



Village of Fredonia

9-11 Church Street
P.O. Box 31
FREDONIA, NEW YORK 14063

CHARLES J. LABARBERA
Chief Inspection Officer/
Zoning Officer
E-mail:
Chiefbuildinginspector@villageoffredoniany.gov

THOMAS KAWSKI
Assistant Inspection Officer

AMY JONSSON
Office Clerk

716-679-2313

APPLICANT CHECKLIST FOR SPECIAL USE PERMIT

1. Please read entire application and review the zoning and other codes, as appropriate.
2. Please make a pre-submittal appointment prior to completing and submitting the Special Use Permit application package outlined below. Appointments can be scheduled by calling the Code Enforcement Office at (716)679-2313.
3. Please complete and submit the application, checklist, plans and other materials, as follows. Please label all items with the name of applicant or company.

_____ 1 copy of Special Use Permit application and checklist

_____ 13 copies of site plan folded to 8 ½" x 11"

_____ 1 original (with signature) and 12 copies of SEQRA Environmental Assessment Form

_____ 1 copy of the legal survey of the entire property (prepared by a licensed surveyor)

_____ Fee (\$600.00, make check payable to the Village of Fredonia)

4. The application package will be reviewed by the Chief Inspection Officer for completeness. Only complete applications will be placed on Zoning Board agenda.
5. The last day to file a Special Use Permit submittal package is approximately 30 days prior to the scheduled Zoning Board Meeting. Please check with Code Enforcement Office to determine the submittal deadlines. Due to the time required for public notice filing and departmental review, no SUP application will be placed on the Zoning Board agenda after the deadline has closed. Your cooperation in this matter is greatly appreciated.



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APPLICATION FOR SPECIAL USE PERMIT

716-679-2313
FAX 716-679-2315
E-mail:

vofbuildinginspector@netsync.net

File # _____

TO BE COMPLETED BY APPLICANT

Date: _____

APPLICANT: _____ PH: _____

ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

CONSULTANT ADDRESS: _____

PH/ FAX: _____

PROJECT LOCATION (Include address and distance to nearest intersection):

Describe proposed Special Use activity, including the operation and any required construction.
Please attach another sheet if required.:

SBL#: _____ LOT SIZE (ACRES): _____

EXISTING ZONING: _____

EXISTING USE(S) ON PROPERTY: _____

LOT FRONTAGE(S): _____

OTHER LAND USES WITHIN 500 FEET: _____

PREVIOUS/ EXISTING APPROVALS, VARIANCES PERMITS, ECT.: _____

297-12.4. Submission of site plan and additional information.

The site plan should include the following information, as deemed appropriate by the Zoning Enforcement Officer. The Zoning Enforcement Officer may waive requirements set forth in this section as deemed appropriate, unless the Planning Board determines that said requirement(s) is necessary for its review. The plan shall be prepared by a licensed engineer, architect, landscape architect or surveyor as appropriate and shall include the following:

- _____ A. Completed application form;
- _____ B. Title of drawings, including the name of the development, name, telephone number and address of applicant and the name of the person who prepared the drawings;
- _____ C. Key plan, North point, professional stamp, scale (1" = 20' or other appropriate scale) and date;
- _____ D. Zoning, land use and ownership of all adjacent properties, and any other properties within 200 feet of the proposed development for which site plan approval is sought, and the location of structures shall be shown on such properties;
- _____ E. A boundary survey of the proposed development, plotted to scale and existing topographic features including contours, spot elevations, large trees, buildings, structures, streets, property lines, utility easements, rights-of-way and land use;
- _____ F. Layout, number and dimensions of any proposed lots;
- _____ G. The dimensions of all proposed lots, including, but not limited to, lot frontage, lot area, building coverage, lot coverage, front yard, side yard, rear yard, building heights and floor area ratio, where applicable;
- _____ H. All improvement dimensions, including, but not limited to, access roads, snow removal/storage areas, parking areas, walkways, buildings, etc.;
- _____ I. Existing and proposed streets, sidewalks and pedestrian paths immediately adjoining and within the proposed site and the names of all proposed streets;
- _____ J. Location and dimensions of all parking, loading and stacking areas and access drives;
- _____ K. Paving, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways;
- _____ L. Location, proposed use, height, building elevations, floor plans and finished floor elevations of all structures;

- _____ M. Colors, materials, dimensions, access and rooftop plans of all structures;
- _____ N. Location and proposed development of all open spaces, including parks, playgrounds, etc.;
- _____ O. Existing and proposed watercourses, direction of flow and the impact on the watershed;
- _____ P. Drainage plan showing existing and finished grades, stormwater management plan and the impact on the watershed;
- _____ Q. Water supply plan, including existing and proposed location of fire hydrants;
- _____ R. Sewage disposal method;
- _____ S. Landscape plan indicating location, type and size of existing trees and vegetation, identifying those to be preserved or removed as well as the location, type and size of trees, vegetation and amenities to be provided;
- _____ T. Location and design of outdoor lighting facilities;
- _____ U. Location and dimension of all signs;
- _____ V. Garbage screening and enclosures (see ~ 297-21.19);
- _____ W. Methods of barrier-free access;
- _____ X. Applicable pollution control;
- _____ Y. Size and location of hazardous storage areas;
- _____ Z. Location of bus stops and shelters;
- AA. Proposed easements, restrictions, covenants and provisions for homeowners' associations and common ownership;