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
Army Corp of Engineers	879-4330
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
  -David Miller
- 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 C EO 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.

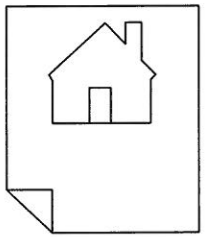
The Planning Board also reviews applications for:

- 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