



## **CHANGE IN USE INSTRUCTIONS AND APPLICATIONS**

### **Lancaster Village Planning Commission**

Meeting Date; 3<sup>rd</sup>. Thursday of each month.

Location; 5423 Broadway St., Lancaster, NY 14086 Council Chambers/second floor.

Time; 7:00 pm.

19 copies of a complete submittal packet must be received 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. PDF copies of the documents are encouraged.

A Change in Use Review may receive recommendation in one meeting cycle. Further inquiries may result in another meeting date.

In the Historic Preservation District, a Certificate of Appropriateness is required for any changes in exterior appearance, including signage. Any permit application will require a Certificate of Appropriateness as part of the submittal documents.

### **Historic Preservation Commission**

Meeting Date; 2<sup>nd</sup>. Wednesday of each month.

Location; 5423 Broadway St., Lancaster, NY 14086 Council Chambers/second floor.

Time; 7:00 pm.

The Planning Commission shall make its recommendation to the Village Board of Trustees for consideration of Approval, Disapproval or Conditional Approval during a regularly scheduled Business Meeting.

### **Village Board of Trustees**

Meeting Dates; 2<sup>nd</sup>. And 4<sup>th</sup>. Monday of each month (except for July and August).

Location; 5423 Broadway St., Lancaster, NY 14086 Council Chambers/second floor.

Time; 7:00 pm.

**All Applications can be found at**

**<https://lancasterny.gov/departments/building-department.html>**

amended 1/27/2022



**CHANGE IN USE APPLICATION INSTRUCTIONS**  
**Any proposed Change in Use is required to go through a Site Plan Review**  
**Per Village Code Section 350-55(B)(8)**

**19 copies of a complete submittal package must include items 1-11 listed here and a filing fee of \$150.00. No exceptions.**

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 streets, 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. Village Code §350-56(B) notification of project must be made to property owners within 150' of parcel boundary lines TWENTY (20) days prior to the meeting. Please contact the Lancaster Building and Zoning Department for the date and time to be listed on the notification, 716-684-4171. Please do not send notification without verifying the time.**

ALL INFORMATION REGARDING THIS CHANGE IN USE MUST BE SUBMITTED TO THE LANCASTER BUILDING AND ZONING DEPARTMENT, 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 CHANGE IN USE APPLICATION FORM

Received Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Fee: \_\_\_\_\_

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

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

Transmitted herewith, are 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 maximum 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:** \_\_\_\_\_

**PROPERTY OWNER:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PLANS PREPARED BY (IF DIFFERENT)**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**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** \_\_\_\_\_



## **CHECKLIST FOR NOTIFICATION**

- 1.) 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 Change in Use Review. This request will take 24-48 hours to process.
- 2.) Notice of Change in Use must be mailed twenty (20) days prior to the meeting date. A copy of the Notice of 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 Change in Use 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 Change in Use 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 Change in Use 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)

## **SAMPLE NOTICE OF A CHANGE IN USE**

March 17, 2014

### **Notice of Planning Commission Project Review**

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

Date & Time: April 24, 2014 @ 7:00p.m.

Location: 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.



**CHANGE IN USE 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 Change in Use 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 Change in Use, as identified to me by the Town of Lancaster Assessor's Office.

\_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public