

SITE PLAN/ DEVELOPMENT

REVIEW PROCESS

The Chief Inspections Officer administers the site plan application and review process. My job is to help you through the process as quickly and easily as possible. To enable us to review your site plan submission and assist you in a timely manner, please read the following:

1. To ensure that you understand the process and the various elements of the application, I require the applicants and/or their design professionals meet with the Chief Inspection Officer prior to the submittal of any site plan application package. Appointments can be scheduled by calling the Code Enforcement Office at (716) 679-2313.
2. The Chief Inspections Officer meets any morning from 8:00 AM to 11:30 AM by appointment only. To guarantee that your application will be placed on the agenda for the next regularly scheduled meeting, it is important that I receive your submittal package ahead of time. You can contact the Chief Inspection officer for date appropriate to your needs.
3. Attached you will find the application and associated checklists. Please familiarize yourself with these materials and schedule your pre-submittal appointment at your earliest convenience. At the pre-submittal meeting, the Inspector will determine whether the site plan will require a short or full EAF, and will provide the applicant with the necessary forms. I look forward to assisting you. Should you have any questions regarding this process or the application requirement, please do not hesitate to contact the Office.

Thank you for your cooperation.

SITE PLAN REVIEW

APPLICANT INSTRUCTIONS

PLEASE COMPLETE AND SUBMIT THE APPLICATION, CHECKLIST AND DRAWINGS, AS FOLLOWS.

- _____ 1 copy of site plan review application and checklist.
- _____ 13 copies of plans, **folded to 8 1/2" x 11"**
- _____ 1 original (with signature) and 12 copies of fully completed SEQRA EAF
- _____ 3 sets of building plans and elevations, **folded to 8 1/2" x 11"**
- _____ 2 copies of Site Plan Engineering Report.
- _____ Fee (paid in full to the Village of Fredonia)

The application package will be provided to the Planning Board for their review. Only complete applications will be placed on the Planning Board agenda. As a courtesy, meeting notice will be published in the Observer. Applicants will be notified by mail of the status of their application. All applicants and/or their representatives are required to attend the Planning Board meeting, where the board will decide on the application. Following the Planning Board meeting, the applicant will also be provided written notification of the Board's decision by mail.

The last day to file a site plan review submittal package is approximately 30 days prior to the next scheduled Planning Board meeting. Please check with the Code Enforcement office to determine the submittal deadline dates. Due to the time required for public notice filing and departmental reviews, no site plan application will be placed on the Planning Board agenda after the deadline has closed. Your cooperation in this matter is greatly appreciated.

Should include individual site plan, topographic, boundary survey, utility plan, lighting plan, landscaping plan, grading and drainage plan, only folded plans will be accepted.

297-12.4. Submission of site plan and additional information.

The site plan should include the following information, as deemed appropriate by the Zoning Enforcement Officer. The Zoning Enforcement Officer may waive requirements set forth in this section as deemed appropriate, unless the Planning Board determines that said requirement(s) is necessary for its review. The plan shall be prepared by a licensed engineer, architect, landscape architect or surveyor as appropriate and shall include the following:

_____ A. Completed application form;

_____ B. Title of drawings, including the name of the development, name, telephone number and address of applicant and the name of the person who prepared the drawings;

_____ C. Key plan, North point, professional stamp, scale (1" = 20' or other appropriate scale) and date;

_____ D. Zoning, land use and ownership of all adjacent properties, and any other properties within 200 feet of the proposed development for which site plan approval is sought, and the location of structures shall be shown on such properties;

_____ E. A boundary survey of the proposed development, plotted to scale and existing topographic features including contours, spot elevations, large trees, buildings, structures, streets, property lines, utility easements, rights-of-way and land use;

_____ F. Layout, number and dimensions of any proposed lots;

_____ G. The dimensions of all proposed lots, including, but not limited to, lot frontage, lot area, building coverage, lot coverage, front yard, side yard, rear yard, building heights and floor area ratio, where applicable;

_____ H. All improvement dimensions, including, but not limited to, access roads, snow removal/storage areas, parking areas, walkways, buildings, etc.;

_____ I. Existing and proposed streets, sidewalks and pedestrian paths immediately adjoining and within the proposed site and the names of all proposed streets;

_____ J. Location and dimensions of all parking, loading and stacking areas and access drives;

_____ K. Paving, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways;

_____ L. Location, proposed use, height, building elevations, floor plans and finished floor elevations of all structures;

- _____ M. Colors, materials, dimensions, access and rooftop plans of all structures;
- _____ N. Location and proposed development of all open spaces, including parks, playgrounds, etc.;
- _____ O. Existing and proposed watercourses, direction of flow and the impact on the watershed;
- _____ P. Drainage plan showing existing and finished grades, stormwater management plan and the impact on the watershed;
- _____ Q. Water supply plan, including existing and proposed location of fire hydrants;
- _____ R. Sewage disposal method;
- _____ S. Landscape plan indicating location, type and size of existing trees and vegetation, identifying those to be preserved or removed as well as the location, type and size of trees, vegetation and amenities to be provided;
- _____ T. Location and design of outdoor lighting facilities;
- _____ U. Location and dimension of all signs;
- _____ V. Garbage screening and enclosures (see ~ 297-21.19);
- _____ W. Methods of barrier-free access;
- _____ X. Applicable pollution control;
- _____ Y. Size and location of hazardous storage areas;
- _____ Z. Location of bus stops and shelters;
- AA. Proposed easements, restrictions, covenants and provisions for homeowners' associations and common ownership;