

SUPERVISOR  
716-778-8531

TOWN CLERK  
716-778-8822  
PAX 716-638-4183

ASSESSOR  
716-778-8827

TAX COLLECTOR  
716-778-6052

BUILDING INSPECTOR  
716-778-5947

WATER/SEWER  
716-778-8132



## TOWN OF NEWFANE

2737 Main Street  
Newfane, New York 14108  
PAX 716-638-4261

JUSTICE COURT  
2896 Transit Road  
Newfane, New York 14108  
716-778-9292

HIGHWAY  
716-778-8844

WATER/SEWER  
MAINTENANCE  
716-778-8587

6176 McKee Street  
Newfane, New York 14108

### PLANNING BOARD APPLICATION

Site Plan Review    Special Exception    Development    Residential    Commercial

Property Address: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Size of Parcel: \_\_\_\_\_

Proposed Request: \_\_\_\_\_

If a special exception use is requested, please indicate zoning ordinance section: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Application Instructions: In order for the Planning Board to base its decisions the following adequate information must be submitted two weeks prior to the meeting.

\_\_\_\_\_ 1. SITE PLAN: Drawing showing location of existing and proposed buildings, property dimensions, drainage plan, driveways, parking lot, walls, fences or other buffers.

\_\_\_\_\_ 2. SEQRA: Full Environmental Assessment Form.

3. SEQRA: Short Environmental Assessment Form.

## APPLICATION FOR SITE PLAN REVIEW

Applicant \_\_\_\_\_ Tax Map/Parcel \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Site Location \_\_\_\_\_  
Proposed Development \_\_\_\_\_  
Square Footage \_\_\_\_\_  
Acreage \_\_\_\_\_ Magisterial District \_\_\_\_\_  
Zoning \_\_\_\_\_ Date Received \_\_\_\_\_

### I. REQUIRED SITE PLAN INFORMATION

- ☐ Location map (1"=2000)
- ☐ Boundary survey of the site and lots, if any, related to U.S.G.S.
- ☐ Zoning, district boundaries and setbacks
- ☐ Existing and proposed streets and easements on and adjacent to the site
- ☐ Vehicle entrances and drives
- ☐ Parking, loading stacking facilities
- ☐ Location and area of all structures, buildings and their proposed use
- ☐ Existing and proposed utilities (Town regulatory approval required)
- ☐ Existing physical features, water courses and proposed storm water drainage
- ☐ Topography (2" contours) and proposed finished grades
- ☐ Location and improvement of any parks, recreation, common or public spaces
- ☐ Environmental Assessment Form
- ☐ Erosion and sediment control plan
- ☐ Plans and profiles of any proposed roads, walkways and utilities
- ☐ Preliminary plans and elevations of structures, types of dwellings proposed
- ☐ Landscaping, screening, fencing, lighting and buffers
- ☐ Signage location and detail (uniform, coordinated).
- ☐ Architectural Review

### II. REQUIRED PLAN ELEMENTS

- Title of drawing and name, address of preparer
- Name, address of applicant/developer
- North point, date and scale (1"=50' or greater)
- Certification of the site survey attesting to the information provided on the plan with source of title and its place of record
- Horizontal dimensions to the nearest one hundredth (1/100) of a foot and bearings to the nearest ten (10) seconds
- Compliance with the uses and regulations of the Town of Lockport Zoning Ordinance, Article XVIII, CH.200, Site Plan Review (2005)

- Summary of project acreage, development, parking, density and percentage of uses

### III. REQUIRED SITE PLAN IMPROVEMENTS

- ☐ Public and private roadways and their right-of-way
- ☐ Pedestrian walkways and sidewalks
- ☐ Easements of access, utility, drainage, recreation, etc.
- ☐ Sewer, water, storm water management
- ☐ Common area improvements
- ☐ Landscaping and buffers
- ☐ Connections to adjacent similar facilities and publicly maintained facilities
- ☐ Off-site improvements for public continuity and coordination

Bonding will be required for improvements located within or connected to any public right-of-way or public facility. This typically includes highways, drainage, utility improvements and erosion and sediment control measures applicable to site development and required off-site improvements. Sureties of public improvements are subject to reasonable estimates and acceptance by the Zoning Official along with proper guarantee of performance as required by the Town of Lockport Zoning Ordinance.

Site plans are required for uses subject to Special Exception Permits, planned unit developments, multi-family dwellings (3+units), institutional structures (schools, churches, etc.), hotels/motels and commercial and industrial buildings. *Two 24x36 and (12), 11x17 copies of the site plan* are to be submitted with this application to the Building Office for distribution to the appropriate review agencies and the Town of Lockport Planning Board. These are subject to review and consideration by the Planning Board which has the final responsibility for approval. *All site plans must be accompanied by the appropriate fees to be received and processed for review.*

ESTIMATED FEES FOR THIS SITE PLAN, BASED ON THE SCOPE AND EXTENT OF DEVELOPMENT, ARE:

\$ \_\_\_\_\_

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

|                                                                                                                                                                                                                                                                                                                                                                                                       |  |            |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|-----------|
| <b>Part 1 - Project and Sponsor Information</b>                                                                                                                                                                                                                                                                                                                                                       |  |            |           |
| Name of Action or Project:                                                                                                                                                                                                                                                                                                                                                                            |  |            |           |
| Project Location (describe, and attach a location map):                                                                                                                                                                                                                                                                                                                                               |  |            |           |
| Brief Description of Proposed Action:                                                                                                                                                                                                                                                                                                                                                                 |  |            |           |
| Name of Applicant or Sponsor:                                                                                                                                                                                                                                                                                                                                                                         |  | Telephone: |           |
|                                                                                                                                                                                                                                                                                                                                                                                                       |  | E-Mail:    |           |
| Address:                                                                                                                                                                                                                                                                                                                                                                                              |  |            |           |
| City/PO:                                                                                                                                                                                                                                                                                                                                                                                              |  | State:     | Zip Code: |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?                                                                                                                                                                                                                                                                |  |            | NO        |
| If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.                                                                                                                                                                                            |  |            | YES       |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?                                                                                                                                                                                                                                                                                                 |  |            | NO        |
| If Yes, list agency(s) name and permit or approval:                                                                                                                                                                                                                                                                                                                                                   |  |            | YES       |
| 3.a. Total acreage of the site of the proposed action? _____ acres                                                                                                                                                                                                                                                                                                                                    |  |            |           |
| b. Total acreage to be physically disturbed? _____ acres                                                                                                                                                                                                                                                                                                                                              |  |            |           |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres                                                                                                                                                                                                                                                                    |  |            |           |
| 4. Check all land uses that occur on, adjoining and near the proposed action.                                                                                                                                                                                                                                                                                                                         |  |            |           |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)<br><input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____<br><input type="checkbox"/> Parkland |  |            |           |

|                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |                          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------|--------------------------|
| 5. Is the proposed action,<br>a. A permitted use under the zoning regulations?                                                                                                                                                                                                                                                                                                                         | NO                                                       | YES                      | N/A                      |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Consistent with the adopted comprehensive plan?                                                                                                                                                                                                                                                                                                                                                     |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?                                                                                                                                                                                                                                                                                        | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____                                                                                                                                                                                                                                                            | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?                                                                                                                                                                                                                                                                                                       | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| b. Are public transportation service(s) available at or near the site of the proposed action?                                                                                                                                                                                                                                                                                                          |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?                                                                                                                                                                                                                                                                                               |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies: _____                                                                                                                                                                                                                    | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____                                                                                                                                                                                                                                                          | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____                                                                                                                                                                                                                                                             | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?                                                                                                                                                                                                                                                                                   | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| b. Is the proposed action located in an archeological sensitive area?                                                                                                                                                                                                                                                                                                                                  |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?                                                                                                                                                                                                               | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____                                                                                                                                                                                              |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:<br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban |                                                          |                          |                          |
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?                                                                                                                                                                                                                                 | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 16. Is the project site located in the 100 year flood plain?                                                                                                                                                                                                                                                                                                                                           | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES                                                                                                                                                                  | NO                                                       | YES                      |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>                                 | <input type="checkbox"/> |                          |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe: _____                                                                                                                                                                                                                                                             |                                                          |                          |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> NO <input type="checkbox"/> YES |                          |                          |

|                                                                                                                                                                                                                     |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?<br>If Yes, explain purpose and size: _____ | NO                       | YES                      |
| _____                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe: _____                                               | NO                       | YES                      |
| _____                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: _____                                             | NO                       | YES                      |
| _____                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>                                                                                                                |                          |                          |
| Applicant/sponsor name: _____ Date: _____                                                                                                                                                                           |                          |                          |
| Signature: _____                                                                                                                                                                                                    |                          |                          |

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

|                                                                                                                                                                            | No, or small impact may occur | Moderate to large impact may occur |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?                                                                | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 2. Will the proposed action result in a change in the use or intensity of use of land?                                                                                     | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 3. Will the proposed action impair the character or quality of the existing community?                                                                                     | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?                      | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?            | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 7. Will the proposed action impact existing:                                                                                                                               |                               |                                    |
| a. public / private water supplies?                                                                                                                                        | <input type="checkbox"/>      | <input type="checkbox"/>           |
| b. public / private wastewater treatment utilities?                                                                                                                        | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?                                   | <input type="checkbox"/>      | <input type="checkbox"/>           |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?                     | <input type="checkbox"/>      | <input type="checkbox"/>           |

|                                                                                                                 | No, or<br>small<br>impact<br>may<br>occur | Moderate<br>to large<br>impact<br>may<br>occur |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | <input type="checkbox"/>                  | <input type="checkbox"/>                       |
| 11. Will the proposed action create a hazard to environmental resources or human health?                        | <input type="checkbox"/>                  | <input type="checkbox"/>                       |

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                              |                     |      |                                                          |                              |                                                 |                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------|----------------------------------------------------------|------------------------------|-------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. |                     |      |                                                          |                              |                                                 |                                                               |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.                                                             |                     |      |                                                          |                              |                                                 |                                                               |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Name of Lead Agency</td> <td style="width: 50%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Print or Type Name of Responsible Officer in Lead Agency</td> <td style="border-bottom: 1px solid black;">Title of Responsible Officer</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of Responsible Officer in Lead Agency</td> <td style="border-bottom: 1px solid black;">Signature of Preparer (if different from Responsible Officer)</td> </tr> </table> |                                                                                                                                                                                                                                                                              | Name of Lead Agency | Date | Print or Type Name of Responsible Officer in Lead Agency | Title of Responsible Officer | Signature of Responsible Officer in Lead Agency | Signature of Preparer (if different from Responsible Officer) |
| Name of Lead Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date                                                                                                                                                                                                                                                                         |                     |      |                                                          |                              |                                                 |                                                               |
| Print or Type Name of Responsible Officer in Lead Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Title of Responsible Officer                                                                                                                                                                                                                                                 |                     |      |                                                          |                              |                                                 |                                                               |
| Signature of Responsible Officer in Lead Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Signature of Preparer (if different from Responsible Officer)                                                                                                                                                                                                                |                     |      |                                                          |                              |                                                 |                                                               |

**PRINT**