x 14”, or 11” x 17”.)
  - Business Plan that includes, but is not limited to, the following:
    - i. Explanation of your business
    - ii. Hours of operation
    - iii. Number of employees
    - iv. Trash/waste generation and disposal
    - v. Number of customers expected, customer traffic, customer parking
    - vi. Delivery traffic and parking
    - vii. Special certificates/permits required from other agencies, i.e. health department, DMV, building permit, etc.
    - viii. Potential drainage, flooding, or erosion concerns
    - ix. Exterior lighting
    - x. Landscape plan
    - xi. Signage (including need for Historic Preservation Board approval if necessary)
    - xii. Safety plans
    - xiii. Any other items particular to your business