



**TOWN AND VILLAGE OF
ELLICOTTVILLE BUILDING & PLANNING
DEPARTMENT**



PO BOX 600, ELLICOTTVILLE, NY 14731

Planner: Greg Keyser, (716) 801-3016, E-MAIL: greg.keyser@evlengineering.com

Code Officer: Kelly Fredrickson, (716) 699-4773, E-MAIL: kelly.fredrickson@evlengineering.com

COMBINED APPLICATION

Jurisdiction:	<u>TOWN</u>	<u>VILLAGE</u>	<u>App. #</u> <input style="width: 90%; border: 1px solid black;" type="text"/>
	PRE-APPLICATION CONFERENCE		SPECIAL USE PERMIT
	INTENT TO SUBDIVIDE		MASTER PLANNED DEVELOPMENT
	HISTORIC DISTRICT REVIEW		ARCHITECTURAL DESIGN REVIEW
	SITE PLAN REVIEW		AMENDMENT TO SITE PLAN
	ZONING ORDINANCE AMENDMENT		ZONING MAP AMENDMENT

APPLICANT INFORMATION:

Applicant's name: _____ Date: _____

Mailing address: _____

Cell Phone Number: _____ E-Mail: _____

Applicant must be (check all that apply): Owner Operator Lessee

Applicant's Engineer or representative: _____

Address: _____

Phone #: _____ E-Mail: _____

PROPERTY OWNER INFORMATION (if different than Applicant)

Name: _____

Mailing Address: _____

Cell Phone Number: _____ E-Mail: _____

PROPERTY / FACILITY NAME

Address: _____

Property tax map #: _____

Current use of property:

Description of Proposed Project/Use (attach additional pages, survey and plans):

Zoning Requirements from Town/Village Zoning Law

Front yard setback: _____ Rear yard setback: _____
Side yard setback: _____ Combined side: _____
Minimum lot size: _____ Width: _____
Height: _____ Floor area ratio: _____(Village)
Usable Open space: _____

Site Information

Size of site: _____ Sq. Ft. Size of area to be developed: _____ Sq. Ft.
Number of proposed lots: _____
Proposed method of Sanitary Sewage disposal: _____
Proposed method of Water Supply: _____

If public utilities are proposed, are they available to site?

Sanitary Sewer: Yes No Water: Yes No

Will the project require the formation or extension of a Water and/or Sanitary Sewer District?

Sanitary Sewer: Yes No Water: Yes No

Main Structure:

Construction type: _____ Front yard setback: _____ feet
Height: _____ stories, _____ feet Side yard setback: _____ feet
of family units: _____ Total of both side yard setbacks: _____ feet
Size of lot: _____ Sq. Ft. Rear yard setback: _____ feet
Usable Open Space: _____% Floor area ratio: _____(village)
Corner or interior lot? _____ Other: _____

Accessory Building:

Description:

Percentage of yard: _____ Height: _____ feet
Setback from rear lot line: _____ feet Setback from side lot line: _____ feet

Floodplain:

FIRM Zone _____

BFE _____

Flood Plain Development Permit Required?

YES

NO

ATTACHMENTS

Attach all relevant items listed in the Town/Village of Ellicottville Zoning Law for type of application(s) being submitted. Additional copies of all plans, documents and other application materials may be required. See attached list of required forms and information needed for type of application being submitted. Deadline for submittal is three (3) weeks prior to regularly scheduled meeting date. Meeting dates are subject to change by the Board Chair.

SIGNATURES

Applicant and Owner (if different) must sign the application.

I hereby certify that I have examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The acceptance or approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. I have read and am familiar with the Town/Village of Ellicottville zoning law that is relevant to this application(s).

Permission to inspect – I hereby consent to Town/Village of Ellicottville Staff inspection of the project site and adjacent property areas. Town/Village staff may enter the property without notice. Inspection may occur without the owner, applicant or agent present, If the property is posted with “keep out” signs or fenced with an unlocked gate, staff may still enter the property. Agency staff may take measurements, analyze site physical characteristics, take soil and vegetation samples, sketch and photograph the site.

Applicant Signature: _____ Date: _____

Applicant must be (check all that apply): Owner Operator Lessee

Applicant Name:^{Print} _____

Property Owner’s Signature (if different than applicant)

_____ Date: _____

Property Owner’s Name:^{Print} _____

Office use only:

Application Fee(s) _____

Received by: _____ on _____ (Date)

Project Number(s): _____



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PROCEDURES AND APPLICATION CHECK LISTS FOR VILLAGE PLANNING BOARD

The Planning Board holds a work session the 1st Tuesday of the month at 4:30 PM in Town Hall (1 West Washington St. Ellicottville, NY). At the work session the Planning Board reviews the agenda items to determine if the applications are complete (or if supplemental information is necessary for the Planning Board meeting or public hearing).

The regular Planning Board meeting is held the 2nd Tuesday of the month at 5:30 PM in the Town Hall. The deadline for submittals for the Planning Board and ZBA is 3 weeks prior to the regular meeting. NOTE: hard copies (8 sets) of the required application materials are to be provided to Kelly Fredrickson, CEO at the DPW Building, 9 Mill Street, Ellicottville, NY 14731 by 3:00 PM. In addition to hard copies, electronic copies in .pdf format should be e-mailed to kelly.fredrickson@evlengineering.com and gary.palumbo@evlengineering.com. This will facilitate a timely review and provide electronic files for future reference.

Once an application is submitted for a given monthly meeting – the Village Planner and CEO will not accept revisions after the submittal deadline. The Village Planner and CEO will review the application and determine if it is ready to be put on the Planning Board's agenda for their regular meeting (2nd Tuesday). Plans should be considered "frozen" until after review or action by the Planning Board. Unless requested and agreed to at the work session (1st Tuesday), revised plans will not be accepted in hard copy the night of the regular meeting or public hearing (2nd Tuesday). When agreed to by the Planning Board, late submissions must be preceded by electronic submission.

When their application is on the agenda the applicant and/or their design representative should attend meetings of the Planning Board in order to a) explain the project/application to the Board and b) to address the Board's questions. During the regular meeting (2nd Tuesday), the Planning Board will determine if the application is complete and sufficient for a meaningful public review. If so, they will set a public hearing for the next regular Planning Board meeting the following month.

Occasionally it is beneficial to request a Pre-application Conference with the Planning Board in order to a) describe the project intent, b) discuss the applicable review/approval process, and c) to come to consensus on the expected application content (or exemptions to the required materials/information). A Pre-application Conference with the Planning Board can be held during their scheduled meetings (1st or 2nd Tuesday). Or a Pre-application Conference may be requested with the Building, Planning and Engineering staff.



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The following materials shall be submitted for an application to be reviewed for completeness and processed by the CEO and Planner. Application forms are available from the Code Enforcement Officer, or on the Town/Village website: <http://www.evlengineering.com/building-and-code-enforcement/>.

MINIMUM APPLICATION CONTENT FOR ZONING PERMIT:

- Combined Application Form with all applicable sections filled out and with applicable signatures.
- Plot plan depicting existing and proposed construction with property lines and distances (minimum)
- Site Plan and/or Survey to scale (if available)
- Elevation Plans of proposed buildings

MINIMUM APPLICATION CONTENT FOR SPECIAL USE PERMIT:

The following is only a summary of application content outlined in Article 5 of the Zoning Local Law - Section 5-4:

- Application form for Zoning Permit and Site Plan Review and Special Use Permit
- Stormwater Management Plan (SWPPP)
- Floodplain application in accordance with Local Law 1-1994 (Flood Damage Prevention)
- written statement, which shall contain the following information:
 - map of the site showing the existing conditions, site boundaries, proposed project/site changes, adjoining public streets and the neighborhood (Location map and Site Plan per Section 6-5)
 - tax map number and the name of the owner of record
 - general description of the project, and anticipated hours of operation
 - if a multi-family dwelling is proposed, a description of the proposed ownership
 - encumbrances, covenants, easements on the property
 - development schedule indicating phased development
- If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted
- Environmental Assessment Form - Part 1
- All required fees
- Any other information that the Planning Board determines is necessary for meaningful review of the application, based on the nature of the project or the site.

The Planning Board may waive any submission requirement(s) it determines unnecessary to review a project.

MINIMUM APPLICATION CONTENT FOR SITE PLAN REVIEW:

The following is only a summary of application content outlined in Article 6 of the Zoning Local Law - Section 6-5:

- Application form for Zoning Permit and Site Plan Review
- A (location) map identifying the subject site in relation to adjoining public streets and the neighborhood



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- A scaled map adequate to show site features, existing and proposed structures and any grading, including:
 - boundaries
 - easements
 - Topography with contours shown at intervals of not more than five feet
 - Vegetation type and location
 - Soil type and properties
 - One-hundred-year floodplain, high groundwater, springs/seeps, ponds, wetlands, and streams
 - all existing roads, fences, and drainage facilities
 - location of public utility facilities and easements
- Site Plan shall show:
 - proposed buildings and structures
 - all proposed site improvements
 - driveways, parking areas, new and existing roads and any other circulation features
 - new (or existing) utility services or relocated
 - utility services, including easements, if necessary
 - proposed drainage facilities
- Landscaping Plan and planting schedule
- Floor plans and elevations of proposed buildings and structures (See Article 10 and Article 11).
- Lighting Plan (See Article 16 Section 14)
- Signage Plan(See Article 12)
- Stormwater Management Plan (including SWPPP as applicable)
- Grading plan showing existing and finished contours
- Floodplain application in accordance with Local Law 1-1994 (Flood Damage Prevention)
- temporary and permanent erosion control measures.
- designations of proposed ownership of areas as part of common areas or dedicated open space
- written statement, which shall contain the following information:
 - tax map number and the name of the owner of record
 - general description of the project, and anticipated hours of operation.
 - if a multi-family dwelling is proposed, a description of the proposed ownership
 - encumbrances, covenants, easements on the property.
 - development schedule indicating phased development,
- If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted.
- Environmental Assessment Form - Part 1
- All required fees
- Any other information that the Planning Board determines is necessary for meaningful review of the application, based on the nature of the project or the site.

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