

TOWN OF WHEATFIELD  
Planning & Zoning Board

APPLICATION SITE PLAN REVIEW - MINOR SUBDIVISION

(February 2011)

**Instructions:** Carefully complete each of the following items in detail. Applications not properly completed in its entirety will be returned.

**Date:** \_\_\_\_\_, 20\_\_\_\_

**Section 1 - Data**

Name of proposed development: \_\_\_\_\_ Location \_\_\_\_\_

**Developer Name** \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**Owner Name** (If different) \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Prepared By: Name:** \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 2 - Fee**

Fee Paid \$ \_\_\_\_\_ Received by: Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3 - Land Use Data**

Location of site (address) \_\_\_\_\_

Tax Map description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Current zoning classification \_\_\_\_\_ Anticipated construction time \_\_\_\_\_

Will development be staged? \_\_\_\_\_ Explain: \_\_\_\_\_

Detailed Description of Proposed Development \_\_\_\_\_

Proposed Use(s) of the Site \_\_\_\_\_

Total Site Area (Square feet or Acres) \_\_\_\_\_

State & Federal permits required (list type and appropriate department)

**Section 4 - Land Condition Data**

Current land use of site (agriculture, commercial, undeveloped, etc.) \_\_\_\_\_  
\_\_\_\_\_

Current condition of the site (buildings, brush, etc.) \_\_\_\_\_  
\_\_\_\_\_

Character of surrounding land (suburban, agriculture, wetlands, etc.) \_\_\_\_\_  
\_\_\_\_\_

**Section 5 - Cost & Use of Data**

Estimated cost of proposed improvement \$ \_\_\_\_\_

Anticipated increases in number of residents, shoppers, employees, etc. \_\_\_\_\_  
\_\_\_\_\_

Describe proposed use, including primary and secondary uses; ground floor area, height; and number of stories for each building. For example:

- For residential buildings include number of dwelling units by size (efficiency, one-bedroom, two bedroom, three or more bedrooms) and number of parking spaces to be
- For nonresidential buildings, include total floor area and total sales area; number of automobiles and truck parking spaces, etc.
- Other proposed structure(s) (Use separate sheet, if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 6 - Important Reminders**

- This application is not complete until the appropriate guidelines - Preliminary Minor Subdivision Guidelines (PB Form #3A) are completed and attached. The Guidelines detail the requirements that must be addressed to assure the plat will conform to Town standards. It is prepared for your convenience to expedite the review process.
- The developer and/or authorized representative shall attend the scheduled meeting(s) of the Planning Board to discuss street layout, recreation areas, system of drainage, sewerage, water supply, soil removal, etc.
- Plat shall be submitted in four (4) marked copies accompanied by the required fee and completed Environmental Assessment Form (SEQRA).
- The fee, application and required support data are due into the Building Department at least five (5) business days prior to the regular Planning Board meeting. Please, there can be no exceptions.
- Proof of ownership of property must be submitted with the application. If this requirement is not adhered to, the application will be deemed incomplete.
- Plans must conform to all requirements of the Town's Public Improvement Permit (PIP) and to Town standards details.

**Section 7 - Fire Safety**

Construction documents for proposed fire apparatus access, location of fire lanes and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the Code Enforcement official for review and approval subsequent to the Planning Board review and prior to submission of the Final Site/Subdivision Plan. (RE: Sec 501, Chapter 5, Fire Service Features, Fire Code of New York State).

**Section 8 - Action Requiring Niagara County Planning Board Approval**

- Zoning ordinance amendments or local laws having a town-wide affect.
- Proposed new developments or subdivisions coming within 100 feet of a designated creek or stream.
- Proposed new development or subdivision that impact on New York or federally designated wetlands.
- Proposed new development or subdivision coming with a flood plain.
- Proposed new development or subdivision coming with agriculture district.
- Developments/operations involving strip mining.
- Development within 500 feet of a federal, state or county road.
- Development within 500 feet of any municipal or park boundary.

**Section 9 - Assistance**

- Clarification of the requirements contained herein and assistance may be obtained from the Building Department office, lower level, Town Hall, 2800 Church Road, North Tonawanda, NY, 14120, Monday through Friday during the hours of 8:30 a.m. to 4:00 p.m. Telephone: 694-1026.

**Section 10 - Other Comments/Requirements:**

- Additional copies of this form may be downloaded by dialing up [www.wheatfield.ny.us](http://www.wheatfield.ny.us) and linking on "Forms."
- When this form is completed, reproduce a copy for your files. The Planning Board will retain the original.
- **This application is complete only when accompanied by the required guidelines and support data.**

**Section 11 - Attachments:**

- Site Plan Guidelines - Minor Subdivision (PB Form #3A)

**Section 12 - Petitioner Certification:**

To the best of my knowledge, the above information is true and accurate.

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**Section 13 - Signature:**

\_\_\_\_\_  
Signature of Developer or Authorized Representative

\_\_\_\_\_  
Date

TOWN OF WHEATFIELD  
Planning & Zoning Board

GUIDELINES FOR MINOR SUBDIVISION PLAN REVIEW

**Definition:** A Minor subdivision is any subdivision containing not more than four (4) lots, fronting on an existing street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map or Zoning Law.

**Instructions:** Be sure to complete each item of the following guidelines, carefully and thoroughly. *Initial in the space provided to signify compliance.* Satisfying these requirements should assure expeditious processing of your request. All of these requirements are contained in the Town laws and are listed here for your convenience.

- A. Within six (6) months after the classification of the Sketch Plan as a Minor Subdivision by the Planning Board, the subdivider shall submit an application to the Planning Board for approval of a Final Subdivision Plat (PB Form 3A and 3B, in 4 copies). The Plat must be professionally prepared, stamped, signed and dated. *Failure to do so shall require resubmission of the Sketch Plan to the Planning Board for reclassification.*
  
- B. The Application, these guidelines and the appropriate fees are due into the Building Department at least five (5) business days prior to the regular meeting date of the Planning Board. The Planning Board meets every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month except in the months of July and August when only one (1) meeting per month is scheduled. Failure to comply shall require rescheduling at the convenience of the Planning Board.

**Plat shall show:**

- 1. The Plat shall conform to the lay out shown on the Sketch Plan, when applicable, plus all recommendations made by the Planning Board. The Plat shall be clearly marked "Minor Subdivision Plat", accompanied by the required fee and Environmental Assessment Form (SEQRA) duly prepared, as prescribed in the regulations under the State Environmental Quality Review Act (6NYCRR Part 617), as amended. \_\_\_\_\_
  
- 2. The Subdivider or his/her duly authorized representative shall attend the meeting of the Planning Board to discuss the Final Subdivision Plat. \_\_\_\_\_
  
- 3. A copy of such covenant or deed restrictions as are intended to cover all or part of the tract. \_\_\_\_\_
  
- 4. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. \_\_\_\_\_
  
- 5. If topographic conditions are significant; contours shall also be indicated at intervals of not more than one (1) foot. \_\_\_\_\_
  
- 6. The corners of the tract, and lot corners as deemed necessary by the Planning Board, shall also be located on the ground and marked by monuments as approved by the Planning Board, and shall be referenced and shown on the Final Plat. \_\_\_\_\_
  
- 7. All on-site sanitation and water supply facilities shall be designed to meet the minimum specifications of the County Department of Health, and a note to this effect shall be stated on the Final Plat signed by a licensed engineer. \_\_\_\_\_
  
- 8. Proposed subdivision name, name of the Municipality and County in which it is located. \_\_\_\_\_

9. Access Management Guidelines. Access Management is defined as relating to commercial driveways. Applicants must locate all driveways onto State and County roads with consideration to proper spacing and design of these driveways. Each application shall include a traffic control plan, including planned access to adjoining properties.

9A. State Roads & Highways

- Require cross access connections between adjoining properties \_\_\_\_\_
  - Tying into existing use or providing access for future cross connections. \_\_\_\_\_
- Shared driveways when cross connection is established (24' of pavement) \_\_\_\_\_
  - Shared parking where appropriate (Shared parking is approved by the Town Board). \_\_\_\_\_
- Wider entrances to accommodate traffic flow \_\_\_\_\_
- Driveways shall be lined up across from each other where possible. \_\_\_\_\_
  - Avoid offset driveways \_\_\_\_\_
- Residential property shall provide turnaround to avoid backing onto State roads. \_\_\_\_\_

9B. County Roads & Highways

- Require cross access connections between adjoining properties \_\_\_\_\_
  - Tying into existing use or providing access for future cross connections. \_\_\_\_\_
- Shared driveways when cross connection is established (24' of pavement) \_\_\_\_\_
  - Shared parking where appropriate (Shared parking is approved by the Town Board). \_\_\_\_\_
- Wider entrances to accommodate traffic flow \_\_\_\_\_
- Driveways shall be lined up across from each other where possible. \_\_\_\_\_
  - Avoid offset driveways \_\_\_\_\_
- Residential property shall provide turnaround to avoid backing onto State roads. \_\_\_\_\_

9C. Town Streets & Roads

- Commercial businesses shall design parking to avoid backing onto Town roads. \_\_\_\_\_

9D. Subdivisions

- See Subdivision Regulations \_\_\_\_\_

10. Fire Advisory Board Requests:

- Show Fire Hydrant Locations \_\_\_\_\_
- Show Fire Department Connections \_\_\_\_\_
- A copy of the Site Plan must be sent to the Board; sent to the Town Clerk's Office. \_\_\_\_\_

11. A copy of the Site Plan must be sent to the applicable Fire Department. Proof of receipt of the Site Plan by the Fire Department will be sent to the Planning Board. \_\_\_\_\_

12. The Plat to be filed with the County Clerk shall be printed upon acceptable filing material. \_\_\_\_\_

- Architect's calculations ensuring a minimum of 5" of topsoil will remain on the site before the Town government authorizes any removal. The Town Engineer will verify the calculations for the Town. \_\_\_\_\_

13. Understand that all planned and unplanned activity taking place on this property must be consistent with all health, safety and environmental laws and be compliant with government noise and traffic ordinances; thus preserving the culture and tranquility of the neighborhood. \_\_\_\_\_

14. The developer shall give notice to an adjacent municipality when a hearing is scheduled relating to:
- a. the issuance of a special use permit or granting of a use variance on property that is within 500 feet of an adjacent municipality; and/or
  - b. site plan review and approval on property that is within 500 feet of an adjacent municipality. \_\_\_\_\_

Note: Mail or electronic transmission shall give such notice to the Clerk of the adjacent municipality at least ten (10) days prior to any such hearing. Copies of the transmission must be mailed to the Planning Board via Certified Mail Return Receipt. \_\_\_\_\_

**Schedule:**

1. The Planning Board shall make its recommendations to the Town Board within 62 days of its receipt of the application for plat approval, complete and accompanied by the required fee and all data required above.
2. The Town Board shall hold a public hearing within 62 days of its receipt of the Planning Board's recommendations. Said hearing shall be advertised in a newspaper of general circulation in the Town at least 5 days before such hearing.
3. Once the public hearing has been held and after the SEQRA process has been completed, the Town Board shall, within 62 days, act to conditionally approve, conditionally approve with modification or grant final approval and authorize the signing of the minor subdivision plat. This time may be extended by mutual consent of the subdivider and the Town Board to act within such time.

Note: Approval of a minor subdivision shall expire sixty-two (62) days from the date of approval unless within such period a plat in conformity with such approval and the provisions of the Minor Subdivision Regulations or a deed clearly describing the approved minor subdivision is filed by the applicant with the Niagara County Clerk's office. The duly authorized officer of the Town Board shall have signed any such plat or deed accepted for such filing. The Town Board may for good cause shown, extend the period for recording for an additional period not to exceed ninety (90) days from the date of signing of the plat.

Additional Comment(s) or Recommendation(s):

- **After these guidelines are completed you may want to reproduce a copy for your files. The Planning Board will retain the original copy for their official files.**
- **These Guidelines are complete only when accompanied by a completed and signed Application for Minor Subdivision Review.**

Comments:

By initialing the above requirements, I acknowledge and understand and intend to comply accordingly. I also understand that failure to complete all listed items can result in the delay or rejection of the plat review.

\_\_\_\_\_  
Signature of Owner or Authorized Representative & Title

\_\_\_\_\_  
Date

TOWN OF WHEATFIELD  
Planning & Zoning Board

**GUIDELINES FOR FINAL MINOR SUBDIVISION REVIEW**

**Instructions:** Be sure to complete each item of the following guidelines, carefully and thoroughly. **Initial in the space provided to signify compliance.** *Failing applications are returned without action until completed in its entirety.*

**Document Submission:**

Final Plat submission requires the attachment of the **Guidelines For Minor Subdivision Plan Review (PB Form #3A)** requirements, as appropriate, completed and signed in its entirety.

**"Musts" for the Final Plat:**

- a. The size of the sheets shall be 24" by 36". \_\_\_\_\_
- b. The plat shall be drawn at a scale of no more than 100' to the inch and oriented with the North point at the top of the map. \_\_\_\_\_
- c. When more than one sheet is required, an additional index sheet of the same size shall accompany showing, to scale, the entire site plan. \_\_\_\_\_
- d. Certification by the County Health Department. \_\_\_\_\_
- e. The construction drawings shall also include elevation contours for surrounding properties for a distance satisfactory to the Town Engineer with intervals of 1' or less. \_\_\_\_\_
- f. Final construction plans that are developed using a digital format, must be submitted to the Town, in CD format containing the design files in Auto CAD format. \_\_\_\_\_

**The Plat shall Show:**

- 1. Proposed subdivision name or identifying title and the name of the Municipality and County in which the subdivision is located, the name and address of record owner and subdivider, name, license number and seal of the licensed surveyor. \_\_\_\_\_
- 2. Easements and areas to be dedicated to public use:
  - street lines \_\_\_\_\_
  - pedestrian ways \_\_\_\_\_
  - lots \_\_\_\_\_
  - reservations \_\_\_\_\_
- 3. Sufficient data acceptable to the Planning Board to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Where applicable, these should be referenced to monuments included in the State System of Plane Coordinates, and in any event, should be tied to reference points previously established by a public authority. \_\_\_\_\_
- 4. The length and bearing of all straight lines, radii, length of curves and central angles of all curves, tangent bearings shall be given for each street. All dimensions and angles of the lines of each lot shall also be given. All dimensions shall be shown in feet and decimals of a foot. The Plat shall show the boundaries of the property, location, graphic scale and true North point. \_\_\_\_\_
- 5. The Plat shall also show, by proper designation thereon, all public open spaces for which deeds are included and those spaces, title to which is reserved by the developer. \_\_\_\_\_

For any of the latter, there shall be submitted with the Subdivision Plat, copies of agreements or other documents showing the manner in which such areas are to be maintained and the provisions made thereof.

6. Lots and blocks within a subdivision shall be numbered and lettered in alphabetical order in accordance with the prevailing Town practice. \_\_\_\_\_
7. All offers of cession and covenants governing the maintenance of unceded open space shall bear the certificate of approval of the Town Attorney as to their legal sufficiency. \_\_\_\_\_
8. Permanent reference monuments and benchmarks shall be shown, and shall be constructed in accordance with specification of the Planning Board. When referenced to the State System of Plane coordinates, they shall also conform to the requirements of the State Department of Transportation. They shall be placed as required by the Planning Board and their location noted and referenced upon the Plat. \_\_\_\_\_
9. All lot corner markers shall be permanently located satisfactorily to the Planning Board. \_\_\_\_\_
10. Monuments, of a type approved by the Planning Board, shall be set at all corners and angle points of the boundaries of the original tract to be subdivided; and at all street intersections, angle points in street lines, points of curve and such intermediate points as shall be required by the Planning Board. \_\_\_\_\_
  - Construction drawings including plans, profiles and typical cross-sections, as required, showing the proposed location, size and type of streets, sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains, pavements and sub-base manholes, catch basins and other facilities. \_\_\_\_\_

Additional Comments and/or Recommendations:

- **When completed, reproduce a copy of this document for your official files. Planning Board will retain the original for their files.**
- **The Final Plat Review is complete only when the appropriate guidelines are attached.**

Comments:

By initialing the requirements listed above, I acknowledge, understand and complied. I also understand that failure to complete all the listed items may result in the delay or rejection of the Plat review.

\_\_\_\_\_  
Signature of Owner or Authorized Representative & Title

\_\_\_\_\_  
Date