

VILLAGE OF LANCASTER, NY

SITE PLAN REVIEW

SECTION 152-61.1

The Village of Lancaster Planning Commission meets on the third Thursday of each month. Meetings are held in Council Chambers on the second floor of the Municipal Building at 7:00pm.

All projects located in the Historic District must first receive a Certificate of Appropriateness from the Historic Preservation Commission prior to coming before the Planning Commission.

To be placed on the agenda for a site plan review, nineteen(19) sets of the site plan requirements must be submitted at least twenty(20) days prior to the next scheduled meeting.

The site plan shall be reviewed by the Planning Commission which, upon review, shall make its recommendations to the Village Board at their next regularly scheduled Board Meeting. Village Board Meetings are held every second and fourth Mondays of each month (except for July and August). Approval, disapproval or conditional approval shall be given by the Village Board.

Site plan requirements shall include the following drawings, documents and information to be prepared by a licensed engineer, architect, landscape architect, surveyor or attorney, as appropriate.

SITE PLAN REQUIREMENTS

1. Title of drawing, name of development, name of applicant, name and signed seal or person preparing the drawings, north point, scale and date to be included on all drawings.
2. Boundary survey.
3. Existing topography with a contour interval of not more than five(5) feet.
4. Location of all existing watercourses, wooded areas, easements, right-of-ways, roads, railroads, canals, rivers, buildings, structures or any other physical feature directly on the site or beyond the site which would exert any impact on the proposed development.
5. Land use and zoning information regarding all contiguous and neighboring properties within one thousand(1,000) feet of the proposed development.
6. Soil characteristics, including extent and types of existing vegetation.
7. An environmental impact statement shall be provided.

8. Location of existing and proposed utilities, including water, sanitary and storm sewers systems.
9. Location of existing and proposed streets, parking and service areas, access drives and bicycle and pedestrian ways within and immediately adjoining the site.
10. Aerial plan (Google) with approximately one thousand(1,000) feet around site.
11. Location of proposed buildings and structures.
12. Location and proposed development of all open spaces, including parks, playgrounds, screen planting and other landscaping.
13. Drainage plan showing existing and proposed grades.
14. Water supply plan including location of hydrants.
15. Storm and sanitary sewerage plans, including locations, sizes and invert elevations of existing and proposed sanitary sewers and storm water drains and the location and sizes of all other underground utilities or structures.
16. Paving plans, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways.
17. Preliminary architectural plans for the proposed building or structures, indicating typical floor plans and elevations.
18. A landscape plan indicating location, type and size of existing trees and vegetation, identifying those to be preserved, and location, type and size of trees, vegetation and other amenities to be provided.
19. Location and design of lighting facilities, fences, and walls and signs.
20. Proposed easement, restrictions and provisions for home owners associations and common ownership.
21. Complete dimensions and numbering systems for lots and buildings and other similar information not contained in preliminary drawings.
22. **A filing fee of \$150.00 must be paid to the Village of Lancaster for all Commercial Site Plans**
23. **Notification of project must be made to property owners within 150' of parcel boundary lines TWENTY(20) days prior to the meeting.**

ALL INFORMATION REGARDING THIS SITE PLAN MUST BE SUBMITTED TO THE BUILDING INSPECTORS OFFICE, TOWN OF LANCASTER, 21 CENTRAL AVENUE, LANCASTER, NEW YORK, 14086 AT LEAST TWENTY(20) DAYS PRIOR TO THE NEXT SCHEDULED MEETING. IF YOU HAVE ANY QUESTIONS REGARDING THIS INFORMATION, PLEASE CONTACT THE CODE ENFORCEMENT OFFICER @ 716-684-4171.

VILLAGE OF LANCASTER

APPLICATION FOR SITE PLAN APPROVAL

Received: ____/____/____ Fee: _____

To: The Village Planning Commission c/o the Building Department

The undersigned owner(s) or applicant hereby request approval by the Village Planning Commission of the site plan, more specifically enumerated below.

Transmitted herewith, are nineteen(19) prints folded to a size not larger than 10"x13", of a site plan for the proposed project or development. Sheet size a minimum of 24"x36" and font must be readable.

PROJECT OR DEVELOPMENT NAME: _____

PROJECT LOCATION: _____

BRIEFLY DESCRIBE PROJECT OR USE: _____

APPLICANT:

Print Name: _____

Address: _____

Telephone: _____ Cell: _____ E-Mail: _____

Signature: _____

PLANS PREPARED BY:

Print Name: _____

Address: _____

Telephone: _____ Cell: _____ E-Mail: _____

OWNER (If different):

Print Name: _____

Address: _____

Telephone: _____ Cell: _____ E-Mail: _____

Tax Map Description:

Section: _____ Block: _____ Lot: _____

Current zoning classification: _____

County, State and Federal permits needed (list type and appropriate department):

Which utility agencies are effected by the project? (DPW, electrical, gas, telephone, etc.)
(List name, phone number and contact person)

Total site area (square feet or acres): _____

Anticipated construction time: _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.):

Current condition of site (buildings, brush, etc.): _____

Character of surrounding lands (business district, residential, agriculture, wetlands, etc.):

Is the project within the Village Historic District? _____

Estimated cost of proposed improvements \$ _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable): _____

VILLAGE OF LANCASTER, NY SITE PLAN REVIEW APPLICATION

Please print or type information

Property Address: _____ S.B.L. # _____

BUSINESS INFORMATION

Name of Business: _____

Business Owner's Name: _____

Mailing Address: _____

Telephone: _____ Fax #: _____

PROPERTY OWNER INFORMATION

Property Owner Name(s): _____

Mailing Address: _____

Telephone: _____ Fax #: _____

PRIMARY CONTACT FOR SITE PLAN REVIEW

Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax #: _____

NYS LICENSED ARCHITECT/ENGINEER

Name: _____

Firm Name: _____

Mailing Address: _____

Telephone : _____ Fax #: _____

ADDITIONAL CONTACTS

(The following will receive meeting notifications. Use additional paper if necessary)

Name & Title: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax #: _____

GENERAL CONTRACTOR

Contact Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax #: _____

PLUMBING/HEATING CONTRACTOR

Licensed Plumber's Name: _____

Company Name: _____

Mailing Address: _____

Telephone: _____ Fax #: _____

Please return this Site Plan Review Application along with 19 sets of Site Plan Requirements to the Lancaster Building Department at 21 Central Avenue,
Lancaster, NY 14086
For information please call 716-684-4171

Checklist for Notification

Go to the Assessor Office and request listing and labels for all residential and commercial developed properties within 150' of the boundary lines of the premises which is the subject of the site plan review. This request will take 24-48 hours to process.

Notice of Site Plan Review must be mailed 20 days prior to the meeting date. A copy of the Notice of Site Plan Review and signed affidavit from the person responsible for mailing must be filled with the Village Clerk.

When proof of mailing has been made the project will be scheduled for review.

March 17, 2014

Notice of Site Plan Review

Subject Premises: Window Specialist Inc.
188 Erie Street
Lancaster, New York 14086

Date & Time of Site Plan Review: April 24, 2014 @ 7:00p.m.

Place of Site Plan Review: Council Chambers
Lancaster Municipal Building
5423 Broadway
Lancaster, New York 14086

Brief Description of Proposed Action: Erection of (1) 42'x120' Metal Building
To be used as Cold Storage

To review the materials presented by the Applicant, go to the Village Clerks Office in the Municipal Building at 5423 Broadway, Lancaster NY 14086.

STATEMENT OF ASSESSOR'S OFFICE

**Relative To Properties Located Within 150 Feet of the Property Line
of the Proposed Site Plan**

In the matter of the site plan application of _____
the information properly reflects the property records maintained in the Town of Lancaster Assessor's Office as of
_____, 20__.

Please note if property is within 500 feet of a Municipal Boundary: _____
[Town or Village]

If the proposed activity would occur on property within an agricultural district containing a farm operation -or-
on property with boundaries within 500 feet of a farm operation located in an agricultural district, the Assessor
must indicate which properties, if any, are active farm operations. "Farm operation" is defined in the Agricultural
Districts Law as, "the land used in agricultural production, farm buildings, equipment and farm residential
buildings".

Yes _____

No _____

Print Name of Official/Employee

Signature of Official/Employee

I, _____ certify that _____ letters of Notice of Site Plan Review were sent using US Postal Service on _____. The notices were sent to all properties provided by the Assessors Office.

_____ Date: _____

Sworn to before me this
_____ day of _____, 20__

Notary Public