



## **SITE PLAN REVIEW 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.

Site Plan Review is completed in two separate stages: Preliminary Concept & Complete Site Plan.

In the Historic Preservation District, a Certificate of Appropriateness is required. Site Plan Review shall begin prior to Historic Preservation Commission consideration of a Certificate of Appropriateness and be issued prior to a Complete Site Plan Review.

### **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 recommendations 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



## **SITE PLAN REVIEW APPLICATION INSTRUCTIONS**

**19 copies of a complete submittal package must include items 1-13 listed here and a filing fee of \$150.00. No exceptions.**

### **REQUIRED INFORMATION 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 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 6NYCRR section 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 6NYCRR section 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 sewers systems.
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.
13. **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.**

## **REQUIRED INFORMATION FOR COMPLETE SITE PLAN REVIEW**

14. Items included in Preliminary Site Plan Review
15. Drainage plan showing existing and proposed grades.
16. Water supply plan including location of hydrants.
17. 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.
18. Paving plans, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways.
19. Preliminary architectural plans for the proposed building or structures, indicating typical floor plans and elevations.
20. 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.
21. Location and design of lighting facilities, fences, and walls and signs.
22. Proposed easement, restrictions and provisions for homeowners' associations and common ownership.
23. Complete dimensions and numbering systems for lots and buildings and other similar information not contained in preliminary drawings.
24. A flash drive containing the entire submittal shall be provided for any project.

ALL INFORMATION REGARDING THIS SITE PLAN 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 LANCASTER BUILDING AND ZONING DEPARTMENT @ 716-684-4171.



## VILLAGE OF LANCASTER SITE PLAN REVIEW 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 Site Plan 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** \_\_\_\_\_

**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 3<sup>RD</sup> THURSDAY OF THE MONTH IN THE CHAMBER ROOM (2<sup>ND</sup> 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.

RECOMMENDATIONS FOR A SITE PLAN REVIEW MAY TAKE MORE THAN ONE MEETING BEFORE A DECISION IS MADE.

## SITE PLAN REVIEW APPLICANT AFFIDAVIT

\_\_\_\_\_  
**(Print name of applicant)**

\_\_\_\_\_  
**(Signature of applicant)**

STATE OF NEW YORK    )  
  ) ss.

COUNTY OF \_\_\_\_\_)

On the \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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

**My Commission Expires:** \_\_\_\_\_

## **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 Site Plan Review. This request will take 24-48 hours to process.
- 2.) Notice of Site Plan Review must be mailed twenty (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 filed with the Village Clerk.



## TOWN OF LANCASTER ASSESSOR'S OFFICE

In the matter of the Site Plan Review 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)

## **SAMPLE NOTICE OF SITE PLAN REVIEW**

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.

**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