



TOWN OF PORTER

CODE ENFORCEMENT OFFICE

◆ 3265 Creek Road ◆ Youngstown, NY 14174 ◆ New York 14174 ◆ (716) 745-3730 ◆ ext. 112 or ext. 109 ◆

◆ p.jeffery@townofporterny.gov ◆ j.palermo@townofporterny.gov ◆

File
Set up File
Scan to PRF

Project File Number:

REQUEST FOR BOARD ACTION Name: _____

RBA REQUIRED INFORMATION:

An incomplete Application may delay the timely issuance of your Permit; please enter "n/a" if a section is not applicable.

Date of Application: _____

1.) Project Location:

- a. Number & Street Address: _____
- b. Tax Map Number (SBL): _____
- c. Current Use/Occupancy of Property/Building: _____
- d. Proposed Use/Occupancy of Property/Building: _____

2.) Owner Contact Information:

- a. Owner Name: _____
- b. Address: _____
- c. City, State, Zip code: _____
- d. Phone Number: _____
- e. Email: _____

3.) Type of action requested:

- ☐ **SITE PLAN REVIEW:** ☐ preliminary review - final review
- ☐ **VARIANCE REQUEST:** ☐ **USE TYPE** variance ☐ **AREA TYPE** variance
- ☐ **SPECIAL USE PERMIT** ☐ new ☐ renewal type/use: _____
- ☐ **REZONING REQUEST**
- ☐ **MINOR SUBDIVISION**
- ☐ **MAJOR SUBDIVISION**
- ☐ **Appeal**

CURRENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

LOCATED on the _____ **side of** _____ (road, street, etc.)

PROPERTY is located in Zoning District: ☐ RA ☐ LDR ☐ WR ☐ MDR ☐ CMU ☐ RC ☐ M1 ☐ M2 ☐ M3

☐ Flood Hazard Area ☐ NYSDEC Wetland ☐ Federal Wetland ☐ By: _____ ☐ BROWNFIELD

☐ overlay/special ZONING DISTRICT

Required documents checklist (verify applicability with Code Official):

- ☐ **Letter of intent** ☐ **SEQRA** part one (1) ☐ **Site Plan**
- ☐ **Survey** ☐ **Legal Description** ☐ **Drawings** and/or **Documents**
- ☐ **Agent's Letter** (if applicable)
- ☐ **Engineering cost recovery fee** of \$ _____ date received _____
- ☐ **Public Hearing/Application fee** of \$ 150.00 date received _____
- ☐ **Application denied for a Building Permit** due to _____
- ☐ **Referral to Niagara County Planning Board** (if required – refer to mutual agreement)

(continued on opposite side)

CODE ENFORCEMENT OFFICER signature: _____ date received_____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

☐ Sent to Zoning Board of Appeals on _____

☐ Sent to Planning Board on _____

☐ Sent to Town Engineer on _____

☐ Sent to Highway Department on _____

☐ Sent to Town Attorney on _____

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