



Major Site Plan Application

City of Buffalo - Office of Strategic Planning

Section 496-11.3.7 of the City Code: Major Site Plan Review allows for the discretionary review of the site configuration and architectural design of projects which, due to their magnitude, are more likely to have significant impacts on their surroundings.

Procedure

1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall or via the ePermits Electronic Plan Review portal available at the city's website (www.buffalony.gov).
2. Complete this form (available online at www.buffalony.gov or in Room 913 City Hall).
3. Attach to this form all Required Submittals listed on page 2 of this form and in Section 496-11.3.7 of the City Code.
4. Deliver this form and the required number of submittal copies to Room 913 City Hall. Include one a USB flash drive with an electronic copy (PDF format) of the form and required submittals. PDF files must be compressed to the extent practicable and no single file may exceed 10MB. Alternatively, an electronic copy may be provided by email/file transfer site to planningboard@buffalony.gov.
5. Staff will review the Major Site Plan Application and determine if it is complete.
 - a. **An application is complete if:** All questions on the Major Site Plan Application Form have been answered and required submittals have been attached.
 - b. **An application is not complete if:** One or more questions on the Major Site Plan Application Form have not been answered or if submittal materials are missing. Notice will be provided to the applicant identifying any needed changes.
6. Once the application is determined complete, the applicant will receive a Notice of Complete Application which includes a public hearing date. Until a Notice of Complete Application is received, the project will not be scheduled for a public hearing regardless of the date the application was submitted.
7. At least ten (10) days prior to the scheduled public hearing, all applicants for Major Site Plan Review must install a posted notice sign at the project site. An electronic template of this sign is available from Office of Strategic Planning Staff. Requirements and standards for this sign are found in Section 496-11.2.2.C. of the City Code. The sign must be removed when the public hearing is closed. **If the sign is not installed the hearing cannot be scheduled.**
8. Attend the City Planning Board public hearing to discuss your application for Major Site Plan Review. Note, the primary presenter of the application must attend the public hearing in-person, though other team members may attend virtually.
9. After the public hearing, the Planning Board has up to 62 days to approve, approve with modifications, or deny the application. Once the City Planning Board has made a decision, you will receive a written notice.
10. If the City Planning Board approves the site plan subject to certain conditions or minor modifications, all plans and drawings submitted as part of the building permit application must reflect those conditions or minor modifications.

Please note: Any information provided with this application will be made public at www.buffalony.gov/meetings

Fee

Pay associated fee of:

\$1,250 base (under one acre of land) plus either \$650 per additional acre (or portion thereof) or \$100 per 10,000 SF gross floor area of development, whichever value is greater.

\$650 for new principal buildings less than 5,000 square feet, demolitions of a principal building if no other site plan triggers are met, or construction of parking lots.



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Required Submittals

Section 496-11.3.7 of the City Code details required submittals for Major Site Plan Review. The following list provides a summary of these requirements and is not intended as a substitute for the requirements listed within the City Code.

1. Statement of Intent (Project Description)

Submit: One copy in 8½" x 11" format

2. Site Plan

Submit: seven (7) stamped copies in 11" x 17" format

Scale: One (1) inch equals thirty (30) feet or larger scale

- Date of preparation, clear scale, north arrow, and dimensions
- Project boundaries and total area
- Dimensions of lots, property lines, and adjacent rights-of-way
- Relationship to adjacent public infrastructure (sidewalks, roadways, street lighting, street trees, traffic control devices, right-of-way signs, catch basins and inlets, parks and open spaces, water and sewer services)
- Existing and proposed site improvements (structures, easements, vehicular and pedestrian access, landscape, established trees, fences/walls, stormwater facilities, lighting, parking/loading facilities, signs) with dimensions

3. Architectural Elevations

Submit: Ten (7) stamped copies in 11" x 17" format

Scale: One (1) inch equals four (4) feet or larger scale

- All relevant elevations to represent anything new or changing
- Date of preparation, clear scale, and dimensions
- Detailed facade materials including a depiction of proposed colors
- Renderings are not required or accepted as substitutes for elevations

4. Site Control Evidence

Submit: One (1) copy measuring in no larger than 11" x 17" format

5. Part 1 of the NYS Environmental Quality Review (SEQR) Environmental Assessment Form (EAF)

Submit: One (1) copy in 8½" x 11" format

6. Map of Adjacent Conditions:

Submit: Seven (7) copies measuring in no larger than 11" x 17" format

- Context of development within 100 feet of the site (location and scale of principal buildings, site ingress and egress)
- Existing natural features on and within 200 feet of the site (water bodies, wetlands, floodplains, shoreline buffers, steep slopes, federal or state significant habitats)
- Designated local, state, or national landmarks or historic districts on and within 200 feet of the site

7. Landscaping Plan (if required)

Submit: Seven (7) copies in 11" x 17" format

Landscaping Plan standards and requirements are found in Section 7.1 of the UDO

8. Stormwater Pollution Prevention Plan (if required)

Submit: One (1) copy in no larger than 11" x 17" format

Information regarding Stormwater Pollution Prevention Plan is found within Section 7.3 of the UDO

9. Lighting Plan (if required)

Submit: Seven (7) copies in 11" x 17" format

Lighting Plan standards and requirements are found in Section 7.4 of the UDO and must include location, orientation, and mounting height of each lighting standard; backlight, uplight, and glare (BUG) ratings, lumens for each luminaire; total site lumens; and total paved or impervious/semi-pervious area (square feet)

10. Transportation Demand Management Plan (if required)

Submit: One (1) copy in no larger than 11" x 17" format

Transportation Demand Management Plan standards and requirements are found in Section 8.4 of the UDO and within the Transportation Demand Management Policy Guide approved by the City Planning Board.



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Applicant Information

Property Owner Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Information

Assessed Address: _____

Area of Parcel (square feet): _____ Acres: _____

Zone: _____ Zone Overlay (if applicable): _____

Current Use: _____

Historic District/Property (if applicable): _____

Statement of Intent

Briefly state the intent of the project (attach additional information if needed):



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Project Description

Proposed use(s): _____ Square feet: _____

Required City of Buffalo approvals: _____

Proposed number of dwellings (if applicable): _____

Building renovation: _____ Building type (if in a Neighborhood Zone): _____
Square feet: _____

Facade alteration description: _____

Parking lot construction/reconstruction: _____ Square feet: _____ Spaces: _____

Loading area construction: _____ Square feet: _____ Number of loading berths: _____

Lot Dimensions:

Lot area (square feet): _____ Lot width (feet): _____

Lot Coverage:

Building coverage (percent): _____ Impervious coverage (percent): _____

Total project cost: _____

Total jobs created: _____

Total construction time frame: _____

Disclosure Affidavit

I affirm that the information provided above is true and accurate to the best of my knowledge:

Property owner or applicant name (print): _____ Date: _____

Property owner or applicant signature: _____