

## TOWN OF NEWSTEAD - SITE PLAN REQUIREMENTS

The Planning Board is responsible for **reviewing** all site plans, including special use permit applications. The Town Board has **final** approving authority.

### WE URGE YOU TO SUBMIT YOUR APPLICATION AS EARLY AS POSSIBLE TO ENSURE SITE PLAN APPROVAL WELL BEFORE YOU WOULD LIKE CONSTRUCTION TO BEGIN.

- After receiving site plan approval, your final step would be to apply for a building permit.
- Applicant can schedule an informal pre-application conference with the Planning Board for purpose of discussing a proposed project before incurring design costs.
- Applications are submitted to the Building Department for review and then referred to the Town Engineer for drainage plan review---**30 day review period**. If the Building Department, in consultation with Town Engineer, determines that the site plan does not meet requirements per NYS Codes and Town Zoning Codes, the Building Department will reject site plan, and an amended site plan must be submitted that is acceptable. If zoning or bulk requirements are not met, applicant will be advised of their right to apply for a variance from the Zoning Board of Appeals.
- Upon receiving a memo of recommendation from the Town Engineer, the Planning Board will review site plan and vote to recommend it to the Town Board, who must schedule a public hearing to be held within 62 days.
- In accordance with General Municipal Law, the Planning Board will refer the plan to the Erie County Planning for advisory review---**30-day review period**.
- State Environmental Quality Review (SEQR): The Town Board will determine the SEQR type, and may declare lead agency status, directing that a Coordinated Review be conducted with other interested or permitting agencies. **This is a 30-day period for agencies to submit comments, which includes the Erie County Planning review.**
- Upon receipt of comments from interested or involved agencies and any recommendations from Erie County Planning, the Town Board will make its determination within 62 days following the public hearing, unless SEQR requirements prevent approval within that period; in which case the time to approve will be extended until 62 days after completion of SEQR review requirements.

**Please submit site plan copies ( 1) pdf copy to [jbrady@townofnewstead.com](mailto:jbrady@townofnewstead.com)  
( 2) paper copies – 24" x 36" size AND  
(10) paper copies – 11" x 17" size**

Resources: Town Planning & Building Dept..... 542-4574 Julie Brady  
Town Engineer..... 688-0766 Scott Rybarczyk, Wendel

**SITE PLAN  
LETTER OF INTENT/PROJECT DESCRIPTION**

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

=====

Project Location: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Site Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_ SBL# \_\_\_\_\_

# of new parking spaces: \_\_\_\_\_

DEVELOPER (applicant)

ARCHITECT or ENGINEER:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Have you provided proof of ownership or documentation from the landowner that the applicant is proceeding with the landowner's written authorization? \_\_\_\_\_

yes/no

## SITE PLAN REQUIREMENTS (Town Code 450-84)

Applications for site plan approval shall contain the following:

- A. An area map showing the applicant's entire holding, that portion of the applicant's property under consideration and all properties, their ownership, uses, subdivisions, streets, zoning districts, easements and adjacent buildings within 500 feet of the applicant's property.
- B. A site plan at a suitable scale, including the following drawings, documents and information to be prepared by a New York State licensed professional (engineer, architect or surveyor) qualified to prepare such site plans:
  - (1) The site plan must contain the name of the development, name of the applicant, name and seal of the licensed professional preparing the drawing, North point, scale and date.
  - (2) A boundary survey.
  - (3) A topographical survey based on the United States Geological Survey datum to extend a reasonable distance beyond the site.
  - (4) The location and dimensions of existing and proposed easements.
  - (5) Existing natural features such as watercourses, water bodies, wetlands, wooded areas, individual large trees and flood hazard areas. Features to be retained in the development must be indicated.
  - (6) Applicant must identify soil types and characteristics on the site (soil map is on file in the Town Hall) and if soil is determined to be in an area identified as a problem soil type, the results of testing of the soil must be included.
  - (7) The location and design of all on-site or nearby improvements, including drains, culverts, waterlines, sewers, gas and electric lines and poles, bridges, retaining walls and fences with a determination as to the adequacy of such facilities to support the proposed development prepared by a licensed engineer.
  - (8) The location and design of all proposed utilities including water, sanitary and storm sewer systems.
  - (9) The location and design of all streets, off-street parking, loading and service areas, access drives, fire lanes and emergency zones, bicycle and pedestrian ways within and immediately adjoining the site in accordance with the Town of Newstead Standard Specifications. The Town Building Department and Town Engineer shall have the right to require such other detailed design information as they may deem necessary to

properly review the site plan application. The site plan shall not be accepted until such information is submitted.

- (10) The location and height of proposed buildings and structures.
- (11) The location and proposed development of all open spaces including parks, playgrounds, screen planting and other landscaping.
- (12) The location, size and design of all proposed signs and lighting facilities.
- (13) The location of outdoor storage, if any.
- (14) The location and design of all energy distribution facilities, including electrical, gas, solar and wind energy.
- (15) A grading and drainage plan, showing existing and proposed contours at intervals not more than 2.5 feet.
- (16) The landscaping plans including type and arrangement of trees, shrubs and other landscaping and indicating what is being retained and shall including a planting schedule.
- (17) Conformance to any approved federal, state and county plans, if applicable.
- (18) Lines and dimensions of all property which is offered or to be offered for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development or as dedicated green space.
- (19) Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any federal, state or county permits required for the project's execution.
- (20) Schematic architectural drawings with elevations.
- (21) Applicant shall identify all permits required from other agencies and the status of their applications for such permits.
- (22) If any easements, restrictions, covenants or homeowner's association restrictions or common ownership is contemplated, an outline of such provisions.
- (23) An estimated project construction schedule.

# Short Environmental Assessment Form

## Part 1 - Project Information

### 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? 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.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
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, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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? 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? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? 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? 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? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

<p>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</p> <p> <input type="checkbox"/> Shoreline    <input type="checkbox"/> Forest    <input type="checkbox"/> Agricultural/grasslands    <input type="checkbox"/> Early mid-successional  <input type="checkbox"/> Wetland    <input type="checkbox"/> Urban    <input type="checkbox"/> Suburban </p>		
<p>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?</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Is the project site located in the 100-year flood plan?</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. Will the proposed action create storm water discharge, either from point or non-point sources?</p> <p>If Yes,</p> <p style="margin-left: 40px;">a. Will storm water discharges flow to adjacent properties?</p> <p style="margin-left: 40px;">b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</p> <p>If Yes, briefly describe:</p> <p>_____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. Does the proposed action include construction or other activities that <b>would</b> result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?</p> <p>If Yes, explain the purpose and size of the impoundment: _____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		

**AGRICULTURAL DATA STATEMENT**

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_

B. Description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Project site address: \_\_\_\_\_ Town: \_\_\_\_\_

D. Project site tax map number: \_\_\_\_\_

E. The project is located on property:  
 within an Agricultural District containing a farm operation, or  
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: \_\_\_\_\_

G. Is any portion of the project site currently being farmed?  
 Yes. If yes, how many acres \_\_\_\_\_ or square feet \_\_\_\_\_ ?  
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

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**FARM NOTE**

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

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\_\_\_\_\_  
Name and Title of Person Completing Form

\_\_\_\_\_  
Date