



GUIDELINES FOR APPLICANTS TO THE TOWN OF ALLEGANY PLANNING BOARD

Introduction

Some new development or re-development projects in the Town of Allegany may require Planning Board approval, before the Code Enforcement Officer can issue a building permit for the project. This document provides a brief overview of the application and review process, in order to facilitate timely review and approval of a proposed project. The Town encourages applicants to contact the Town Planner, the Code Enforcement Officer and the Chair of the Planning Board (see contact information below) to further discuss a proposed project before submitting a formal application.

Planning Board Schedule and Application Deadlines

All applications are submitted to the Code Enforcement Officer in the Building and Zoning Department. In order for an application to be included on the Planning Board's agenda, it must be received by the Town a minimum of two weeks in advance of the regularly scheduled monthly meeting.

The Planning Board holds its regularly scheduled meeting on the second Monday of the month. Occasionally the meeting date is changed due to federal and state holidays. The Planning Board's meeting schedule is posted on the Town's website at <http://www.allegany.org/index.php?Home> and is also available from the Town Building and Zoning Department at 716-373-1540 x2.

It is expected that the applicant or his/her representative will attend all Planning Board meetings to explain the proposal and to answer questions that the members of the Planning Board may have. All Planning Board meetings are open to the public.

Pre-application Conference and Application Content

The Planning Board considers applications for Special Use Permit, Site Plan Review and Subdivision approval. Some developments may require more than one type of application, in which case those applications are considered concurrently. The information that an applicant is required to submit is listed in Article IX of the Town's Zoning Ordinance for Site Plan reviews, in Article XIII of the Town's Zoning Ordinance for Special Use Permits and in the Land Division Regulations for Subdivisions. This information is summarized on the attached Checklist.

Please be aware that **not** all information on the checklist is required for all applications. The Planning Board strongly encourages applicants to schedule a Pre-application Conference with the Town Planner. During the Pre-application Conference, the applicant and Planner will discuss

the proposed application, and the Planner will determine, on a preliminary basis, what information will be required for a particular application. Depending upon the scope of the proposed project, other Town officials, such as the Chair of the Planning Board, the Code Enforcement Officer, Town Engineer and/or Town Highway Superintendent, will be invited to attend the Pre-application conference.

The Pre-application Conference is not a requirement for application. It is an optional step that is intended to help the applicant to develop a complete application prior to submittal. The Pre-application Conference will identify the information that is needed for a particular project, allowing the applicant to prepare only that material. The Pre-application Conference will also facilitate the Planning Board's review of the project by ensuring that the applicant can provide a complete application at the beginning of the process.

SEQR Review and Other Agency Involvement

New York State law requires the Planning Board to conduct SEQR review (State Environmental Quality Review) of a proposed project's impacts before the Board can make a decision on the application. For most projects, this review is completed by the Planning Board after the applicant submits a brief description of the project on forms mandated by New York State. However, large-scale projects may require more in-depth SEQR review, including in some cases the preparation of an Environmental Impact Statement.

The Pre-application Conference also provides an opportunity to discuss the scope of SEQR review that may be required. In addition, during the Pre-application Conference, the Town Planner will be able to identify other governmental agencies, if any, from which approval may be needed. Agencies that may be involved in a project include the Cattaraugus County Health Department, Cattaraugus County Planning Board, NYS Department of Transportation, and NYS Department of Environmental Conservation

If other agencies have approval over portions of a project, it is the policy of the Planning Board to obtain comments from those agencies before the Planning Board makes a decision on the application, through a coordinated SEQR Review. When multiple agencies and jurisdictions are involved, a coordinated SEQR review process is advantageous to the applicant by allowing all involved agencies to participate in the SEQR review process at one time, rather than having each agency conduct its own SEQR review.

Planning Board Review of Applications

When the Planning Board receives an application, the Board reviews the application and makes a decision in a timely manner. The time that it takes the Board to review an application will vary, based on the type of application, the scale of the proposed project, and the adequacy of the information that the applicant submits with the application. New York Town Law establishes timeframes during which the Planning Board must make certain determinations; however, there are no timeframes that apply to applicants.

When an application is placed on the Planning Board's agenda, the Planning Board will review the application, using the following steps. Not all steps may be completed at the same meeting:

1. The Planning Board will review the application to gain an understanding of the proposed project and to determine if any other information is needed in order for the Board to make a decision on the application.
2. Some applications are required by NYS law to be referred to the Cattaraugus County Planning Board for review and recommendation, before the Town Planning Board may make a decision on the application. Generally this referral is made after the Planning Board determines that the application submitted by the applicant is adequate.
3. The Planning Board will conduct SEQR review.
4. When the Planning Board deems an application to be "complete," * the Board will schedule a public hearing, if one is required. If no public hearing is required, the Board will evaluate the application based on the criteria for approval contained in the Town's Zoning Ordinance and/or Land Division Regulations.
5. The Planning Board makes a decision on the application.

* In order for an application to be deemed "complete", the applicant must have provided all information requested by the Planning Board, and the Planning Board determines that the information is adequate, and the Planning Board must have completed SEQR review of the proposed project.

CONTACT INFORMATION

For further information, please contact: buildingandzoning@townofallegany.com

Building & Zoning Department:

Michele Lovern

716-773-0120 (x113)

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CEO (Code Enforcement Officer)

Dan Brown

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716-801-1822 cell

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Planning Board Chair

Dawn Snyder

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CHECKLIST FOR APPLICANTS

The Zoning Ordinance requires that an applicant prepare and provide the following information for applications to the Planning Board. However, not all information is needed for all applications. During the Pre-application Conference, Town Staff will identify the items from the list below that should be provided at the time of the application. Note, however, that the Planning Board may require additional information during its review.

- 1. Name, address and contact information for the applicant and the applicant's representative(s), if any. In the event that the property owner is not the applicant, a letter from the property owner giving the applicant permission to make the application shall be required.

- 2. A map, with north arrow and scale, identifying the site in relation to adjoining public roads and the neighborhood in which it is located. The address and tax map number of the project site shall be provided.

- 3. A scaled map (or maps) of the site, with a north arrow and date, showing existing site conditions, prior to demolition of any existing structures and any grading. The map(s) shall be at a size and scale adequate to show site conditions.
The map(s) shall show:
 - a. The boundaries of the site and the lot size (area).
 - b. Any easements of record or known prescriptive easements.
 - c. Topography with contours shown at intervals of not more than five feet.
 - d. Type and location of major trees or significant areas of vegetation.
 - e. One hundred year floodplain, known springs and seep areas, ponds, wetlands, and streams.
 - f. Existing roads, fences, and drainage facilities.
 - g. Location of public utility facilities and associated easements.

- 4. Proposed Site Plan, on one or more scaled maps, with a north arrow and date. The map(s) shall be at a size and scale adequate to show proposed site features and structures. The site plan shall show:
 - a. Required yard setbacks, from the Zoning Ordinance.
 - b. Location and proposed use of all buildings and structures.
 - c. Location of all proposed site improvements, such as plazas, tennis courts, pools, and similar facilities.
 - d. Driveways, parking areas, new and existing roads and any other circulation features, including access to existing public roads.

- e. Pedestrian circulation system, including proposed sidewalks and crosswalks.
 - f. Proposed location of new (or existing) utility services or relocated utility services, including easements, if necessary.
 - g. Location of outdoor storage, if any.
 - h. Location of garbage dumpsters, loading docks, stacking lanes, and similar features.
 - i. Location and proposed use of open space and/or recreation areas, if any. The proposed ownership and the parties responsible for long-term maintenance of these areas shall be identified.
- 5. Drainage and Grading Plan showing existing and finished contours and grades, the location of any slopes of five (5) percent or greater, stormwater runoff management plan, and proposed erosion control measures (a Stormwater Pollution Prevention Plan prepared in accordance with NYSDEC regulations shall be adequate to meet this requirement).
 - 6. Proposed water supply plan, including location of new waterlines, if proposed; location of tie-in to existing water system; design and construction materials of public facilities; and location of fire lanes and hydrants. A description and explanation of the system should be included, if necessary.
 - 7. Proposed sanitary sewerage disposal system including location of new lines, if proposed; location of tie-in to existing system; and design and construction materials of public facilities. A description and explanation of the system should be included, if necessary.
 - 8. To-scale floor plans and elevations of proposed buildings and structures, showing all architectural features, including design, colors, materials, and height. For large-scale projects, the Planning Board may require renderings showing the proposed project in relationship to adjacent properties.
 - 9. Landscaping Plan, including planting schedule. The Landscaping Plan shall show all proposed fences and/or retaining walls, including height and construction materials. The Landscaping Plan shall include proposals for buffer areas, if any.
 - 10. Lighting Plan, including the location, height and design of outdoor lighting features. The lighting plan shall include a description of the lighting level, (measured in footcandles or other standard approved by the Planning Board) at all locations on the site, through photometric drawings or similar mapping techniques.
 - 11. Signage Plan, including the location, design, color, materials and size of all proposed signs.

- 12. Location, design and construction materials of all energy distribution facilities, including electrical, gas, oil, solar and wind energy, if any.
- 13. General description of proposed project, including the nature of the use, number of shifts, potential number of employees, hours of operation, etc.
- 14. A development schedule for the project, indicating phased development, if any, and the estimated start and completion dates for the project.
- 15. Part 1 of NYSEQRA Environmental Assessment Form.
Town staff will determine if the short EAF (SEAF) or full EAF (FEAF) will be required, based on SEQRA regulations. The form is available from the NYSDEC website at:
<http://www.dec.ny.gov/permits/6191.html>
- 16. All Application Fees.