



Minor Site Plan Application

City of Buffalo - Office of Strategic Planning

Section 496-11.3.6 of the City Code: Minor Site Plan Review allows for review of the site design of routine development applications that are eligible to be processed administratively.

Procedure

1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall or via the ePermits Electronic Plan Review portal available at the city's website (www.buffalony.gov).
2. Complete this form (available online at www.buffalony.gov or in Room 913 City Hall).
3. Attach to this form all Required Submittals listed on page 2 of this form and in Section 496-11.3.6 of the City Code.
4. Send an electronic copy (in PDF format) of the completed Minor Site Plan Application Form with attachments to Room 913 City Hall via either USB flash drive or email/file transfer site to planningboard@buffalony.gov. PDF files must be compressed to the extent practicable and no single file may exceed 10MB. If emailed, you will receive a response email confirming receipt of the application. If no email confirmation occurs, please follow up with the Office of Strategic Planning at (716) 851-4064.
5. Staff will review the Minor Site Plan Application and determine if it is complete.
 - a. **An application is complete if:** All questions on the Minor Site Plan Application Form have been answered and required submittals have been attached.
 - b. **An application is not complete if:** One or more questions on the Minor Site Plan Application Form have not been answered or if submittal materials are missing. Notice will be provided to the applicant identifying any needed changes.
6. After review, the Zoning Administrator may determine that, because of its nature, the proposed Minor Site Plan must be resubmitted as Major Site Plan Review to the City Planning Board. In such case, notice will be provided to the applicant. An additional application fee will not be required.
7. Once the application is determined complete, the applicant will receive a Notice of Complete Application.
8. After receiving the Notice of Complete Application, all applicants for Minor Site Plan Review involving new construction of a principal building in an N-2C, N-2E, N-3C, or N-3E zone must install a posted notice sign at the project site at least ten (10) days prior to the date the Zoning Administrator makes a decision (see procedure #9 below). An electronic template of this sign is available from Office of Strategic Planning Staff. Requirements and standards for this sign are found in Section 496-11.2.2.C. of the City Code. The sign must be removed after the applicant has received the decision from the Zoning Administrator.
9. Within thirty (30) days of the Notice of Complete Application, the Zoning Administrator will approve, approve with modifications, or deny the application. Once the Zoning Administrator has made a decision, you will receive a written notice.
10. If the Zoning Administrator approves the site plan subject to certain conditions or minor modifications, all plans and drawings submitted as part of the building permit application must reflect those conditions or minor modifications.

Fee

Pay associated fee of \$350.



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Required Submittals

Section 496-11.3.6 of the City Code details required submittals for Minor Site Plan Review. The following list provides a summary of these requirements and is not intended as a substitute for the requirements listed within the City Code.

1. Statement of Intent (Project Description)

Submit: One (1) copy in 8½" x 11" format

2. Site Plan

Submit: One (1) stamped copy in 11" x 17" format

Scale: One (1) inch equals thirty (30) feet or larger scale

- Date of preparation, clear scale, north arrow, and dimensions
- Project boundaries and total area
- Dimensions of lots, property lines, and adjacent rights-of-way
- Relationship to adjacent public infrastructure (sidewalks, roadways, street lighting, street trees, traffic control devices, right-of-way signs, catch basins and inlets, parks and open spaces, water and sewer services)
- Existing and proposed site improvements (structures, easements, vehicular and pedestrian access, landscape, established trees, fences or walls, stormwater facilities, lighting, parking and loading facilities, signs)

3. Architectural Elevations

Submit: One (1) stamped copy in 11" x 17" format

Scale: One (1) inch equals four (4) feet or larger scale

- Date of preparation, clear scale, and dimensions
- Detail facade materials
- Renderings are not required, or accepted as substitutes, for elevations

4. Site Control Evidence

Submit: One (1) copy in no larger than 11" x 17" format

5. Map of Adjacent Conditions

Submit: One (1) copy in no larger than 11" x 17" format

- Existing natural features on and within 200 feet of the site (water bodies, wetlands, floodplains, shoreline buffers, steep slopes, federal or state significant habitats)
- Designated local, state, or national landmarks or historic districts on and within 200 feet of the site

6. Landscaping Plan (if required)

Submit: One (1) copy measuring in 11" x 17" format

Landscaping Plan standards and requirements are found in Section 7.1 of the UDO

7. Stormwater Pollution Prevention Plan (if required)

Submit: One (1) copy in no larger than 11" x 17" format

Information regarding Stormwater Pollution Prevention Plan is found within Section 7.3 of the UDO

8. Lighting Plan (if required)

Submit: One (1) copy in no larger than 11" x 17" format

Lighting Plan standards and requirements are found in Section 7.4 of the UDO and must include location, orientation, and mounting height of each lighting standard; backlight, uplight, and glare (BUG) ratings, lumens for each luminaire; total site lumens; and total paved or impervious/semi-pervious area (square feet)



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Applicant Information

Property Owner Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Information

Assessed Address: _____

Area of Parcel (square feet): _____ Acres: _____

Zone: _____ Zone Overlay (if applicable): _____

Current Use: _____

Historic District/Property (if applicable): _____

Statement of Intent

Briefly state the intent of the project (attach additional information if needed):



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Project Description

- ☐ New construction of a principal building
- ☐ Addition of an existing principal building
- ☐ Substantial renovation
- ☐ Substantial façade renovation
- ☐ New construction or reconstruction of parking lot
- ☐ New construction of a loading area

Describe the following (as applicable):

Project Use and Size:

Existing use(s): _____ Square feet: _____

Proposed use(s): _____ Square Feet: _____

Existing number of dwellings: _____

Proposed number of dwellings: _____

Building type (if in a Neighborhood Zone): _____

Total Building Square feet: _____ Ground Floor Square Feet: _____

Lot Dimensions/Coverage:

Lot area (square feet): _____ Lot width (feet): _____

Building coverage (percent): _____ Impervious coverage (percent): _____

Total project cost: _____

Total jobs created: _____

Total construction time frame: _____

Parking/Loading:

Parking lot construction/reconstruction: Square feet: _____ Spaces: _____

Loading area construction: Square feet: _____ Number of loading berths: _____



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Materials:

Façade Materials: _____

Landscaping Materials: _____

Required City of Buffalo approvals: _____

Disclosure Affidavit

I affirm 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: _____