

# OFFICE OF BUILDING INSPECTIONS

Town of Cheektowaga – Town Hall  
Cheektowaga, New York 14227  
(716) 686-3567 (716) 686-3516 fax  
[www.tocny.org](http://www.tocny.org)

## DEVELOPMENT REVIEW SUBMITTAL INSTRUCTIONS

- A. All development review submittals must be submitted to the Building Department by the first business day of the month (no exceptions).
- B. Prior to submitting a development review application, a pre-application meeting must be arranged with a reviewer from the Office of Building Inspections. Contact Daniel J. Ulatowski, AICP, Planner at (716) 686-3567 to schedule a meeting for purposes of reviewing a preliminary site plan. Pre-application reviews may also be done electronically by emailing a submittal including site plan in PDF format to [dulatowski@tocny.org](mailto:dulatowski@tocny.org)
- C. For all development of vacant land, changes of use, building additions of 4,000 square feet or greater, rezoning requests or special use permit requests, part one of the new short Environmental Assessment Form (EAF) must be submitted in addition to the development review application accompanied by the applicable review fees. [If the Action is deemed a Type I. action pursuant to SEQRA, then part one of the new long E.A.F. form must be submitted.]
- D. Once a reviewer has authorized the formal submission of a development review application the applicant must submit the following:
  - 1. Development Review Application.
  - 2. Part One of an Environmental Assessment Form (attached) only if required as stated in paragraph C. above.
  - 3. A property survey reflective of existing conditions.
  - 4. Twenty (20) copies of a site plan if an Environmental Assessment form is required. **(All plans must be folded. Rolled plans will not be accepted).**
  - 5. Ten (10) copies of a site plan if an Environmental Assessment Form is not required. **(All plans must be folded. Rolled plans will not be accepted).**

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If a rezoning application or a special use permit application is being filed the following additional information must accompany your submittal:

- 6. Three (3) additional property surveys.
  - 7. Four (4) copies of a legal description for the subject property, and digital copy in microsoft word format.
  - 8. A letter of authorization from the property owner if the applicant is not the current property owner at the time of submittal.
- E. Upon receipt of your Development Review submittal, your project will be tentatively scheduled for the following months Planning Board meeting which is the second Thursday of the month at 7:00 P.M. ***Applicants are advised not to attend any meeting unless directed by Building Inspections Office in writing, by confirmation of an agenda.***
  - F. Prior to the tentatively scheduled Planning Board meeting, the Office of Building Inspections will solicit written comments from Town Departments, Town Review Groups, Regional, State, and Federal agencies if applicable.

## GUIDELINES FOR PROJECT SUBMISSIONS

1. Site plan should be at a scale of 1" = 20 ' except for large complex developments which may be at a smaller scale.
2. If plan is for remodeling an existing building, the existing building footprint should be shown using a lighter line weight or a dashed line.
3. If plan is for new construction all existing above grade infrastructure such as utility poles and other improvements should be shown for possible conflicts.
4. Adjacent driveways and driveways on the opposite side of the road should be shown with measured widths.
5. All building dimension, parking bay dimensions and number of spaces should appear on the plan along with aisle widths.
6. A five (5) foot public sidewalk should be provided within the road right of way, one foot from the right of way.
7. A pedestrian access sidewalk from any public walk or bus stop as required by chapter 11 of the NYS Building Code should be shown.
8. Handicap parking spaces in the proper number should be provided convenient to the main entrance and as required by chapter 11 of the NYS Building Code.
9. Public sidewalks should be continued across driveways .
10. Sidewalks adjacent to parking stalls should be (8) eight feet in width with integral curb, to allow for bumper overhangs. Bumper blocks are discouraged.
11. Raised curbing should be provided around the perimeter of parking areas to control surface drainage. Curbing of interior islands is necessary.
12. A separate traffic safety plan is encouraged where there are unique traffic routes. Truck turning templates should be shown on the site plan or separate traffic plan showing that the building or buildings can accommodate truck deliveries for the largest possible truck, with all turning movements on private property utilizing a forward truck approach ( vehicles may not back in off a public road to service a site).
13. **Site Plans and other exhibits will also be required to be provided in PDF format for visual presentations by the Town. Plans may be forwarded via email to [dulatowski@tocny.org](mailto:dulatowski@tocny.org) or may be provided on compact disc at time of development review submission.**

# Development Review Application

Office of Building Inspections  
 Cheektowaga Town Hall  
 3301 Broadway  
 Cheektowaga, New York 14227 (716) 686-3470 686-3516 fax



**APPLICANT**

**SITE ADDRESS/PROPERTY OWNER**

NAME \_\_\_\_\_

ADDRESS FOR NOTIFICATION \_\_\_\_\_

CITY \_\_\_\_\_

STATE/ ZIP \_\_\_\_\_

TELEPHONE AND FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

RECORD OWNER'S NAME \_\_\_\_\_

RECORD OWNER'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE/ZIP \_\_\_\_\_

**PROJECT DESCRIPTION:** Provide a description of the proposed project including any use of exterior areas.

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**DISCLOSURE STATEMENT - SECTION 809 OF THE GENERAL MUNICIPAL LAW**

FOR THE PURPOSES OF THIS SECTION AN OFFICER OR EMPLOYEE OF THE TOWN OF CHEEKTOWAGA SHALL BE DEEMED TO HAVE AN INTEREST IN THE APPLICATION WHEN HE/SHE, HIS/HER SPOUSE, OR THEIR BROTHERS, SISTERS, PARENTS, CHILDREN, GRAND CHILDREN, OR THE SPOUSE OF ANY OF THEM

- (1) IS THE APPLICANT,
- (2) IS AN OFFICER, DIRECTOR, PARTNER, OR EMPLOYEE OF THE APPLICANT, OR
- (3) LEGALLY OR BENEFICIALLY OWNS OR CONTROLS STOCK OF A CORPORATE APPLICANT OR IS A MEMBER OF A PARTNERSHIP OR ASSOCIATION APPLICANT, OR
- (4) IS A PARTY TO AN AGREEMENT WITH SUCH AN APPLICANT, EXPRESS OR IMPLIED, WHEREBY HE /SHE MAY RECEIVE ANY PAYMENT OR OTHER BENEFIT, WHETHER OR NOT FOR SERVICES RENDERED, DEPENDENT OR CONTINGENT UPON THE FAVORABLE APPROVAL OF SUCH APPLICATION, PETITION OR REQUEST
- (5) OWNERSHIP OF LESS THAN FIVE PERCENT OF THE STOCK OF A CORPORATION WHOSE STOCK IS LISTED ON THE NEW YORK OR AMERICAN STOCK EXCHANGES SHALL CONSTITUTE AN INTEREST FOR THE PURPOSES OF THIS SECTION.

**PLEASE CHECK ONE**

- THERE ARE NO PERSONS WHO HAVE AN INTEREST IN THIS APPLICATION
- THERE IS (ARE) PERSON (S) WHO HAVE AN INTEREST IN THIS APPLICATION . [ON A SEPARATE SHEET, TO BE ATTACHED TO THIS APPLICATION, INDICATE THE NAME AND ADDRESS OF SUCH PERSON OR PERSONS , THE NATURE AND EXTENT OF RELATIONSHIP TO THE APPLICANT, AND THE NATURE AND EXTENT OF INTEREST IN THIS APPLICATION]

**SWORN STATEMENT**

As applicant or agent for the above described property, I do hereby swear that all statements, descriptions and signatures appearing on this form and accompanying materials are true and accurate to the best of my knowledge

STATE OF NEW YORK )  
 COUNTY OF ERIE )  
 \_\_\_\_\_ OF \_\_\_\_\_ )

SS :

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 NAME OF APPLICANT— PLEASE PRINT LEGIBLY

# SITE PLAN REQUIRED INFORMATION

(Required information will be identified by the Building Department with applicant during initial meeting, list may not be all inclusive)

	shown	n.a.	required	notes
1.) A property survey prepared by a licensed professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.) A site plan drawn to scale showing:				
The location and dimensions of <u>all</u> structures and their distance to property lines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all neighboring structures within (25) five feet of the development site .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location and dimensions of all parking , stacking and loading areas; including type of paved surface and location and type of any curbing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lines of any existing or proposed streets within site, as well as nearest curb cuts on abutting properties and across the street from the site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all building entrances, including loading doors, main entrances, service entrances etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all above ground mechanicals, including but not limited to meter boards, condenser units, backflow preventers and ground mounted transformers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all existing and proposed exterior lights (pole and wall mounted) and typical details with mounting heights.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of proposed hydrants and the nearest hydrant within 300 feet to the site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	shown	n.a.	required	notes
2.) continued from page 1.				
The location of freestanding identification signs and sizes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all existing and proposed pedestrian and vehicular circulation systems, showing direction of travel and proposed pavement markings / traffic signage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all existing and proposed utilities including: water lines, gas lines, sanitary sewers, above and below grade electrical/cable/telephone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all refuse dumpsters and type of enclosure for said dumpsters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.) A tree survey showing all existing trees over (4) four inches in diameter and tree specie. The tree survey must indicate trees to be preserved and trees to be removed / displaced by development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.) A landscaping plan showing all proposed trees, low level plantings, existing and proposed fencing and fencing type.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A planting schedule showing plant species by common name, quantity of each species and size of species to be planted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Typical planting details for tree/shrubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.) Exterior building elevations showing exterior facing material and proposed color. Building elevations must show location and size of proposed wall signage and any roof top mechanicals, meter boards or other accessory features of a building.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	shown	n.a.	required	notes
6.) A grading / storm drainage plan showing:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Existing topography with contours on (1) one foot intervals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of state or federal wetlands, other water bodies or flood plains.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of all drainage structures showing rim and invert elevations; size, length and slope of all drainage pipes and pipe material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The location of proposed storm detention/ retention basins, drainage swales. Typical cross sections must also be provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Type of pavement and cross section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7.) A sedimentation / soil erosion plan for any disturbance of 1.0 acre or more.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8.) Drainage calculations prepared by a design professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9.) Is your project receiving funding by any public agency or is there an application pending for public financing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

In addition to the information shown above the following studies may be required. Applicants are encouraged to complete the studies in time for a project submittal deadline. If the studies are not submitted with a submittal they can be submitted concurrently during a town review, however, such later submission may delay your review.

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|---|---|
| <input type="checkbox"/> Traffic Impact Study                     | <input type="checkbox"/> Fiscal Impact Study (if public funding/loans involved) |
| <input type="checkbox"/> Archeological / Cultural Resource Survey | <input type="checkbox"/> Storm Water Management Plan                            |
| <input type="checkbox"/> Geological Study                         | <input type="checkbox"/> Wetland Delineation                                    |