

# **TOWN OF HAMBURG PLANNING DEPARTMENT**

## **SITE PLAN REVIEW PROCESS**

- Site plan application is required for all new development, major additions, and significant change in use.
- Applicants may schedule a meeting with the Planning Department staff prior to the submittal of any proposed project.
- A completed submittal package must be received no later than two weeks prior to the desired Planning Board meeting date.
- Appointments may be scheduled by calling the Planning Department (Joshua Rogers) at 716-649-2023, or by emailing at [jrogers@townofhamburgny.gov](mailto:jrogers@townofhamburgny.gov)
- The following forms must be signed by the applicant or his/her agent and submitted with the package.
- All plans must be folded.

**THANK YOU FOR YOUR COOPERATION!**

## **SITE PLAN SUBMITTAL REQUIREMENTS**

- **Electronic and Hard Copies of the following:**
  - **Development Information Sheet**
  - **Site Plan Requirement Checklist**
  - **SEQR Full/Short EAF (Environmental Assessment Form), Part I**
  - **Complete Fire Department Description Form**
  - **Proposed Site Plan**
  - **Supplementary Site Plan Materials (such as, but not limited to: landscape plan, lighting plan, traffic impact study, etc...)**
- **Site Plan fees (paid in full)**
- **5 full-sized, folded copies of the proposed site plan. Plans must be sealed by an architect or engineer licensed in the State of New York and meet the requirements listed in the application.**

I, \_\_\_\_\_, as owner of the proposed \_\_\_\_\_  
\_\_\_\_\_, located at \_\_\_\_\_,  
Town of Hamburg, am submitting a completed package for Site Plan review.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**TOWN OF HAMBURG PLANNING DEPARTMENT  
SITE PLAN DEVELOPMENT INFORMATION SHEET**

Site Development Name: \_\_\_\_\_

Location: \_\_\_\_\_ SBL# \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Farm Lot: \_\_\_\_\_

Type of Development: \_\_\_\_\_ # of Building Units: \_\_\_\_\_

Anticipated # of Employees: \_\_\_\_\_ Anticipated # of Parking Spaces: \_\_\_\_\_

Anticipated Sewage Flow: \_\_\_\_\_ Anticipated Tenant: \_\_\_\_\_

Developer Name: \_\_\_\_\_ Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Zoning: \_\_\_\_\_ School District: \_\_\_\_\_ Fire District: \_\_\_\_\_

Sewer District: \_\_\_\_\_ Water District: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ To Be Developed: \_\_\_\_\_

Building Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Square Feet: \_\_\_\_\_

Type, Size and Ownership of Recreation Area: \_\_\_\_\_

\_\_\_\_\_

Homeowners' Association: Yes \_\_\_\_\_ No \_\_\_\_\_

Wetland/Floodplain Involvement: \_\_\_\_\_

SEQRA: Unlisted \_\_\_\_\_ Type I: \_\_\_\_\_ CEA: Yes or No

Special Features/Other Information: Attach as Necessary

Will the project involve the formation of a "condominium"? Yes\_\_\_\_ No \_\_\_\_\_

\*\*\*Note: Condominiums in accordance with the Town's Zoning Law are only allowed in the R-3 zoning district. By application for subdivision or site plan approval, the applicant hereby waives the benefit of RPTL Section 339-Y and 581.

\_\_\_\_\_  
Signature of applicant

## SITE PLAN REQUIREMENTS

- \_\_\_\_\_ 1. Name, address, and telephone number of applicant and authorization of owner if different from applicant.
- \_\_\_\_\_ 2. Names, addresses, and telephone numbers of owner(s) of record, if different from applicant.
- \_\_\_\_\_ 3. Name, address, and telephone number of person or firm preparing the plan and map.
- \_\_\_\_\_ 4. Current zoning classification of property, including exact zoning boundary district. Provide a listing of zoning requirements, and what is being provided for the project.
- \_\_\_\_\_ 5. North arrow, scale, date, and revision block.
- \_\_\_\_\_ 6. Area map of location. (Include zoning data on map [requirements and boundaries])
- \_\_\_\_\_ 7. Property layout showing all dimensions, at an appropriate Engineer's scale, and names of owners of adjoining parcels.
- \_\_\_\_\_ 8. Precise and clear location, and size of all buildings (proposed and existing), showing dimensions of side yards, rear yards, front setbacks, and separation.  
**\*Note\*: Zoning dimensions enforced**
- \_\_\_\_\_ 9. Locations, widths, and names of existing streets and proposed site access.  
Include:
  - A. Width (20' min.) Maximum 33'
  - B. Radius (25' min.)
  - C. Reference dimensions from the nearest street intersections
  - D. Yield sign at each egress
- \_\_\_\_\_ 10. Layout of all off-street parking, showing: (A) access drives, (B) spaces (9' x 18" min.), (C) barricades, (D) cross-section of paving, (E) overall dimensions, (F) provide handicapped parking spaces to conform to A.N.S.I. 117.1 - (1986) and Building Code of New York State Table 1106.1. It is suggested that the actual number (calculation of spaces shown on drawing) of spaces be reviewed with the Planning Department, (G) show any truck loading areas, (H) Garbage dumpster areas.
- \_\_\_\_\_ 11. Water Service location showing: proposed line and existing main size, location of RPZ, hydrants, and sprinkler hook-up connections. Include location of nearest hydrant off-site.
- \_\_\_\_\_ 12. Sanitary sewer service, or septic system location. Include all Erie County Department of Environment and Planning, and/or Erie County Health Department submittal requirements.
- \_\_\_\_\_ 13. Grade and Drainage Plan shall include all receivers, line size, slope, construction materials, and existing and proposed grade elevations. No stormwater shall drain onto adjoining properties. All downspouts shall be connected to a storm system. Systems shall be designed for a minimum ten (10) year storm. Detention basins shall be designed for a minimum 25 year storm.

SITE PLAN REQUIREMENTS CONT'D

- \_\_\_\_\_ 14. Landscaping Plan - show all landscaping, trees, shrubs, etc. and label them with the name, type, and size.
- \_\_\_\_\_ 15. Storm Water Pollution Prevention Plan (SWPPP), or Clearing, Stripping, and Soil Erosion Control Plan - Before beginning any work on the project a Clearing, Stripping, and Soil Erosion Permit must be obtained from the Town Engineering Department. Site preparation and construction shall be fitted to the vegetation, topography and other natural features of the site, and shall preserve as many of these features as possible. In general, the following shall be shown on the plan:
- A. Clearing limits, stock pile areas, all temporary and permanent drainage, erosion and sediment control facilities. A time schedule which is keyed to the operations.
  - B. Note on the Plan that stumps and brush may not be buried in the Town, and that topsoil may not be removed from the work site without a permit.
- \_\_\_\_\_ 16. Location, design, and construction of all energy distribution facilities, including electric, gas, solar energy, and public address systems. Exterior lighting should be provided and restricted to illuminating the building and/or premises only.
- \_\_\_\_\_ 17. The location of any free standing sign shall be shown along with mounting details, sizes, and lighting.
- \_\_\_\_\_ 18. Required zoning variances. Include section of Town code, and description of requested variances.

I, \_\_\_\_\_ as Owner/Developer  
of \_\_\_\_\_ located at  
\_\_\_\_\_, Town of Hamburg, to the best  
of my knowledge am submitting a completed package for site plan review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **TOWN OF HAMBURG PLANNING DEPARTMENT**

## **Short/Full Environmental Assessment Form (EAF) Part 1**

- The link to the EAF mapper can be found here: [EAF Mapper \(ny.gov\)](#)
- A mapping tool called the [EAF Mapper](#) has been developed by the DEC to help applicants answer some of the Part 1 questions for both the Full EAF and the Short EAF. The EAF Mapper quickly and efficiently finds some of the location-based information needed in Part 1, from multiple DEC data sources.
- The EAF Mapper will provide its results directly in Part 1 of an electronically fillable FEAF or SEAF form with those location-based questions already filled out. The Part 1 returned by the EAF Mapper will be accompanied by a report that includes the date, answers to specific questions on the FEAF or SEAF, a small-scale map showing the regional location of the project and a larger map showing the project site. If an answer to a question is restricted on the EAF pdf form, the complete answer, in its entirety, will appear on this report.
- The electronically filled form can be saved so that the remaining Part 1 questions can be completed by the applicant or project sponsor. **The questions answered by the EAF mapper on the FEAF or SEAF are not editable.** If the applicant or project sponsor believes any of the questions filled out by the EAF Mapper are incorrect, supplemental information should be provided to the reviewing agency that explains that discrepancy.
- If you have questions on whether to use the Short Form or the Full Form, please reach out to the Planning Department at 716-649-2023.

\*A guide showing how to use the EAF Mapper can be found on the Town's website: [EAF-Mapper-Guide \(townofhamburgny.gov\)](#) (credit to: Seneca County Department of Planning & Community Development).

Town of Hamburg

# Fire Chiefs' Association, Inc.

## FIRE SAFETY PLANNING COMMITTEE

### PROJECT DESCRIPTION

ARMOR  
BIG TREE  
BLASDELL  
HAMBURG  
LAKE SHORE  
LAKE VIEW  
NEWTON ABBOTT  
SCRANTON  
WOODLAWN

DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PETITIONER: \_\_\_\_\_  
\_\_\_\_\_

Type of Business/Project: \_\_\_\_\_

Typical process(es): \_\_\_\_\_  
\_\_\_\_\_

Typical building contents (and amounts): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of buildings planned: \_\_\_\_\_

Building Construction Type: (i.e.: wood frame, concrete block, metal frame, etc.)

|     | TYPE  | AREA  | HEIGHT | PRIME<br>Usage | FIRE SUPPRESSION<br>SYSTEM |
|-----|-------|-------|--------|----------------|----------------------------|
| #1. | _____ | _____ | _____  | _____          | _____                      |
| #2. | _____ | _____ | _____  | _____          | _____                      |
| #3. | _____ | _____ | _____  | _____          | _____                      |

Typical occupancy loading: \_\_\_\_\_  
\_\_\_\_\_

Special Hazards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan to be in operation by: \_\_\_\_\_

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 2026 Schedule of Fees

| MINOR SUBDIVISION UP TO 4 LOTS     | Planning Department Fees | Engineering Department Fees |
|------------------------------------|--------------------------|-----------------------------|
| Sketch Plan                        | \$200                    | None                        |
| Preliminary Plan                   | \$300 + \$300/lot over 2 | \$200 (if required)         |
| Public Hearing Fee                 | \$350                    | None                        |
| Final Plat Map Cover (if required) | None                     | \$350                       |

  

| MAJOR SUBDIVISION 5 LOTS OR MORE (no PIP) | Planning Department Fees   | Engineering Department Fees |
|-------------------------------------------|----------------------------|-----------------------------|
| Sketch Plan                               | \$750                      | \$500                       |
| Preliminary Plan + \$300/lot over 5       | \$1,500 + \$300/lot over 5 | \$1,000 + \$200/lot over 5  |
| Public Hearing Fee                        | \$350                      | \$200                       |
| Final Plat Map Cover (if required)        | None                       | \$1,000                     |
| Re-review of subdivision materials        | None                       | \$1,500                     |

  

| MAJOR SUBDIVISION 5 LOTS OR MORE (with PIP) | Planning Department Fees   | Engineering Department Fees |
|---------------------------------------------|----------------------------|-----------------------------|
| Sketch Plan                                 | \$750                      | \$750                       |
| Preliminary Plan + \$300/lot over 5         | \$2,000 + \$300/lot over 5 | \$2,500 + \$300/lot over 5  |
| Public Hearing Fee                          | \$415                      | \$375                       |
| Final Plat Map Cover (if required)          | None                       | \$2,000                     |
| Re-review of subdivision materials          | None                       | \$2,000                     |

  

| All Subdivisions per # Lots/Units | Planning Department Fees | Engineering Department Fees |
|-----------------------------------|--------------------------|-----------------------------|
| Final Engineering Review Fee      | None                     | \$65 per lot/unit up to 20  |
| Final Engineering Review Fee      | None                     | \$45 per lot/unit over 20   |

  

| Public Improvement Permit                       | Planning Department Fees | Engineering Department Fees |
|-------------------------------------------------|--------------------------|-----------------------------|
| PIP Permits                                     | None                     | Based on project costs      |
| Clearing, Striping and Erosion Sediment Control | None                     | Based on project costs      |

  

| SWPPP Plan Review (Subdivisions) | Planning Department Fees | Engineering Department Fees |
|----------------------------------|--------------------------|-----------------------------|
| 1-4.99 acres                     | None                     | \$1,000                     |
| 5-10 acres                       | None                     | \$1,500                     |
| Greater than 10 acres            | None                     | \$2,500                     |
| Yearly renewal fee               | None                     | \$275                       |

  

| SITE PLAN REVIEW FEES                                    | Fees                                                              |                                                                   |
|----------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| Sketch Plan                                              | \$250                                                             | \$250                                                             |
| Minor Addition and site improvements                     | \$350                                                             | \$350                                                             |
| Less than 1 acre                                         | \$1,000                                                           | \$1,000                                                           |
| 1 to <2 acres                                            | \$1,750                                                           | \$1,750                                                           |
| 2 to <5 acres + \$500 per acre over 2                    | \$2,000                                                           | \$2,000                                                           |
| 5 to <10 acres + \$500 per acre over 5                   | \$5,000                                                           | \$5,000                                                           |
| 10 acres & above + \$500 per acre over 10                | \$10,000                                                          | \$10,000                                                          |
| Re-review of site plan materials (not a new application) | \$750, \$1,000, \$1,500, \$2,000 & \$2,500<br>(for each category) | \$750, \$1,000, \$1,500, \$2,000 & \$2,500<br>(for each category) |
| Special Use Permit                                       | \$350 + site plan fees                                            | Site plan fees only                                               |
| Site Plan Waiver                                         | \$150                                                             | \$150                                                             |

| SWPPP Plan Review (Site Plans) | Planning Department Fees | Engineering Department Fees |
|--------------------------------|--------------------------|-----------------------------|
| 1-4.99 acres                   | None                     | \$1,000                     |
| 5-9.99 acres                   | None                     | \$1,325                     |
| 10 acres or greater            | None                     | \$1,850                     |
| Yearly renewal fee             | None                     | \$275                       |

| Rezoning Application Fees | Planning Department Fees | Engineering Department Fees |
|---------------------------|--------------------------|-----------------------------|
| 1 Acre or less            | \$525                    | None                        |
| >1 - 5 Acres              | \$1,575                  | None                        |
| >5 - 10 Acres             | \$3,150                  | None                        |
| >10 - 50 Acres            | \$5,250                  | None                        |
| >50 Acres                 | \$7,875                  | None                        |