

# Town of Cheektowaga Development Review Process



## BUILDING INSPECTIONS OFFICE

(application process takes approximately 2-5 days)

- 1.) Provides applicant with overview of review process and discusses applicable regulations.
- 2.) Provides applicant with appropriate applications and reviews same for completeness.
- 3.) Authorizes submittal to Town Clerk's Office with applicable review fees.
- 4.) Forwards copies of completed application and supportive documents to all appropriate departments and agencies for review and comment.

ALL REVIEWS CONCURRENT

### INVOLVED LOCAL AGENCIES

(must review & comment to EAC within 30 days)

#### ENGINEERING DEPT.

Reviews plans for potential impacts and approves drainage for parking areas, filling of land, grading of land, location of improvements in/near flood plains or tributaries.

Reviews utility and infrastructural improvements and impacts (sanitary sewer, storm sewer, etc.)

#### HIGHWAY DEPT.

Reviews improvements within town road right of ways / town ditches.

#### C.C.A.C.

Reviews significant impacts to natural & manmade resources (trees, open space) state/ federal wetlands and Town Critical Environmental Areas and the quality of life of the surrounding community.

#### TRAFFIC SAFETY

Reviews traffic impacts to public highways & effects of proposed roadway plans

### E.A.C.

The environmental advisory committee acts as the clearing house for all SEQR actions. The committee coordinates reviews with all local involved agencies and non local involved/ interested agencies.

The E.A.C. receives all agency comments/ concerns and advises the applicant of same. The E.A.C. conducts the environmental review for the Town of Cheektowaga and recommends the determination of significance to the Town

total review process averages 50 days

### OTHER AGENCIES

(when applicable)  
(30 DAYS)

ERIE COUNTY D.E.P.  
NYS DOT  
NYS DEC  
SHPO  
NYS DOH  
ARMY CORPS OF ENG.  
FIRE DISTRICT  
Others as required

### PLANNING BOARD

(varies 30 days average)

The Planning Board reviews the site layout including building orientation, landscaping improvements, location of parking, stacking and loading areas, exterior lighting and signage. More generally the Planning Board will review the physical improvements being proposed and seek to minimize the impact on surrounding uses to improve the quality of life for the Cheektowaga community.

The Planning Board will issue an advisory recommendation to the E.A.C. for issues subject to SEQR and to the Town Board for matters of zoning, site plans and as required by law.

### TOWN BOARD (Lead Agency) (final decision 10 days \*)

The Town Board approves an action and issues a negative SEQR Declaration affirming that the action will not have a significant impact on the environment.

The Town Board denies approval of an action and a SEQR determination is not required to be issued by the Town Board or; the Town Board issues a Positive Declaration requiring the preparation of an Environmental Impact Statement (EIS) prior to making a decision on an action.

\* Approximate — A final decision will be made once the Town Board receives a final recommendation from the EAC or in cases of non SEQR actions, the Planning Board. Length of reviews are variable based on complexity of issues. The need for the preparation of an Environmental Impact Statement (EIS) increases the review time considerably.