

IF YOU HAVE
 QUESTIONS ABOUT
 YOUR PROPERTY...
 PLEASE BRING YOUR
SURVEY TO OUR
OFFICE SO THAT WE
MAY HELP YOU

Go to the Town website at:
www.erie.gov/newstead

To find:

1. "Code Book e-code"
 (Home page—top toolbar—Resources)
2. Fees
 (Building Dept. page—right column)
3. Forms & Applications
 (Building Dept. page—right column)
4. Planning Board Minutes, Mtg.
 Dates & Forms
 (Top toolbar—Boards & Committees—
 Planning Board page—right column)
5. Zoning Setbacks, Applications & Minutes
 (Top toolbar—Boards & Committees—
 Zoning Board page—right column)

DIRECTORY

DEC/Floodplain 518-402-8185
 NYS DEC local office 851-7130

Electrical Inspection

Commonwealth 716-316-7091
 Empire 585-798-1849

Erie Cty Health Dept. 961-6800
 Erie Cty Water Authority

New Service 685-8208
 Billing/Line Problems 849-8444

Highway Departments:

Erie Cty 759-8328
 Town of Newstead 542-5412
 State DOT 847-3575

Surveyor (local)

Ottney & Miller 542-5764

Utilities:

National Fuel 1-800-962-7962
 National Grid 1-800-642-4272
 Underground Locator 1-800-962-7962

Town of Newstead

Building Planning Zoning

Code Enforcement Officer
 -Michael Borth

Sr. Clerk/Planning & Bldg.
 -Christine Falkowski

Clerk/Assessor, Bldg. & Zoning
 -Julie Brady

HOURS: Mon.-Fri. 8-4:30pm

PHONE: (716) 542-4574

FAX: (716) 542-3702

WEBSITE:

www.erie.gov/newstead

5 Clarence Ctr. Rd., (P O Box 227)

Akron, NY 14001



BUILDING

The Code Enforcement Officer (CEO) reviews/approves building permits and completes building and fire inspections.

Building permits are required for almost everything! Please call the CEO to see if you need one before starting your project. (542-4574)

Requirements for Building Permit:

- Completed application
- Survey
- Plans/Drawings
- Insurance for the person/contractor doing the project
- Fee (See fee schedule on Town website)

*Building Permits are valid for one year except pool permits are only valid for three months.

Electrical inspections must be completed by Commonwealth or Empire.

Check with our office to see if you are in a floodplain or wetland prior to buying or making plans to build anything.

PLANNING

The Planning Board usually meets twice a month on Monday nights. (Work Session at 7:00pm; Meeting at 7:30pm)

Application Deadline is 30 days prior to your meeting.

Fee: See fee schedule on Town website

Subdivision:

When changing property lines, subdivision approval is required. Please see application requirements on the Town website @ www.erie.gov/newstead

Please make an appointment with the CEO and bring your survey.

The Planning Board also reviews applications for:

- Site Plans
- Special Use permits
- Change in use/ownership
- Variance requests
- Rezoning requests
- Proposed local laws

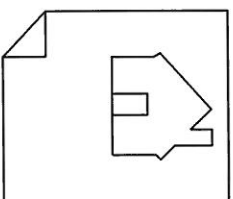
Planning Board Members:

Tom Cowan - Chairman
 Terry Janicz
 Andy Kelkenberg
 John Potera
 John Olaf
 Don Hoefler
 Erik Polkowski



ZONING

Variance requests are heard by the Zoning Board after you have been denied a building permit by the CEO.



Call the Zoning Officer with any zoning questions (542-4574)

The Zoning Board of Appeals meets the fourth Thursday of the month at 6:30pm if they have an application before them.

Variance Requests must be submitted no later than 10 days prior to a meeting.

Fee: \$250 (non-refundable)

Variance requests are valid for one year and construction must begin within six months of receiving the variance.

All Use variance requests require a SEQR/ environmental review.

A survey of the property and drawings of the project are required.

Zoning Board Members:

William Kaufman, Chairman
 John Klodzinski
 Adam Burg
 Fred Pask
 Vickie Lombard
 Max Brady, Alternate