

**Town of Clarence, New York**  
Commercial Project Review Process

1. Application and preliminary meeting with Town Officials.

- |                       |                                     |          |
|-----------------------|-------------------------------------|----------|
| - James Callahan      | - Director of Community Development | 741-8933 |
| - Joseph Latona, P.E. | - Town Engineer                     | 741-8952 |
| - David Metzger       | - Commercial Building Inspector     | 741-8950 |

2. Applicant then presents a concept/sketch plan at a Town Board Meeting. Plans must show all items on the attached concept approval checklist (**attachment #1**). The Town Board normally meets on the second and fourth Wednesdays of a month. Application forms must be submitted and the appropriate fees paid the Friday before the Town Board Meeting. The Town Board may act at this meeting to refer the project to the Planning Board or deny the request.

3. All new projects may be referred to the Municipal Review Committee (MRC) for compliance with the State Environmental Quality Review Act (SEQRA). An environmental assessment form must be filled out by the applicant and submitted to the Planning and Zoning Department prior to the next available MRC meeting.

4. If the applicant is referred to the Planning Board, nine (9) copies of the concept plans must be submitted to the Planning and Zoning Department for distribution to town departments and outside agencies for review.

5. Concept plan will require Town Board approval only if re-zoning of land is required or if major changes are incorporated into the concept plan.

6. The applicant must then develop and submit nine (9) sets of development plans to the Planning and Zoning Department for distribution to other town departments for review. They will be distributed to the following local agencies.

- |                                  |                          |
|----------------------------------|--------------------------|
| - Planning and Zoning Department | - Assessor's Office      |
| - Landscape Committee*           | - Highway Department     |
| - Building Department            | - Plumbing Inspector     |
| - Fire Advisory Board            | - Engineering Department |
| - Traffic Safety Board           |                          |

\* Please note that landscape plans must be developed in accordance with the Landscape Ordinance (L.L. 131). A copy of the Landscape Ordinance can be obtained from the Planning and Zoning Department.

Development plans must contain information as required on the site development plan checklist (**attachment #2**). Applicant must obtain written approvals from town departmental reviews and all other pertinent outside agencies before a development plan hearing will be scheduled by the Planning Board. These other agencies may be:

(over)

- Erie County Water Authority
- Erie County Health Department
- NYS Department of Transportation
- NYS Department of Environmental Cons.
- US Army Corps of Engineers
- Erie County Environment & Planning
- Town of Clarence Municipal Review Committee
- Town of Clarence Zoning Board of Appeals
- Erie County Highway
- Any utility company providing service at site
- U. S. Department of Housing & Urban Development
- NYS Office of Parks, Recreation, & Historic Pres.

Development plan reviews by town departments will most likely conclude within a thirty (30) day period. All departments must submit status of review and comments to the Planning and Zoning Department seven (7) days prior to the Planning Board meeting.

7. Any changes made by the Planning Board or Town Board must be incorporated into the final drawing. After the development plan receives a recommendation from the Planning Board, the applicant will proceed to the Town Board for development plan approval.
8. The final review for building permits will be completed by the Building Department. A permit must be obtained prior to commencement of any construction. A Public or Private Improvement Permit (PIP) and any related bonds must be secured before any work may begin on the site. The Engineering and Building Departments must be notified prior to any construction. The applicant must call for inspections per the inspection list attached to the permit.

## **Concept Plan Approval Checklist for Commercial Projects**

- \_\_\_\_\_ 1. Fill out Request For Action Form available in the Planning and Zoning Department.
- \_\_\_\_\_ 2. Indicate current zoning classification and any proposed changes.
- \_\_\_\_\_ 3. Show the concept plan to sufficient scale (1":100') including title, North arrow, date, and stamp of licenced professional who prepared the plan.
- \_\_\_\_\_ 4. A plan showing the location and widths of all access drives. Illustrate the distance from each existing and proposed driveway to the nearest side road in each direction within 1,000 feet. NYSDOT or Erie County Highway approval for any new curb cuts onto state or county roads is required. Proposed traffic flows should be indicated.
- \_\_\_\_\_ 5. Identify adjacent properties and existing buildings within 500' of the proposed project area. Show all proposed building footprints on the plan with floor area ratios.
- \_\_\_\_\_ 6. Show the parking plan including handicapped, employee, and customer parking with future expansion areas noted.
- \_\_\_\_\_ 7. A topographical survey that shows floodplains, wetlands, soils, existing streams and ditches with base flood elevations, existing elevations, and proposed elevations clearly illustrated. Contour lines should be no greater than 2'.
- \_\_\_\_\_ 8. Indicate what utilities are available to the site including water, sewer, electric, gas, etc. indicating any future expansion of these services through the proposed site. Show any proposed easements, set backs, and areas reserved for public use.
- \_\_\_\_\_ 9. Provide the building construction type, materials, size, and usage. Show proposed building elevations.
- \_\_\_\_\_ 10. Owner of land must give written authorization for the project, if different from the applicant, to the Planning and Zoning Department. Include land title and deed description for the record including any deed restrictions.
- \_\_\_\_\_ 11. An existing and proposed landscape plan should be presented with trees over 4" in diameter clearly indicated on plan with the species type labeled. A species legend should be on the proposed plan. Any fences, lighting instruments, signage, and outside storage areas should also be included.

## **Development Plan Approval Checklist for Commercial Projects**

- \_\_\_\_\_ 1. A survey showing property owners within 200' that is signed and stamped by a licensed professional with total acreage, North arrow, date and title of project noted. The plans should be at a sufficient scale for review (1":100' or larger scale).
- \_\_\_\_\_ 2. A topographic survey using USGS datum (with contour lines), showing existing and proposed elevations, wetlands, flood plains, streams, and ditches. Soil characteristics of site should be noted along with any limitations to site development. Show bearing capacity on construction drawings.
- \_\_\_\_\_ 3. A drainage plan showing proposed pipe diameters and materials, proposed inverts and rims along with runoff calculations. The Town of Clarence will require detention of storm water from a 25 year 6 hour storm. The required storage will be the difference between the 25 year 6 hour storm and the rate of runoff allowed in the sizing of the outfall pipe. In most cases the outfall pipe will be sized to that of a 10 year storm using the Rational Method. Include in an engineer's report.
- \_\_\_\_\_ 4. A plan showing building elevations and the floor layout including net floor area calculations. Include information for the fire chief such as the type of building construction (e.g. Wood frame, block, steel, etc.), sprinkler system, and the location of all ingress/egress points.
- \_\_\_\_\_ 5. A parking plan showing spaces for building tenants, customers, handicapped persons, and employees must be clearly labeled on site plan with future expansion areas noted.
- \_\_\_\_\_ 6. Location and dimensions of all signs for which permits are required and a uniform sign plan, if required. The sign ordinance is available in the Planning and Zoning Office.
- \_\_\_\_\_ 7. Show sanitary system location or sewer connections. Erie County Health Department Approval must be received by the Planning and Zoning Department prior to development plan approval. Submit projected discharge and capabilities of the proposed system in the engineer's report.
- \_\_\_\_\_ 8. A plan showing the location of all access drives. Illustrate the distance from each existing and proposed driveway to the nearest side road in each direction within 1000 feet. NYSDOT or Erie County Highway approval for any new curb cuts onto state or county roads is required. Proposed traffic flows and control devices should be noted. Pedestrian traffic flows will need to be provided throughout the site.
- \_\_\_\_\_ 9. Water supply plan, including hydrant locations and construction details. Erie County Water Authority approval is necessary for projects in that district. Show capacity and average daily flow calculations in an engineer's report.
- \_\_\_\_\_ 10. Show any locations and widths of proposed easements including areas reserved for

public use. Copies should be made to the Town Attorney and the Planning and Zoning Department.

- \_\_\_\_\_ 11. Show the location of existing and proposed utilities or nearby improvements such as drains, culverts, water lines, sewers, gas line, electric lines, poles, bridges, retaining walls, and fences.
- \_\_\_\_\_ 12. Include an existing vegetation plan and show your proposed post construction landscape plan. A copy of the landscape ordinance is available from the Planning and Zoning office. Include any outside display areas, fences and lighting devices.
- \_\_\_\_\_ 13. All site layout and utility plans should be made available electronically on 3.5" disks in AutoCAD format for the Town's Geographic Information System.
- \_\_\_\_\_ 14. After Town Board approval and **before** construction commences, a Private/Public Improvement Permit must be obtained from the Engineering Department. Building Department reviews have to be performed to insure compliance with New York State Building and Fire Prevention Codes. Building Department reviews will take at least two weeks depending on the scale of your project.