

**Town of Clarence, New York**  
Subdivision 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 |

2. Applicant then presents a concept/sketch plan at a Town Board Work Session. 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 must be 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. If the applicant is referred to the Planning Board, eight (8) copies of the concept plans must be submitted to the Planning and Zoning Department for distribution to Town Departments for review.

4. 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 (EAF) must be filled out by the applicant and submitted to the Planning and Zoning Department prior to the next available MRC meeting.

5. The Planning Board will schedule you on the next available agenda after a SEQRA determination has been made. The Planning Board is a recommending board only but may grant concept approvals for projects so development plans may be prepared. The 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 six (6) 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.

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|----------------------------------|--|
| - Planning and Zoning Department | - Assessor's Office (plat sheet only)              |
| - Highway Department             | - Traffic Safety Board (traffic control plan only) |
| - Fire Advisory Board            | - Engineering 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 Public Works, Div. of Highways
- 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 construction permits will be completed by the Building and Engineering Department. A permit must be obtained prior to commencement of any construction. A Public Improvement Permit (PIP) and any related bonds must be secured before any work may begin on the site. The Engineering and Building Department must be notified prior to any construction. The applicant must call for inspections per the inspection list attached to the permit.
9. After all of the improvements are created, inspected, and approved by all of the appropriate agencies, a final plat map must be submitted to the Planning and Zoning Department for review. The final plat must show all of the items per the attached checklist (**attachment #3**). The Town Board will then act on the approval of the final plat. After the final plat has been approved by the Town Board, the applicant must file the final plat with the Erie County Clerk's Office. No individual building permits will be issued prior to this action.

## **Concept Plan Approval Checklist for a Major Residential Subdivision**

- \_\_\_\_\_ 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 including :
  - All sublots proposed
  - Parking plan
  - Setbacks must be indicated on all lots
  - Total acreage of project and sublots
  - Existing streams and ditches
  - Drainage plan
  - All streets and traffic flows
  - Existing or new curb cuts
  - Property lines with owners noted
  - Floodplains, wetlands, soils
  - Utility locations
  - Survey and deed description
- \_\_\_\_\_ 4. Identify adjacent properties and existing buildings within 500' of the proposed project area to give the Planning Board a better perspective of adjoining uses.
- \_\_\_\_\_ 5. 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.
- \_\_\_\_\_ 6. Provide the proposed building construction type, materials, size, and usage.
- \_\_\_\_\_ 7. Owner of land must be present at Town Board Work Session or give written approval for the project to the applicant and the Planning and Zoning Department.

## **Development Plan Approval Checklist for Major Residential Subdivisions**

- \_\_\_\_\_ 1. A survey showing property owners within 200' that is signed and stamped by a licensed surveyor with total acreage noted.
- \_\_\_\_\_ 2. A plot plan showing lot lines, subplot numbers, lot sizes, maximum building footprints, setback lines.
- \_\_\_\_\_ 3. A topographic survey using USGS datum, showing existing and proposed elevations, wetlands, and flood plains. Contour lines should be at no greater than 2' intervals with benchmarks noted at no greater than tenths of a foot. Soil characteristics of site should be noted along with any limitations to site development. Show bearing capacity on construction drawings.
- \_\_\_\_\_ 4. 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 narrative and calculations in an engineer's report.
- \_\_\_\_\_ 5. A plan showing typical building types and floor layouts including net floor area calculations. If model permits will be sought by the developer, then the types and location should be made available to the Planning Board.
- \_\_\_\_\_ 6. 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 an engineer's report.
- \_\_\_\_\_ 7. A plan showing the location of all arterial, collector, and minor access drives for automobiles and pedestrians. All roadways, curbs, and sidewalks should include cross sections and grading details. 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. Street names should be included and approved by Amherst Fire Control.
- \_\_\_\_\_ 8. Water supply plan, including hydrant locations and construction details. Erie County Water Authority and Erie County Health Department approval is necessary for projects in that district. Include capacity calculations in an engineer's report.
- \_\_\_\_\_ 9. Show any proposed easements including the location, width, and purpose. Copies of the legal papers should be made available to the Town Attorney and the Planning and Zoning Department.

- \_\_\_\_\_ 10. 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.
- \_\_\_\_\_ 11. Include a traffic control and safety plan showing the location of all traffic control devices on a site plan.
- \_\_\_\_\_ 12. All plans should include the stamp and seal of the licenced professional who prepared them.
- \_\_\_\_\_ 13. All plans should include the subdivision name, sufficient scale, north point, and date.  
  
All plans should have sufficient benchmarks and monuments noted.
- \_\_\_\_\_ 14. All site layout and utility plans should be made available electronically on 3.5" disks or CD-ROM in AutoCAD or MapInfo format for the Town's Geographic Information System.
- \_\_\_\_\_ 15. After Town Board approval and **before** construction commences, a Private/Public Improvement Permit must be obtained from the Engineering Department.
- \_\_\_\_\_ 16. Street tree beautification plan showing the layout, species, and cross section of the highway right of way.
- \_\_\_\_\_ 17. A tree survey showing the diameters of all trees over 4" and species type.
- \_\_\_\_\_ 18. Land title and deed description.
- \_\_\_\_\_ 19. Street lighting plan that shows the size and type of poles with exact locations.
- \_\_\_\_\_ 20. Any homeowner's association plans including deed restrictions, protective covenants, and descriptions of areas of maintenance and liability.

## **Final Plat Approval Checklist for Major Residential Subdivisions**

- \_\_\_\_\_ 1. Cloth or Mylar maps (preferably 22" x 34" or 34" x 44" in size) to sufficient scale (1":100') that include a date, North arrow, title, and stamp of licenced professional.
- \_\_\_\_\_ 2. Primary control points to which all dimensions angles, bearings and similar data on the plat shall be referred.
- \_\_\_\_\_ 3. Tract boundary lines, right-of-way lines of streets, easements, and property lines of residential lots and other sites with accurate dimensions, bearings, or deflection angles and radii, arcs and central angles of all curves.
- \_\_\_\_\_ 4. Street names and right-of-way width of each street or other right-of-way.
- \_\_\_\_\_ 5. Easement location, dimensions and purposes of any easements.
- \_\_\_\_\_ 6. Sublot numbers to identify each lot or site in numerical order.
- \_\_\_\_\_ 7. Purpose for which sites, other than residential lots are dedicated or reserved.
- \_\_\_\_\_ 8. Building setback lines on all lots including front, rear, and side yard lines.
- \_\_\_\_\_ 9. Location and description of monuments, lot corner markers, and bench marks.
- \_\_\_\_\_ 10. Water supply and sewage disposal arrangements, with details and certification of approval from the Erie County Health Department.
- \_\_\_\_\_ 11. Elevations of top of foundation walls on each proposed building lot.
- \_\_\_\_\_ 12. Maximum square foot area of lot coverage noted on each lot (20% of lot size).
- \_\_\_\_\_ 13. Signatures and dates of the Town Clerk and Planning Board Chairman denoting when the respective Boards approved the subdivision.
- \_\_\_\_\_ 14. Flood zones (with Base Flood Elevation), floodway, and wetlands.