



Adaptive Reuse Permit Application to the Common Council

City of Buffalo, New York

Section 496-11.3.4 of the City Code: an Adaptive Reuse Permit allows certain uses for certain historic buildings to be adapted for new uses that may not otherwise be allowed in the zone.

Procedure

1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall.
2. Complete this form.
3. Deliver two (2) copies of this form and any supporting materials to Room 1308 City Hall.
4. Pay fee of \$350 to the City Clerk. Checks payable to "City Clerk." Visa or MasterCard also accepted.
5. The City Clerk will review the Adaptive Reuse Permit and determine if it is complete. An application is complete if all questions on the form have been answered.
6. After the application is determined complete, the applicant will receive a Notice of Complete Application which includes the dates of public hearings. 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 Adaptive Reuse Permits must install a sign at the project site. A printable template of this sign is available at Room 1308 City Hall. Requirements and standards for this sign are found within the Posted Notice Section 496-11.2.2.C. of the City Code. The sign can be removed when all public hearings are complete/closed.
8. Attend the City Planning Board meeting to discuss your application for an Adaptive Reuse Permit.
9. The City Planning Board will review the application and make a recommendation to approve, approve with conditions, or deny the application, and forward the recommendation to the Common Council.
10. Attend the public hearing held by the Common Council to discuss your application for an Adaptive Reuse Permit.
11. The Common Council will review the application and make a decision to approve, approve with conditions, or deny the application.

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



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Applicant Information

Applicant

Identify the person or organization requesting the Adaptive Reuse Permit:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax Number _____
City _____ State _____ Zip _____ Email _____

Agent

Identify any person or organization representing the applicant in this matter:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax Number _____
City _____ State _____ Zip _____ Email _____

Property Information

Assessed Address: _____
Size of Building (square feet): _____
Zone: _____ Zone Overlay (if applicable): _____
Current Use: _____
Historic Designation of Property: _____
Council District: _____



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Adaptive Reuse Request

Current use(s): _____

Proposed use(s): _____

Justification (attach additional information if necessary):

Project Description

Detail hours of operation: _____

List/describe adjacent uses: _____

Describe any sound, odor, vibration, light, or other potential disrupting operations of the use and provide hours of the day and days of the week which they would occur:

Describe whether or not the use will be harmonious with surrounding neighborhood:

Will any permanent features of the building be removed? ☐ Yes ☐ No

If yes, describe: _____

Attach additional information for this section if necessary.

Disclosure Affidavit

I maintain 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: _____