



TOWN OF PENFIELD

PLANNING DEPARTMENT APPLICATION FORM

APPLICATION TYPE

- Sketch Plan
 Administrative Site Plan
 Preliminary/Final Site Plan
 Conditional Use Permit
 Preliminary/Final Subdivision

Reviewed by:

- Planning Board
 Town Board
 Planning Dept. (Admin. Only)

PROJECT INFORMATION

Project Name: Stafford Park Subdivision - Phase II
 Project Address: Dumais Lane (No address assigned)
 City, State, ZIP: Penfield NY, 14526

Project Description:
 Revised lot layout within Phase II of Stafford Park. The proposed layout revisions will maintain the 20 lots as approved through Cluster Development within the original application (#20P-0005)

Parcel Tax ID#: 124.16-1-39.31
 Zoning District: R-1-20 Project Size (acres): +/- 4.3 acres

Owner(s) Name: Insite Land Development, INC
 Mailing Address: 441 Penbrooke Drive, Suite 5, Penfield NY 14526
 Email: mneufeld@crosstownconstruction.com
 Phone: 585-872-9100

Applicant Name: Same
 Address: _____
 Email: _____
 Phone: _____

Applicant Signature:  Date: _____

Agent/Engineer: Frederick A. Shelley LS
 Company: BME Associates
 Address: 10 Liftbridge Lane East, Fairport, NY 14450
 Email: fshelley@bmepec.com
 Phone: 585-377-7360

APPLICATION FEES

Planning Review Fee	\$ 150.00	Check # _____
Engineering Review Fee	\$	
Conditional Use Permit Fee	\$	
Total	\$ 150.00	

- See *Required Fees Table* for \$\$ Amounts

FOR OFFICE USE ONLY

Application # _____ Date Recieved: _____

December 1, 2023

Planning Board
Town of Penfield
3100 Atlantic Ave.
Penfield, NY 14526

**Re: Stafford Park Subdivision
Phase II Sketch Plan Application**

2697

Dear Board Members:

On behalf of Insite Land Development Inc., we are pleased to submit the enclosed materials for Sketch Plan Application for your review. The applicant requests to revise the lot layout of "Phase II" of the Stafford Park Subdivision according to Town of Penfield Code Section 250-11.4 for Cluster Developments and per the Town of Penfield Planning Board Approval Resolution dated June 11, 2020 for this project's application #20P-0005. The number of dwelling units does not exceed the number of units established for the overall (Phase I and Phase II) subdivision approval. We request to appear at the Planning Board's meeting on January 11, 2023, and have enclosed the following application materials for your review:

- Letter of Intent (1 original and 3 copies)
- Planning Department Application Form (1 original and 3 copies)
- Phase II Subdivision Plan (4 - full size copies and 7 - 11"x17" prints)
- Approved Jurisdictional Determination from USACOE dated March 9, 2021 (4 copies)
- NYSDEC Short EAF (1 original, 3 copies)
- Application Fee Check: \$150.00

The property (Tax Parcel Number 124.16-3-39.31) is located at the end of the Phase I right-of-way (Dumais Lane) and is zoned Residential R-1-20 (Single-Family Residential District). The approved lot standards are as follows: minimum lot width of 70', side setback of 8', front setback of 40', rear setback of 20', minimum lot size of 12,000 SF, and are proposed to be maintained with the new subdivision layout. The approved Phase II Subdivision plat was not filed at the Monroe County Clerk's office thus the underlying project area is currently under one tax parcel/ownership.

The proposal is to revise the approved lot layout of Phase II of the Stafford Park Subdivision, specifically revisions to Lots 8, 9, and 10 to permit the addition of a new lot adjacent to the proposed cul de sac. The geometry of the remaining lots within Phase II will remain as approved.

The project received approval for a 20-lot subdivision developed under the Town's Cluster Development provisions through the above-referenced approval resolution. Following the subdivision approval, the applicant coordinated a consolidation of two lots within Phase I of the development (Lots 14 and 15) thus, resulting in a current lot quantity of 19. The current application will result in a total of 20 lots for the development, consistent with the Cluster Development provisions for the project.

Following the Planning Board's approval of the subdivision, the applicant obtained a United States Army Corps of Engineers (USACOE) Approved Jurisdictional Determination (enclosed herewith) indicating that the delineated on-site wetland areas are non-jurisdictional, thus they are not regulated by USACOE and may be developed as residential lot areas. The wetland areas extend into the proposed Lots 204, 205,

and 206 and appropriate grading and drainage accommodations will be proposed to address the proposed residential lot development.

All lots will include individual driveways to the proposed road. Utilities include proposed sanitary sewer with private sanitary lateral connections, watermain with individual water service connections, and storm sewer with laterals. Minimal revisions to the approved grading and utility plans are proposed to accommodate the additional lot at the cul de sac and revisions will be coordinated with the Town of Penfield Planning and Engineering Department and appropriate reviewing/approving agencies. As the total lot count and anticipated utility demands for the development will be maintained, no significant revisions to the approved stormwater management facilities, watermain, or sanitary sewers are anticipated.

The Planning Board issued a Negative Declaration for the SEQRA review of the project at the June 11, 2020 Planning Board meeting and the current proposal is consistent with the original review parameters (20 lot residential subdivision), thus, additional SEQRA review should not be required. However, we have included a Short Form EAF for the Planning Board's information for this application.

We are requesting to appear on your January 11, 2023 agenda for presentation of this proposal. If you require any additional information, please contact our office.

Sincerely,
BME ASSOCIATES



Frederick A. Shelley, LS

/FAS

Encl.

c: Rudy Neufeld; Insite Land Development Inc.

REFERENCES

1. A PLAN ENTITLED "MAP OF JACKSON HEIGHTS," AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 138 OF MAPS, PAGE 42.
2. A PLAN ENTITLED "JACKSON GREEN SECTION I SUBDIVISION" AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 144 OF MAPS, PAGE 51.
3. A PLAN ENTITLED "VILLAGE GREEN NORTH, SECTION I" AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 183 OF MAPS, PAGE 19.
4. A PLAN ENTITLED "VILLAGE GREEN NORTH, SECTION I" AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 193 OF MAPS, PAGE 20.
5. A PLAN ENTITLED "STAFFORD PARK SUBDIVISION," AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 253 OF MAPS, PAGE 53.
6. A PLAN ENTITLED "MAP SHOWING AMCO SUBDIVISION," AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 348 OF MAPS, PAGE 37.
7. A PLAN ENTITLED "STAFFORD PARK SUBDIVISION, PHASE I, PRELIMINARY/FINAL SUBDIVISION PLAN," AS FILED AT THE MONROE COUNTY CLERK'S OFFICE IN LIBER 363 OF MAPS, PAGE 24.
8. AN ABSTRACT OF TITLE PREPARED BY TIMES SQUARE ABSTRACT, LLC HAVING ABSTRACT NO. 2019-0050, DATED OCTOBER 16, 2019.

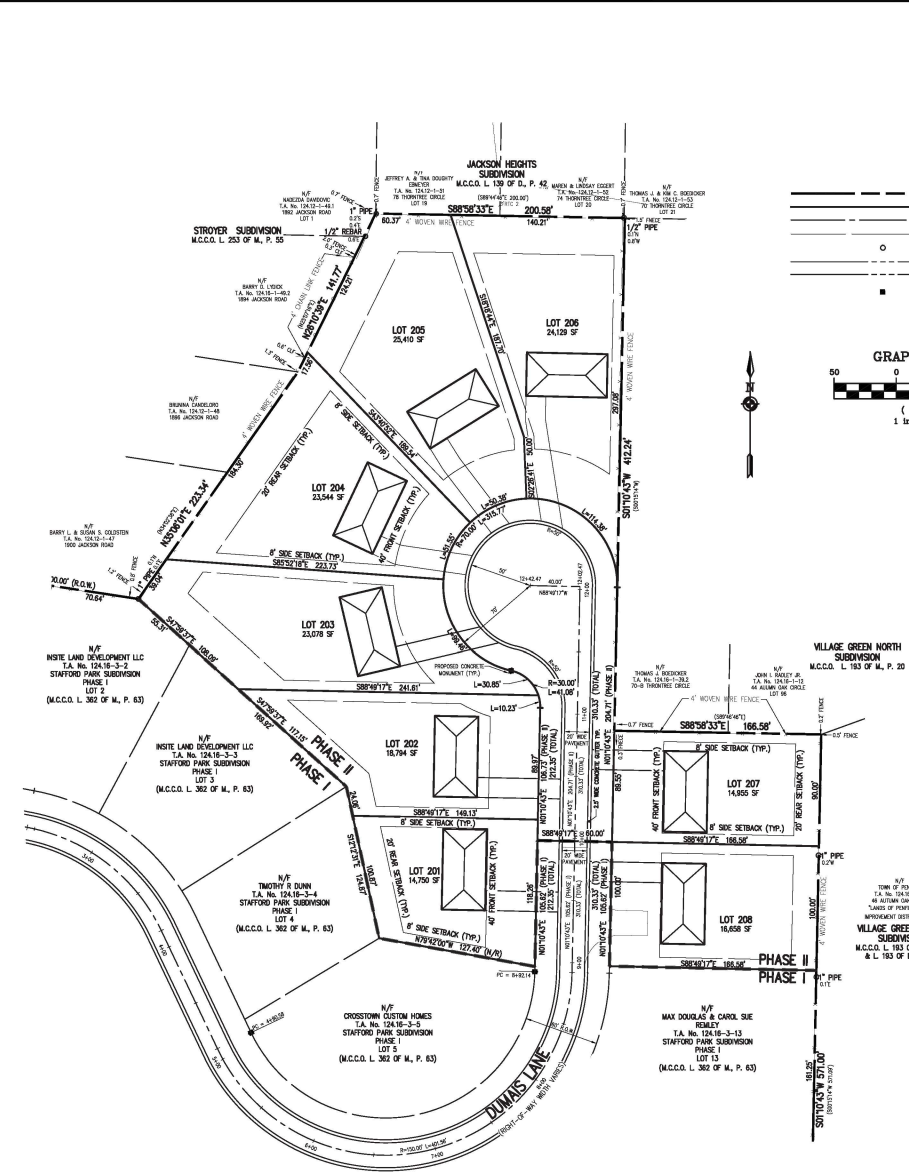
NOTES

1. FOR OVERALL SUBDIVISION BOUNDARY AND PHASE I DIMENSIONS, SEE REFERENCES 7 AND 8.
2. PARCEL INFORMATION:
OWNER: INSTE LAND DEVELOPMENT LLC
T.A. NO. 12416-1-30-23
ADDRESS: 1853 JACKSON ROAD
AREA: 4.2708 ACRES
3. PARCEL MAY BE SUBJECT TO A DECLARATION OF CONVEYMENT TO THE TOWN OF PENFIELD PER LIBER 3584 OF DEEDS, PAGE 343, SAID CONVEYMENT TO TERMINATE UPON FINAL COMPLETION OF A SIDEWALK.
4. THE PROJECT BOUNDARY SURVEY WAS MADE USING PROCEDURES NECESSARY TO ACHIEVE A HORIZONTAL ACCURACY OF 1 PART IN 20,000 (1/20,000) OR BETTER PROPORTIONAL ACCURACY AND A NETWORK POSITIONAL ACCURACY AT 95% CONFIDENCE LEVEL, NOT EXCEEDING 0.05 FEET.
5. THE HORIZONTAL DATUM SHOWN HEREON IS REFERENCED TO THE NEW YORK STATE PLANE COORDINATE SYSTEM OF 1983, WESTERN ZONE, TRANSVERSE MERCATOR PROJECTION, NAD 83 (2011) UTILIZING GLOBAL POSITIONING SYSTEM (GPS) OR GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) OBSERVATIONS FROM INTRINSIC REFERENCE NETWORK COORDINATE STATION (NFP 0032), RECORD BEARINGS AND DISTANCES, THAT OBTAIN FROM MEASURED, SHOWN IN PARALLELS.

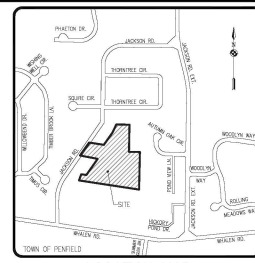
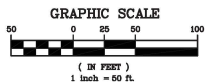
MONUMENTS:

NO.	DESCRIPTION	BEARING	DISTANCE
1A	IRON	148°48'12"	148.000
		348°29'31"	148.000
1B	IRON	148°48'12"	148.000
		348°29'31"	148.000

BEARINGS FROM INSIDE ARE 90°
DISTANCES FROM INSIDE ARE 900'
CORNER FACTOR= 1.00007



LEGEND



SUBDIVISION NOTES:

1. TOTAL AREA: 10.8683 ACRES (LL), 12.8454 ACRES (R.O.W.) SUBDIVISION 30 SINGLE FAMILY RESIDENTIAL LOTS, PHASE II CONTAINS 4,270.8 ACRES CONTAINING 7 LOTS (LOTS 1-12).
2. EXISTING ZONING: R-1-20 (SINGLE-FAMILY RESIDENTIAL DISTRICT). THE SUBDIVISION WAS DESIGNED UNDER EXISTING PROVISIONS OF THE TOWN OF PENFIELD CODE.
3. LOT REQUIREMENTS:

REQUIRED (R-1-20)	PROPOSED	
FRONT	50'	40'
SIDE	40' (ON CORNER LOTS)	6'
REAR	30'	20'
MIN LOT AREA	20,000 SQ. FT.	314,500 SQ. FT.
MIN LOT WIDTH	100' (ON FRONT SETBACK)	80' (ON FRONT SETBACK)
		14'

*LOT STANDARDS APPROVED UNDER CLUSTERING PROVISIONS OF THE TOWN OF PENFIELD ZONING CODE ON APRIL 06, 2020
 *AREA VARIANCE FOR REDUCED SETBACK WAS OBTAINED FROM ZONING BOARD OF APPEALS
4. BUILDINGS SHOWN ON THIS PLAN ARE GRAPHICAL REPRESENTATIONS ONLY.
5. ALL IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE MOST RECENT STANDARDS AND SPECIFICATIONS OF THE TOWN OF PENFIELD AND THE APPROPRIATE MONROE COUNTY AND NEW YORK STATE AGENCIES, UNLESS OTHERWISE NOTED.
6. THE CONTRACTOR SHALL LOCATE, MARK, SAFEGUARD AND PRESERVE ALL SURVEY CONTROL MONUMENTS. FOR DESCRIPTION AND SURVEY DATA ON THE CONTROL MONUMENTS, CALL THE MONROE COUNTY SURVEY OFFICE.
7. THE DEVELOPER'S AND CONTRACTOR'S ATTENTION IS DIRECTED TO LOCAL LAW NO. 6 OF 1971 REGARDING LIABILITY INCURRED THROUGH DISTURBANCES OR DESTRUCTION OF CERTAIN SURVEY MONUMENTS.
8. THE DEVELOPER ACCEPTS RESPONSIBILITY OF FLOWING ALL RIGHTS INTENDED FOR DEDICATION WITHIN THIS SUBDIVISION, SUCH AS THE TOWN BOARD AND SUPERVISORS OF HIGHWAYS ACCEPTED DEDICATION OF SAID HIGHWAYS.
9. THE DEVELOPER SHALL BE RESPONSIBLE FOR THE PAYMENT OF TAXES AND FEES LAND AND ROADS ARE ACCEPTED TO THE TOWN UNTIL SUCH TIME AS SUCH LAND AND ROADS ARE ACCEPTED TO THE TOWN BY THE TOWN.
10. THE APPLICANT OBTAINED A WAIVER FROM THE TOWN BOARD TO CONTRIBUTE TO THE TOWN SIDEWALK FUND FOR SIDEWALK INSTALLATIONS.

NOT APPROVED

This plan has not received final approval of all reviewing agencies. This plan is subject to revisions until all approvals are obtained and should not be used for construction purposes.

DATE ISSUED

NO.	DATE
1	
2	
3	
4	
5	
6	
7	

BME ASSOCIATES
 ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS
 15 HARTFORD SQUARE EAST
 FAIRBANK, ALABAMA 36504
 WWW.BMEPROF.COM
 PHONE: 205-377-7360
 FAX: 205-377-7369

CONCEPT

STAFFORD PARK SUBDIVISION
 PHASE II
 TOWN OF PENFIELD, NEW YORK STATE
 PROJECT MANAGER: F. SHELLEY
 PROJECT SURVEYOR: S. BELL
 DRAWN BY: J. GILMORE

SKETCH PLAN
 PROJECT NO. 2697
 DATE ISSUED: NOVEMBER 30, 2023
 DRAWING NO. 100