

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

Town of Urbana

PO Box 186, Hammondsport, New York 14840
Town Clerk (607) 569-3743 Codes Department (607) 569-3743 ext. 5



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.

Name of Applicant: _____ Property Owner: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Existing Use: _____ 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.

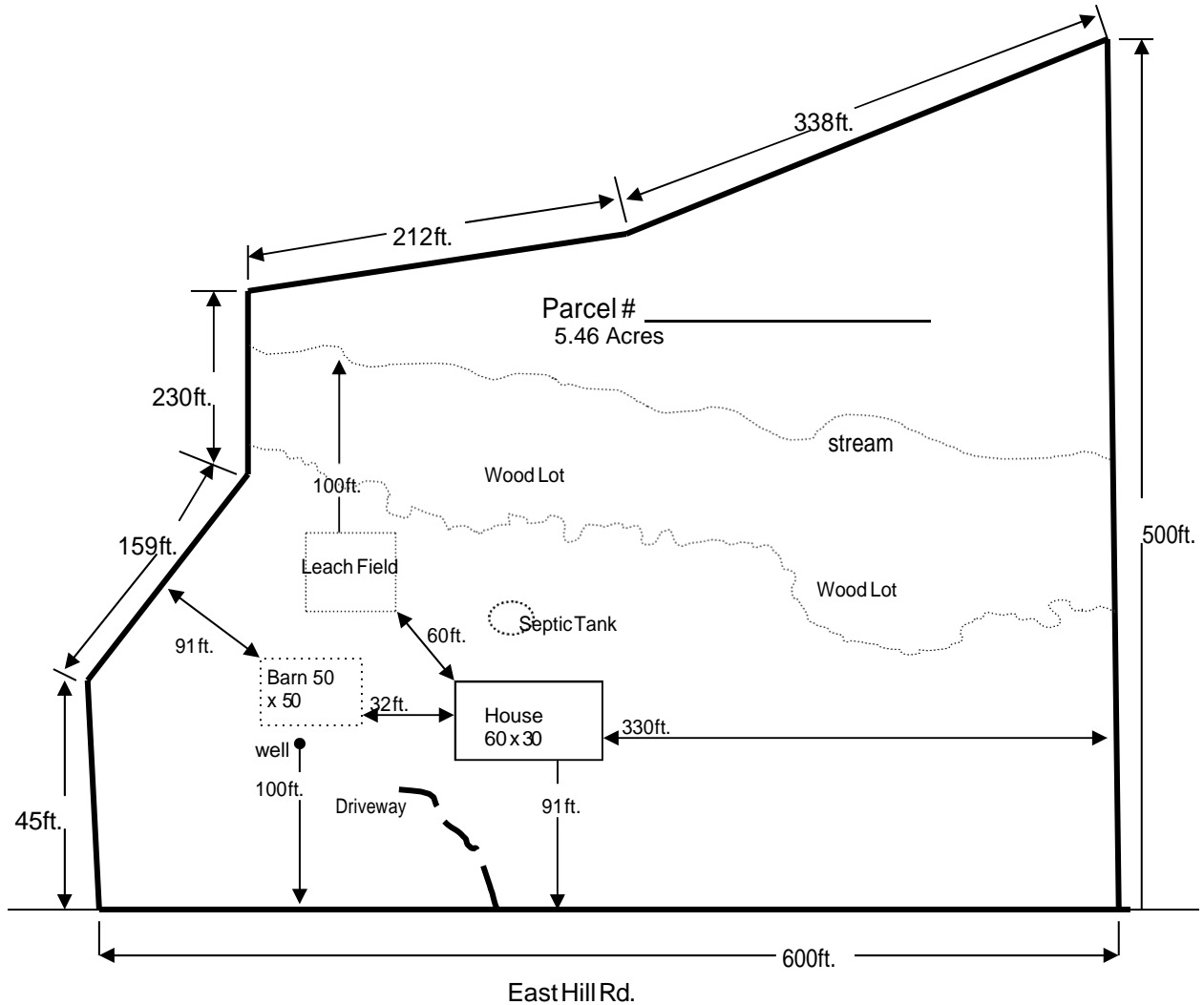
**Submit 6 copies of your completed application and any required fee
the Office of the Town Clerk.**

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



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'	
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

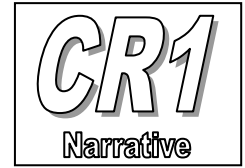
d = Road frontage

Application# : _____

TaxParcel#: _____

Town of Urbana

P.O. Box 186
Hammondsport, NY 14840



C. Written narrative that adequately describes the proposed Concept Review.

I certify that the statements herein contained are true to the best of my knowledge and belief and that I will comply with all applicable regulations.

Signature of Applicant or Authorized Agent _____ Date: _____
[Include letter of authorization if not Applicant]