

VILLAGE OF LANCASTER, NY

SITE PLAN REVIEW

CHANGE IN USE

SECTION 350-56

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 7:00 p.m.

To be placed on the agenda for a site plan review/change in use, nineteen (19) sets of the site plan/change in use requirements must be submitted at least twenty (20) days prior to the next scheduled meeting. Sheet sizes of prints are to be a minimum of 24" x 36" and font size and style must be readable.

The site plan/change in use 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.

§ 350(D), (E)1-10

SITE PLAN REQUIREMENTS FOR PRELIMINARY SITE PLAN REVIEW

1. Application.
2. Title of drawing, name of development, name of applicant, name and signed seal or person preparing the drawings, north point, scale (scale of drawing will be limited to 10-60' to an inch in increments of 10's) and date to be included on all drawings.
3. Boundary survey.
4. Existing topography with a contour interval of not more than five (5) feet.
5. 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.
6. Land use and zoning information regarding all contiguous and neighboring properties within one thousand (1,000) feet of the proposed development.
7. Soil characteristics, including extent and types of existing vegetation.
8. A short environmental assessment form shall be provided with respect to "unlisted actions" as defined at 6 NYCRR § 617.2 of the regulations of the New York State Department of Environmental Conservation. A long environmental assessment form shall be provided with respect to "Type 1" actions as defined at 6 NYCRR § 617.2 of the regulations of the New York State Department of Environmental Conservation.
9. Location of existing and proposed utilities, including water, sanitary and storm sewer system.

10. Location of existing and proposed streets, parking and service areas, access drives and bicycle and pedestrian ways within and immediately adjoining the 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.

COMPLETED SITE PLAN REQUIREMENTS

13. Items 1-12.
14. Drainage plan showing existing and proposed grades.
15. Water supply plan including location of hydrants.
16. 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.
17. Paving plans, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways.
18. Preliminary architectural plans for the proposed building or structures, indicating typical floor plans and elevations.
19. 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.
20. Location and design of lighting facilities, fences, and walls and signs.
21. Proposed easement, restrictions and provisions for home owners associations and common ownership.
22. Complete dimensions and numbering systems for lots and buildings and other similar information not contained in preliminary drawings.
23. A flash drive containing the entire submittal shall be provided for any projects 750 sq. ft. or more for commercial projects.
24. **As per Village Code § 144-2(E) a filing fee of \$150.00 must be paid to the Village of Lancaster for all Commercial Site Plans.**
25. **As per Village Code § 350-56 (B) notification of project must be made to property owners within 150' of parcel boundary lines at least TWENTY (20) days prior to the meeting. Please contact Matt Fischione, Code Enforcement Officer for the date & time to be listed on the notification, 716-601-0934. Please do not send notification without verifying the date & time with him. Thank you**

ALL INFORMATION REGARDING THIS SITE PLAN MUST BE SUBMITTED TO THE BUILDING INSPECTOR'S 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.

CENTRAL BUSINESS DISTRICT CHANGE IN USE REQUIREMENTS

Any proposed change in use in the Central Business District is required to go through a site plan review. See Village Code § 350-17(D)(3) as to the Traditional Central Business District, 350-17(E)(4)(a) as to the New Development Zone, § 350-17(F)(3)(a) as to the Open Space Zone and § 350-17(G)(3) as to the High Rise Zone.

1. Application.
2. 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.
3. Boundary survey.
4. Land use and zoning information regarding all contiguous and neighboring properties within one thousand (1,000) feet of the proposed development.
5. An environmental assessment form shall be provided unless it is a Type II action.
6. Location of existing and proposed utilities, including water, sanitary and storm sewers systems.
7. Location of existing and proposed street, parking and service areas, access drives and bicycle and pedestrian ways within and immediately adjoining the site.
8. Location and proposed development of all open spaces, including parks, playgrounds, screen planting and other landscaping.
9. Complete dimensions and numbering systems for lots and buildings and other similar information not contained in preliminary drawings.
10. **As per Village Code § 144-2(E) a filing fee of \$150.00 must be paid to the Village of Lancaster for the Change in Use application.**
11. **As per Village Code § 350-56(B) notification of project must be made to property owners within 150' of parcel boundary lines at least TWENTY (20) days prior to the meeting. Please contact Matt Fischione, Code Enforcement Officer for the date & time to be listed on the notification, 716-601-0934. Please do not send notification without verifying the date & time with her. Thank you.**

ALL INFORMATION REGARDING THIS CHANGE IN USE MUST BE SUBMITTED TO THE BUILDING INSPECTOR'S 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 or CHANGE IN USE APPROVAL**

Received Date: _____ Rec'd by: _____ Fee: _____

To: The Village of Lancaster Planning Commission
c/o Town of Lancaster Building Dept., 21 Central Ave., Lancaster, NY 14086

The undersigned owner(s) or applicant hereby request approval by the Village Planning Commission of the Site Plan or Change in Use as specified below.

Transmitted herewith, are 19 prints folded to a size not larger than 10" x 13" of a site plan for the proposed project or development. **Sheet sizes of prints are to be a minimum of 24" x 36" and a font size and style must be readable.**

PROJECT OR BUSINESS NAME: _____

PROJECT ADDRESS OR LOCATION: _____

BRIEFLY DESCRIBE PROJECT OR BUSINESS: _____

WHAT IS THE PRESENT USE OR BUSINESS OF THE LOCATION: _____

APPLICANT: (PLEASE PRINT)

NAME: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____ **EMAIL:** _____

SIGNATURE OF APPLICANT: _____

PROPERTY OWNER:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____ **EMAIL:** _____

PLANS PREPARED BY (IF DIFFERENT)

NAME: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____ **EMAIL:** _____

SITE PLAN REVIEW APPLICATION – PAGE 2

PROJECT NAME (FROM PAGE 1) _____

TAX MAP DESCRIPTION (OBTAIN FROM ASSESSOR'S OFFICE)

SECTION _____ BLOCK _____ LOT _____

CURRENT ZONING CLASSIFICATION: _____

COUNTY, STATE, AND FEDERAL PERMITS NEEDED (IF ANY) _____

IS PROJECT WITHIN A VILLAGE HISTORIC DISTRICT? _____

IF SO, NAME DISTRICT _____

TOTAL SITE OR BUSINESS AREA (SQ. FT. OR ACRES)

ANTICIPATED CONSTRUCTION/RENOVATION TIME

WILL WORK BE STAGED OVER TIME? _____

UTILITY AGENCIES OR SUPPLIERS EFFECTED BY PROJECT (DPW, ELECTRIC, GAS, TELEPHONE, ETC.)

ESTIMATED COST OF PROJECT _____

ANTICIPATED NUMBER OF EMPLOYEES _____

IF THIS IS FOR A CENTRAL BUSINESS DISTRICT CHANGE IN USE REVIEW, THE APPLICATION IS COMPLETED.

FOR SITE PLAN REVIEW, OTHER THAN CENTRAL BUSINESS DISTRICT CHANGE IN USE, PLEASE CONTINUE TO PAGE 3.

SITE PLAN REVIEW APPLICATION – PAGE 3

PROJECT NAME (FROM PAGE 1) _____

THE FOLLOWING ARE TO BE ANSWERED FOR SITE PLAN REVIEW, OTHER THAN CHANGE IN USE APPROVAL ONLY.

CURRENT USE OF PROPERTY (COMMERCIAL, UNDEVELOPED, RESIDENTIAL, ETC.):

CURRENT CONDITION OF SITE (DEVELOPED, BRUSH, WOODED, ETC.):

CURRENT SURROUNDING AREA (BUSINESS, RESIDENTIAL, WETLANDS):

NAME OF BUSINESS OWNER(S): _____

MAILING ADDRESS: _____

TELEPHONE: _____ **CELL:** _____

PROPERTY OWNER (IF DIFFERENT): _____

MAILING ADDRESS: _____

TELEPHONE: _____ **CELL:** _____

PRIMARY CONTACT FOR REVIEW OF SITE PLAN: _____

TELEPHONE: _____ **CELL:** _____

NAME OF LICENSED ARCHITECT/ENGINEER: _____

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____

NAME OF GENERAL CONTRACTOR: _____

CONTACT NAME: _____

TELEPHONE: _____ **CELL:** _____

THE VILLAGE PLANNING COMMISSION MEETS ON THE 3RD THURSDAY OF THE MONTH IN THE CHAMBER ROOM (2ND FLOOR) OF THE MUNICIPAL BUILDING, 5423 BROADWAY, AT 7 P.M.

PLEASE COME PREPARED WITH DRAWINGS AND BE ABLE TO PRESENT FULL EXPLANATIONS FOR YOUR APPLICATION. PLEASE UNDERSTAND AN APPLICATION MAY TAKE MORE THAN ONE MEETING BEFORE A DECISION IS MADE.

CHECKLIST FOR NOTIFICATION

Go to the Assessor's Office and request a 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/change in use. This request will take 24-48 hours to process.

Notice of Site Plan Review/Change in Use must be mailed twenty (20) days prior to the meeting date. A copy of the Notice of Site Plan Review/Change in Use and signed affidavit from the person responsible for mailing must be filed with the Village Clerk.

TOWN OF LANCASTER ASSESSOR'S OFFICE

In the matter of the Site Plan application of _____.

1. Statement relating to Village Code § 350-56(B)

The Town of Lancaster Assessor's Office has provided the applicant a 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. A copy of the list is dated, initialed by the undersigned and attached hereto.

2. Statement relating to General Municipal Law § 239-m.

The following checked items are within 500 feet of the boundary lines of the premises which are the subject of the Site Plan Review:

- _____ The boundary of the Village of Lancaster.
- _____ The boundary of any existing or proposed county or state park or recreation area.
- _____ The right-of-way of any existing or proposed state or county road.
- _____ The existing or proposed boundary of any county or state owned land on which a public building or institution is situated.
- _____ None of the above.

Town of Lancaster Assessor's Office

Date

(Print name of official/employee)

(Signature of official/employee)

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 Clerk's Office in the Municipal Building at 5423 Broadway, Lancaster, New York 14086.

Site Plan Applicant Affidavit of Mailing

STATE OF NEW YORK)
) ss.
COUNTY OF _____)

I, _____ affirm under penalty of perjury, that on the _____ day of _____, 20____, I deposited within an official depository of the United States Post Office, the attached notice of Site Plan Review separately addressed and mailed to each of the residential and commercial developed properties identified upon the attached list of all residential and commercial developed properties within 150 feet of the boundary lines of the premises which is the subject of the subject site plan review, as identified to me by the Town of Lancaster Assessor's Office.

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

Notary Public