Planned Unit Development Application to the Common Council

City of Buffalo, New York

Section 496-11.3.8 of the City Code: A Planned Unit Development allows for a defined area to be developed as a unified and integrated development and is intended to create more flexible or precise development outcomes than would be possible through the strict application of the City Code.

Procedure

1. If required by the City Clerk, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall.

2. Complete this form.

3. Attach to this form all required submittals as listed in the required submittals section on page 2 of this application.

4. Deliver three (3) copies of this form and the required submittal copies (see page 2 of this application) to the City Clerk in Room 1308 City Hall.

5. Pay fee of $500 to the City Clerk. Checks payable to "City Clerk." Visa or MasterCard also accepted.

6. The City Clerk will review the Planned Unit Development Application and determine if it is complete. An application is complete if all questions on the form have been answered and required submittals have been attached.

7. Once the application is determined complete, the applicant will receive a Notice of Complete Application which includes the dates of public hearings. Until a Notice of Complete Application is received, the project will not be scheduled for a public hearing regardless of the date the application was submitted.

8. Ten (10) days prior to the scheduled public hearing, all applicants for Planned Unit Development must install a sign at the project site. A printable template of this sign is available at Room 1308 City Hall. Requirements and standards for this sign are found within the Posted Notice Section 496-11.2.2.C. of the City Code. The sign can be removed when all public hearings are complete/closed.

9. Attend the City Planning Board meeting to discuss your application for a Planned Unit Development.

10. The City Planning Board will review the application and make a recommendation to approve, approve with conditions, or deny the application, and forward the recommendation to the Common Council.

11. Attend the public hearing held by the Common Council to discuss your application for a Planned Unit Development.

12. The Common Council will review the application and make a decision to approve, approve with conditions, or deny the application.

Please note: Any information provided with this application will be made public at www.buffalony.gov/meetings

Required Submittals

Section 496-11.3.8 of the City Code details required submittals for Planned Unit Development review. The following list provides a summary of these requirements and is not intended as a substitute for the requirements listed within the City Code.

1. **Site Maps, Plans, or Drawings**
   Submit: Three (3) copies measuring no larger than 11" x 17"
   Scale: One (1) inch equals thirty (30) feet or larger scale
   - Proposed land uses
   - Locations and dimensions of proposed buildings
   - Location and type of rights-of way
   - Pedestrian and bicycle circulation systems
   - Public spaces
   - Preliminary plans and profiles
   - Date of preparation, clear scale, and north arrow

2. **Site Control Evidence**
   Submit: One (1) copy measuring no larger than 11" x 17"

3. **Legal Description Map**
   Submit: Three (3) copies measuring no larger than 11" x 17"
   - Legal description of the property, total acreage, lot lines, dimensions, easements, and rights-of way
   - Utilities, structures, water bodies, and other natural and manmade features
   - Date or preparation, clear scale, and north arrow

4. **Context Map**
   Submit: Three (3) copies measuring no larger than 11" x 17"
   - Context of development within 500 feet of the site
   - Date or preparation, clear scale, and north arrow

5. **Phases of Development**
   Submit: Three (3) copies measuring no larger than 11" x 17"
   - Delineation of areas, building sites, land uses, and improvements to be constructed in independent phases
   - Scheduled timing and sequencing of development

Planned Unit Development Application to the Common Council

City of Buffalo, New York

Applicant Information

Property Owner Name(s):_____

Phone Number:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Applicant Name(s):_____

Phone Number:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Contractor Name(s):_____

Phone Number:_____ Email:_____

Address:_____ City:_____ State:_____ Zip:_____

Property Information

Assessed Address:_____

Area of Parcel (square feet):_____ Acres:_____

Zone:_____ Zone Overlay (if applicable):_____

Current Use:_____

Historic District/Property (if applicable):_____

Project Description

Describe the goals underlying the creation of the Planned Unit Development:
(Attach additional information if needed)

Proposed Waivers/Modifications

Describe the proposed waivers or modifications to the underlying zoning that will apply to the site:
(Attach additional information if needed)

	City Code Section(s)	Description of Proposed Waiver/Modification
1. Residential Density		
2. Lot dimensions and lot coverage		
3. Building setbacks *(except for required waterfront yards, which may not be waived or modified)*		
4. Building height and story height		
5. Transparency and pedestrian access		
6. Exterior façade materials		
7. Specific standards that apply to the zone		
8. Principal uses and accessory uses		
9. Sign standards		

Proposed Additional Standards

Describe the proposed additional standards to the underlying zoning that will apply to the site:
(Attach additional information if needed)

City Code Section(s)	Description of Proposed Additional Standard

Disclosure Affidavit

I affirm that the information provided above is true and accurate to the best of my knowledge:

Property owner or applicant name (print):_____ Date:_____

Property owner or applicant signature:_____

Notary

State of New York   )
) ss
County of Erie   )

On the _____ day of _____ in the year_____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____
Notary Public