

**TOWN OF NEWSTEAD - SITE PLAN REQUIREMENTS**

The Planning Board is responsible for **reviewing** all site plans, including special use permit applications. The Town Board has **final** approving authority.

**WE URGE YOU TO SUBMIT YOUR APPLICATION AS EARLY AS POSSIBLE TO ENSURE SITE PLAN APPROVAL WELL BEFORE YOU WOULD LIKE CONSTRUCTION TO BEGIN.**

- After receiving site plan approval, your final step would be to apply for a building permit.
- Applicant can schedule an informal pre-application conference with the Planning Board for purpose of discussing a proposed project before incurring design costs.
- Applications are submitted to the Building Department for review and then referred to the Town Engineer for drainage plan review---**30 day review period**. If the Building Department, in consultation with Town Engineer, determines that the site plan does not meet requirements per NYS Codes and Town Zoning Codes, the Building Department will reject site plan, and an amended site plan must be submitted that is acceptable. If zoning or bulk requirements are not met, applicant will be advised of their right to apply for a variance from the Zoning Board of Appeals.
- Upon receiving a memo of recommendation from the Town Engineer, the Planning Board will review site plan and vote to recommend it to the Town Board, who must schedule a public hearing to be held within 62 days.
- In accordance with General Municipal Law, the Planning Board will refer the plan to the Erie County Planning for advisory review---**30-day review period**.
- **State Environmental Quality Review (SEQR)**: The Town Board will determine the SEQR type, and may declare lead agency status, directing that a Coordinated Review be conducted with other interested or permitting agencies. **This is a 30-day period for agencies to submit comments, which includes the Erie County Planning review.**
- Upon receipt of comments from interested or involved agencies and any recommendations from Erie County Planning, the Town Board will make its determination within 62 days following the public hearing, unless SEQR requirements prevent approval within that period; in which case the time to approve will be extended until 62 days after completion of SEQR review requirements.

**Please submit site plan copies ( 1) pdf copy to [cfalkowski@townofnewstead.com](mailto:cfalkowski@townofnewstead.com)  
( 2) paper copies – 24” x 36” size AND  
(10) paper copies – 11” x 17” size**

**Resources:** Town Planning & Building Dept..... 542-4574      Christine Falkowski  
Town Engineer..... 688-0766      Scott Rybarczyk, Wendel  
Town Attorney..... 937-3353      Nathan Neill

**SITE PLAN  
LETTER OF INTENT/PROJECT DESCRIPTION**

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_

=====

Project Location: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Site Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_ SBL# \_\_\_\_\_

# of new parking spaces: \_\_\_\_\_

DEVELOPER (applicant)

ARCHITECT or ENGINEER:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Have you provided proof of ownership or documentation from the land owner that the applicant is proceeding with the land owner's written authorization? \_\_\_\_\_  
yes/no

## **SITE PLAN REQUIREMENTS (Town Code 450-84)**

Applications for site plan approval shall contain the following:

- A. An area map showing the applicant's entire holding, that portion of the applicant's property under consideration and all properties, their ownership, uses, subdivisions, streets, zoning districts, easements and adjacent buildings within 500 feet of the applicant's property.
- B. A site plan at a suitable scale, including the following drawings, documents and information to be prepared by a New York State licensed professional (engineer, architect or surveyor) qualified to prepare such site plans:
  - (1) The site plan must contain the name of the development, name of the applicant, name and seal of the licensed professional preparing the drawing, North point, scale and date.
  - (2) A boundary survey.
  - (3) A topographical survey based on the United States Geological Survey datum to extend a reasonable distance beyond the site.
  - (4) The location and dimensions of existing and proposed easements.
  - (5) Existing natural features such as watercourses, water bodies, wetlands, wooded areas, individual large trees and flood hazard areas. Features to be retained in the development must be indicated.
  - (6) Applicant must identify soil types and characteristics on the site (soil map is on file in the Town Hall) and if soil is determined to be in an area identified as a problem soil type, the results of testing of the soil must be included.
  - (7) The location and design of all on-site or nearby improvements, including drains, culverts, waterlines, sewers, gas and electric lines and poles, bridges, retaining walls and fences with a determination as to the adequacy of such facilities to support the proposed development prepared by a licensed engineer.
  - (8) The location and design of all proposed utilities including water, sanitary and storm sewer systems.
  - (9) The location and design of all streets, off-street parking, loading and service areas, access drives, fire lanes and emergency zones, bicycle and pedestrian ways within and immediately adjoining the site in accordance with the Town of Newstead Standard Specifications. The Town Building Department and Town Engineer shall have the right to require such other detailed design information as they may deem necessary to

properly review the site plan application. The site plan shall not be accepted until such information is submitted.

- (10) The location and height of proposed buildings and structures.
- (11) The location and proposed development of all open spaces including parks, playgrounds, screen planting and other landscaping.
- (12) The location, size and design of all proposed signs and lighting facilities.
- (13) The location of outdoor storage, if any.
- (14) The location and design of all energy distribution facilities, including electrical, gas, solar and wind energy.
- (15) A grading and drainage plan, showing existing and proposed contours at intervals not more than 2.5 feet.
- (16) The landscaping plans including type and arrangement of trees, shrubs and other landscaping and indicating what is being retained and shall including a planting schedule.
- (17) Conformance to any approved federal, state and county plans, if applicable.
- (18) Lines and dimensions of all property which is offered or to be offered for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development or as dedicated green space.
- (19) Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any federal, state or county permits required for the project's execution.
- (20) Schematic architectural drawings with elevations.
- (21) Applicant shall identify all permits required from other agencies and the status of their applications for such permits.
- (22) If any easements, restrictions, covenants or homeowner's association restrictions or common ownership is contemplated, an outline of such provisions.
- (23) An estimated project construction schedule.