

TOWN OF WHEATFIELD
Planning & Zoning Board

APPLICATION FOR SITE PLAN REVIEW
(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 Site Plan Review Guidelines (PB Form #2A) is completed, initialed, 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 approval 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 three (3) 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

- Site Plan guidance and assistance are available by contacting 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 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 Review Guidelines.

Section 12 - Petitioner Certification

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

Section 13 - Signature:

Signature of Developer or Authorized Representative

Date

TOWN OF WHEATFIELD
Planning & Zoning Board

GUIDELINES FOR SITE PLAN REVIEW

Intent:

The intent of Site Plan Review is to evaluate specified land uses in terms of their suitability to natural site conditions, their compatibility with surrounding land uses, and their conformance with overall plan for the community, thus minimizing possible adverse effects on the health, safety, and welfare of local residents.

Instructions:

Complete each of the following guidelines, carefully and thoroughly. **Initial in the space provided to signify compliance.** Satisfying each requirement should expedite the processing of your application. All guidelines are contained in the Town laws but are listed here for your convenience - saving you time and effort.

Site Plan Requirements:

Initials

1. This application is due into the Building Department at least five (5) business days prior to the Planning Board's regular meeting. The Planning Board meets every 1st and 3rd Wednesday of the month except for the months of July and August when only one (1) meeting per month is scheduled.
Incomplete applications will be returned without action until all requirements are addressed. _____
2. All drawings, documents and information accompanying the Site Review Request must be prepared by a qualified professional engineer, architect, planner or surveyor, as appropriate; and as maybe determined necessary by the Planning Board. _____
3. Three (3) copies of the officially signed stamped and dated Site Plan shall be presented to the Planning Board at the time of submission to the Building Department. _____
4. A fee in the amount established by the Town Board shall accompany the Plat application. _____
5. Site Plan will be clearly marked and accompanied by an Environmental Assessment Form duly prepared, as prescribed in the State Environmental Quality Review Act, (SEQRA) (6NYCCR Part 617) as amended. Justify the response to the question "Impact on growth & character of community or neighborhood," when using the long form SEQR. Contact with the school district, police and fire service may be necessary. _____
6. Developer and/or authorized representative shall attend the scheduled meeting of the Planning Board to discuss street layout, recreation areas, system of drainage, sewerage, water supply, soil removal, etc., within the site area. _____
7. Title of drawing, name of development, name of applicant, name and seal of person preparing drawing, North arrow, scale and date, to be included on all drawings. _____
8. A stamped and sealed boundary survey. _____
9. Map depicting contiguous properties and owner identification. _____
10. Topographical survey based on U.S.G.S. datum to extend a reasonable distance beyond the site. _____
11. Location and dimensions of all existing and proposed easements. _____

12. Soil characteristics, regarding capabilities and/or limitations for development. _____

13. Existing natural features such as:
- Watercourses _____
 - Water bodies _____
 - Wetlands _____
 - Wooded areas _____
 - Individual large trees _____
 - Flood hazard areas _____
 - Features to be retained in the development should be indicated. _____

14. Location and design of all existing on-site or nearby improvements including:
- Drains _____
 - Culverts _____
 - Water lines _____
 - Sewers _____
 - Gas lines _____
 - Electric lines and poles _____
 - Bridges _____
 - Retaining walls and fences _____

15. Location and design of proposed utilities including:
- Water _____
 - Sanitary sewer system _____
 - Storm sewer system _____

16. Within and immediately adjoining the site, location and design of all:
- Streets _____
 - Parking areas _____
 - Service areas _____
 - Access drives _____
 - Bicycle and pedestrian ways _____

17. 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.

17A. 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. _____

17B. 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. _____

17C. Town Streets & Roads

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

17D. Subdivisions

- See Subdivision Regulations _____

18. Location and design of all energy distribution facilities - include electrical, gas and solar energy. _____

19. Grading and drainage plan, showing existing and proposed contours at intervals not more than 2.5 feet. _____

20. General landscaping plan and planting schedule. (Consult the Town's Greenspace plan) _____

21. Location and height of proposed buildings and structures. A building rendition is required. _____

22. Location and proposed development of all open space including parks, playgrounds, screen planting and other landscaping. _____

23. Location sizes and design of all proposed signs and lighting facilities. _____

24. Location of outdoor storage, including an enclosed dumpster for garbage, if any. _____

25. Conformance to any approved federal, state and county plans. _____

26. An estimated project construction schedule. _____

27. Lines and dimensions of all property which is offered or to be offered for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development. _____

28. Record of applications for and status of all necessary permits from other governmental bodies. _____

29. 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. _____

30. 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. _____

31. Other elements integral to the proposed development as considered necessary by the Planning Board. _____

32. Conformance to all regulations concerning State and Federal wetlands, flood zones, SEQR, Section 283-a of the Town Law, and revised sections 239-m and 239-n of General Municipal Law. _____

33. 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. _____

34. The Planning Board may conduct a Public Hearing on the site plan if considered desirable by the majority of its members. _____

35. Developer for subdivided real property for the purpose of offering lots for sale to the public will cause a map thereof to be filed in the office of the Country Clerk, certified by a licensed surveyor in order to avoid a legal penalty (Chapter 687, Laws of 2005, Real Property Law §334). _____

36. 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. _____

37. 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. _____

38. "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. _____

Additional Comments and/or Recommendations:

- 1. When completed, reproduce a copy of this document for your official files and three (3) copies for the Planning Board members. The Planning Board will retain the original copy for their files. _____
- 2. A copy of site plan with detail must be sent to the appropriate school district and fire service, certified mail, return receipt requested with a copy to the Planning Board for their files. _____

Petitioner Certification:

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

Signature of Owner or Authorized Representative & Title

Date

Attachments:

- a. Mandatory Niagara County Planning Board Reviews (Information)
- b. Zoning Referral Form, Niagara County Planning Board (Use if applicable)
- c. SEQRA Form (Complete Part 1)