

TOWN OF NEWSTEAD - SITE PLAN REQUIREMENTS

The Planning Board is responsible for **reviewing** all site plans; special use permit applications require a site plan.
The Town Board has **final** approving authority.

WE URGE YOU TO SUBMIT YOUR APPLICATION AS EARLY AS POSSIBLE TO ENSURE AMPLE TIME TO COMPLETE SITE PLAN REVIEW WELL BEFORE YOU WOULD LIKE CONSTRUCTION TO BEGIN.

- Applicants can schedule an informal pre-application conference with the Planning Board for the purpose of discussing a proposed project before incurring design costs and making copies.
- Applications are submitted to the Building Department and referred to the Town Engineer ---**30 day review period**. If the Building Department, in consultation with the Town Engineer, determines that the site plan does not meet requirements per NYS Codes and Town Zoning Codes, the Building Department will reject the site plan, and an amended site plan can be submitted correcting the issue(s). If zoning or bulk requirements are not met, applicants 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 the site plan. If the Planning Board recommends modifications, the applicant will be afforded an opportunity to resubmit with modifications made. If the applicant declines to make the recommended modifications, the Planning Board will refer to the Town Board with a recommendation against approval. If no modifications are requested, the Planning Board will refer to the Town Board with a recommendation for or against approval.
- In accordance with the General Municipal Law, the Town Board via the Building Clerk will refer the plan to the Erie County Planning for advisory review---**30-day review period**.
- **State Environmental Quality Review (SEQR)**: The Town Board, in consultation with the Town Engineer, will determine the SEQR type, and they may declare lead agency status, directing that a Coordinated Review be conducted with other interested or permitting agencies.
- The Town Board must set a public hearing within 62 days of receipt of the Planning Board's recommendation. 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 a pdf copy to jbrady@townofnewstead.com of the entire site plan and

2 paper copies – 24" x 36" size

3 paper copies – 11" x 17" of plans & 8 1/2"x 11" of all documents

Upon approval by the Town Engineer, please provide 12 copies of the final site plan for the planning board (11" x 17" of plans & 8 1/2"x 11" of all documents) and a pdf copy prior to the meeting to the Building Department.

Resources: Town Planning & Building Dept..... 542-4574
Town Engineer..... 688-0766

Julie Brady
Justine Seefeldt, Wendel

After receiving site plan approval, your final step would be to apply for a building permit.

DATE RECEIVED:

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

Property Owner Name: _____

Mailing Address: _____

Phone # _____

Applicant Name: _____

Mailing Address: _____

Phone # _____

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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

Town of Newstead Fee Calculation

Owner Name _____

SBL# _____

Project _____

Location _____

Site Plan Review:

___	Up to & including 1 acre (disturbed)	\$250	\$ _____
___	Over 1 acre up to 5 acres (disturbed)	\$500	\$ _____
___	Over 5 acres up to 10 acres (disturbed)	\$1,000	\$ _____
___	Over 10 acres	\$1,000 + \$25/acre	\$ _____
___	Town engineering fee (minimum)	\$250	\$ _____
___	Change-in-use and/or occupancy	\$100	\$ _____
	Total Site Plan Fee		\$ _____

Subdivision Application:

___	Minor - Application Fee	\$200	\$ _____
___	- Engineering Fee (minimum)	\$250	\$ _____
___	- Greenspace Fee \$750 x # lots _____ =		\$ _____

Total Minor Subdivision Fee \$ _____

___	Major - Application Fee	\$350	\$ _____
___	- Engineering Fee (\$550 minimum)	\$550	\$ _____
___	- Greenspace Fee \$750 x # lots _____ =		\$ _____

Total Major Subdivision Fee \$ _____

Additional Engineering: _____ \$ _____

Rezoning:

___	10 acres or less -	\$500	\$ _____
___	Town engineering fee (TBD)		\$ _____
___	Over 10 acres -	+ \$25 per acre	\$ _____

Sign Review by Planning Board \$100 \$ _____

Site Plan Solar Power System (solar farm) \$500 \$ _____

Special Use Permit: \$100 \$ _____

FEE TOTAL..... \$ _____

Fees reflect fee schedule set by the Newstead Town Board.

Checks payable to "Town of Newstead".

Check # _____

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, large individual trees and flood hazard areas. Features to be retained in the development must be indicated.
 - (6) Applicants 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 include type and arrangement of trees, shrubs and other landscaping and indicating what is being retained and shall include a planting schedule.
- (17) Conformance to any approved federal, state and county plans, if applicable.
 - a. 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.
- (18) 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 there are 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.