

Fee: _____ Application #: _____ Tax Parcel #: _____

Town of Urbana

41 Lake Street
P.O. Box 186
Hammondsport, NY 14840

CR1

Town Clerk (607) 569-3743

Code Department (607) 569-3707

Concept Review Application

All changes or intensification of land use activities within the Town of Urbana are subject to the Site Plan review procedure. The first step of the procedure is for the applicant to submit an application for Concept Review to the Town Clerk.

Applicant

Name _____

Address _____

Phone _____

Existing Use: _____

Property Owner

Name _____

Address _____

Phone _____

Proposed Use: _____

Intended Usage:

Residential

Business

Industrial

A Concept Review conference shall be held between the Planning Board and the applicant prior to the preparation and submission of a formal Site Plan Review. The intent of such a conference is to enable the applicant to inform the Planning Board of a proposal prior to the preparation of a detailed site plan and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. In order to accomplish these objectives the applicant shall provide the following:

1. A detailed sketch map showing the locations and dimensions of existing and proposed principal and accessory structures, parking areas, access signs (showing distances to lot lines), existing and proposed vegetation, and other planned features; anticipated changes in existing topography and natural features; and where applicable, measures and features to comply with watershed and flood hazard regulations.
2. A reasonably specific written statement as to the proposed scope and extent of any proposed expansion or enlargement or of increase in the intensity of use of any building or structure, land or buildings/structures and land area adjacent thereto.

Submit 6 copies of your completed application and any required fee to the Office of the Town Clerk.

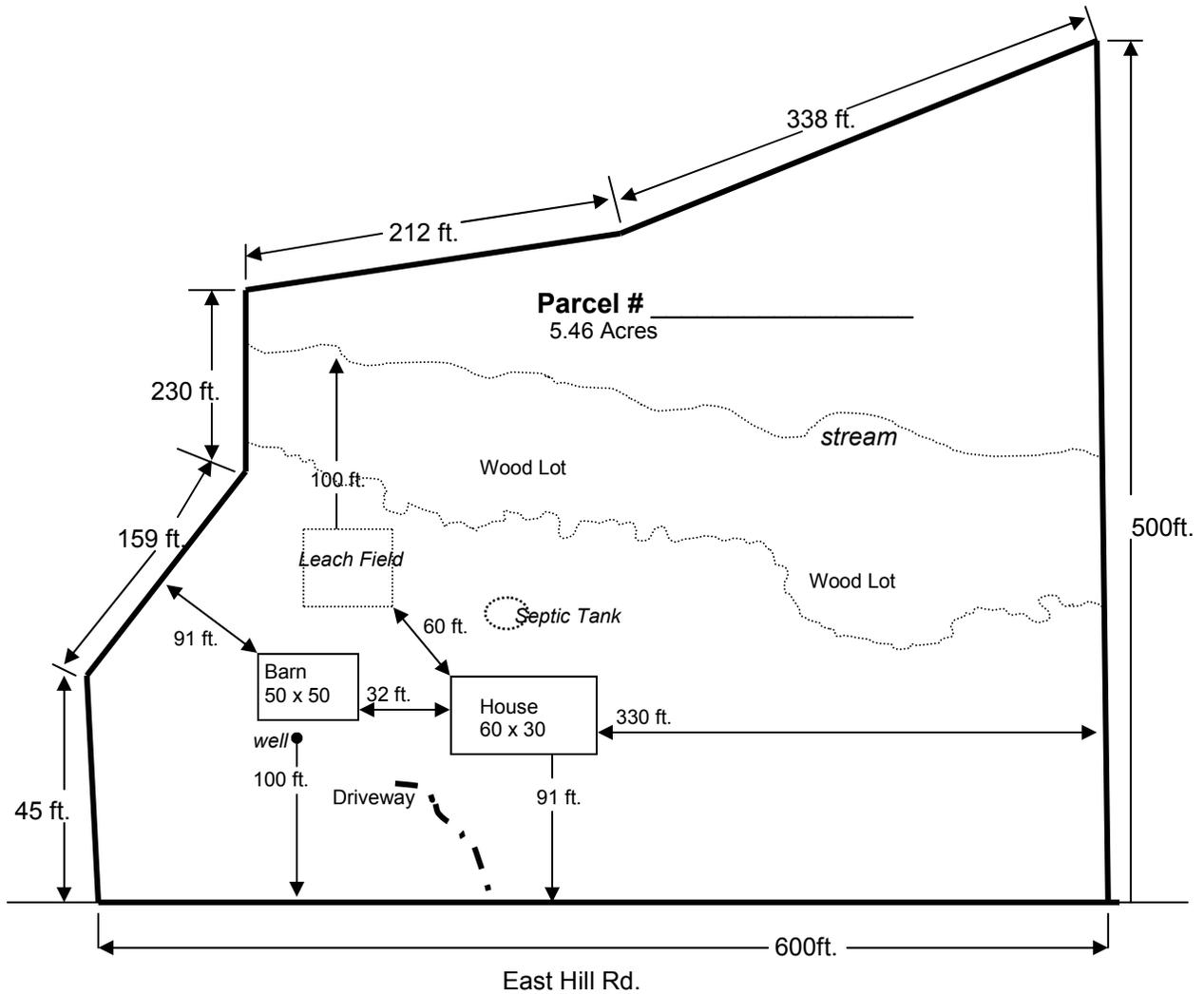
Upon receipt of a completed application, including the required submissions, the Planning Board will schedule a Concept Review Conference and notify you by mail.

Sample—Concept Review Sketch Map

CR1

Map

Note: An enlarged readable copy of a tax map or survey is often used as a basis for a sketch map.



In an effort to assist you, the Town of Urbana Area & Bulk Regulations are provided below:
 Note: Have the Town Clerk identify your zoning district

Zoning District	Minimum Lot Size		Lot Width (d)		Boundary Setback			% Lot Coverage
	Res.	N. Res.	Res.	N. Res.	Front ©	Side	Rear	
Agricultural	2 acres	2 acres	250'	250'	50'	20'	50'	20%
Residential	10,000 Sq.Ft.	10,000 Sq.Ft.	75'	75'	40'	10'	30'	25%
Residential (a)			50'	75'	15' (b)	10'	20'	25%
Business	NA	10,000 sq ft	NA	100'	35'	20'	20'	50%
Industrial		30,000 sq ft		200'	50'	25'	20'	35%
Flood Plain		1 acre		150'	50'	25'	50'	10%

- Key:
- a = Keuka Lake Shoreline Lot
 - b = Distance from mean high-water to the principal building
 - c = Distance from the edge of the improved portion of roadway to building
 - d = Road frontage

