

IF YOU HAVE  
 QUESTIONS ABOUT  
 YOUR PROPERTY. . .  
 PLEASE BRING YOUR  
**SURVEY** TO OUR  
 OFFICE SO THAT WE  
 MAY HELP YOU

**Go to the Town website at:  
[www.erie.gov/newstead](http://www.erie.gov/newstead)  
 To find:**

1. "Code Book e-code"  
 (Home page—top toolbar—Resources)
2. Fees  
 (Building Dept. page—right column)
3. Forms & Applications  
 (Building Dept. page—right column)
4. Planning Board Minutes, Mtg.  
 Dates & Forms  
 (Top toolbar—Boards & Committees—  
 Planning Board page—right column)
5. Zoning Setbacks, Applications & Minutes  
 (Top toolbar—Boards & Committees—  
 Zoning Board page—right column)

## DIRECTORY

### Environmental

DEC/Floodplain	518-402-8185
NYS DEC local office	851-7130
Army Corp of Engineers	879-4330

### Erie County

Erie Cty Health Dept.	961-6800
Erie Cty Water Authority	
New Service	685-8208
Billing/Line Problems	849-8444

### Highway Departments:

Erie County	759-8328
Town of Newstead	542-5412
State DOT	847-3575


### Utilities:

National Fuel	1-800-962-7962
National Grid	1-800-642-4272
Underground Locator	1-800-962-7962

## Town of Newstead

### Building Planning Zoning

Code Enforcement Officer

 -David Miller

Senior Clerk

 -Julie Brady

 Clerk

-Katie Bird

**HOURS: Mon.-Fri. 8-4:30pm**

**PHONE: (716) 542-4573 option 4**

**FAX: (716) 542-3702**

**WEBSITE:**

**[www.erie.gov/newstead](http://www.erie.gov/newstead)**

**5 Clarence Ctr. Rd., (P O Box 227)**

**Akron, NY 14001**



## BUILDING

The Code Enforcement Officer (CEO) reviews/approves building permits and completes building and fire inspections.

Building permits are required for almost everything! Please call the CEO to see if you need one before starting your project. (542-4573 option 4)

### Requirements for Building Permit:

- Completed application
- Survey
- Plans/Drawings
- Insurance for the person/contractor doing the project  
General Liability, Worker's Comp & Disability or Homeowner Affidavit
- Fee (See fee schedule on Town website)

\*Building Permits are valid for one year except pool permits are only valid for three months.

Electrical inspections must be completed by one of the following:

Commonwealth	716-624-2380
Empire	585-798-1849
NY Electrical	585-436-4460
Excelsior Electrical	716-676-6385
NY Atlantic Inland	607-753-7118

Check with our office to see if you are in a floodplain or wetland prior to buying or making plans to build anything.

## PLANNING

The Planning Board usually meets twice a month on Monday nights. (Work Session at 6:30pm; Meeting at 6:45pm)

Application Deadline is 30 days prior to your meeting.

**Fee:** See fee schedule on Town website

### Subdivision:

When changing property lines, subdivision approval is required. Please see application requirements on the Town website @ [www.erie.gov/newstead](http://www.erie.gov/newstead)

Please make an appointment with the CEO and bring your survey.

The Planning Board also reviews applications for:

- Site Plans
- Special Use permits
- Change in use/ownership
- Variance requests
- Rezoning requests
- Proposed local laws

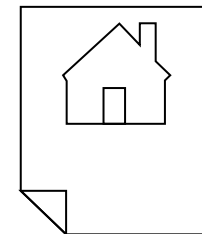
### **Planning Board Members:**

Tom Cowan - Chairman  
 Terry Janicz  
 Andy Kelkenberg  
 John Potera  
 John Olaf  
 Don Hoefler  
 Erik Polkowski



## ZONING

Variance requests are heard by the Zoning Board after you have been denied a building permit by the CEO.



Call the Zoning Officer with any zoning questions (542-4573 option 4)

The Zoning Board of Appeals meets the third Thursday of the month if they have an application before them.

Variance Requests must be submitted no later than 10 days prior to a meeting.

**Fee:** \$250 (non-refundable)

Variance requests are valid for one year and construction must begin within six months of receiving the variance.

All Use variance requests require a SEQ/R/ environmental review.

A survey of the property and drawings of the project are required.

### **Zoning Board Members:**

William Kaufman, Chairman  
 John Klodzinski  
 Adam Burg  
 Fred Pask  
 Vickie Lombard  
 Mike Mutter, Alternate  
 Joshua Kraft, Alternate