

Request for Board Action Application



Code Enforcement Office

◆ 3265 Creek Road ◆ Youngstown, New York 14174 ◆
◆ (716) 745-3730, ext. 7 ◆ fax (716) 745-9022 ◆
◆ mobile (716) 531-6431 ◆
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- ☐ **FILE**
- ☐ **SCAN TO IPS**
- ☐ **SET UP FILE**

TOWN of PORTER ◆ VILLAGE of YOUNGSTOWN

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 | ☐ REZONING REQUEST |
| ☐ USE VARIANCE | ☐ MINOR SUBDIVISION |
| ☐ AREA VARIANCE | ☐ MAJOR SUBDIVISION |
| ☐ SPECIAL USE PERMIT ☐ new ☐ renewal | ☐ APPEAL |
| type/use: _____ | ☐ LOT LINE ADJUSTMENT |

PROPOSED USE OF PROPERTY: _____
LOCATED on the _____ **side of** _____ (road, street, etc.)
PROPERTY is located in what Zoning District: _____
Is there a SPECIAL ZONING district/ LWRP requirement: _____

(continued on opposite side)

Is the parcel located in: ☐ Flood Hazard Area ☐ NYSDEC Wetland ☐ FEDERAL Wetland ☐ BROWNFIELD

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)

- ☐ **Public Hearing/Application fee of \$ 150.00** date received _____
☐ **Lot Line Adjustment/Application Fee of \$ 75.00**
☐ **Application denied for a Building Permit** due to _____
☐ **Referral to Niagara County Planning Board** (if required – *refer to mutual agreement*)
☐ **Engineering cost recovery fee** (if require) of \$ _____ date received _____

APPLICANT'S SIGNATURE: _____ date received _____

CODE ENFORCEMENT OFFICER signature: _____ date received _____

NOTES/STATEMENT OF INTENT:

[illegible]

For official / town use only:

- ☐ 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 _____

All Zoning actions require Planning Board referral. If Niagara County Planning Board referral is necessary, all completed referrals must be received at the NCPB office by close of business on Friday which falls six business days before the third Monday of each month.