



Registration - Site Improvements & Parking

City of Buffalo - Department of Permit and Inspection Services

All projects for which an application is required under Chapter 496 of the City Code must be registered with the Department of Permit and Inspection Services (DPIS). This form must be completed by you (the applicant) if your project includes site improvements and/or parking. **The questions on this form are related to City Code and not the New York State Building Code.** At registration, all approvals required under Chapter 496 of the City Code will be identified and all appropriate application forms will be provided.

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 (within or adjacent): _____

Statement of Intent

Briefly state the intent of the project including a physical description of any existing signage (attach additional information if needed):



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Provide the following information as required by Sections 496-7 and 496-8 of the City Code (as applicable).

Project Description

Vehicle Parking (new, reconstruction, or mill and overlay only):

Lot area (square feet): _____

Number of spaces: _____

New curb cut requested? Yes No

Distance from intersection (feet): _____

Curb Cut Dimensions (feet): _____

Parking stall length/width (feet): _____

Parking stall angle (degrees): _____

Drive aisle width (feet): _____

Interior parking lot landscape (percentage): _____ Shade tree count: _____

Are there any landscape islands? Yes No Dimensions: _____

Are there any landscape medians? Yes No Dimensions: _____

Does the proposal/plan:

Meet interior parking lot landscaping requirements (Section 7.1.5)? Yes No N/A

Provide pedestrian facilities (Section 8.3.3.B)? Yes No N/A

Bicycle Parking (Section 8.2 of the UDO):

Principal building use: _____

Required spaces: _____

Principal building use: _____

Required spaces: _____

Principal building use: _____

Required spaces: _____

(Attach additional information if more uses are proposed)

Total number of spaces provided: _____ Long-term spaces (percentage): _____

Landscape (Section 7.1 of the UDO):

Street Trees: Right-of-way frontage(s) (feet): _____

Number removed: _____ Diameter (inches): _____

Number added: _____ Diameter (inches): _____

Other Trees: Number removed: _____ Diameter (inches): _____

Number added: _____ Diameter (inches): _____

Buffer Yard required? Yes No Type: _____ Depth (feet): _____



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Fences and Walls (Section 7.2 of the UDO):

Material(s): _____

Front lot line/yard height (feet): _____ Corner side lot line/yard height (feet): _____

Interior side lot line/yard height (feet): _____ Rear lot line/yard height (feet): _____

Outdoor Lighting (Section 7.4 of the UDO):

Lighting zone: _____ Total site lumens: _____

Backlight rating: _____ Uplight rating: _____ Glare rating: _____

Site Impacts (Section 7.6 of the UDO):

Describe any site impacts the project will have on the surrounding area:

Total project cost: _____

Additional Required Materials

1. Site plan (if applicable)
2. Architectural elevations (if applicable)
3. Building Plan (if applicable)
4. Owner Authorization Form (if required)
5. Any additional documents that clearly describe the proposed work and its code compliance

Disclosure Affidavit

I, _____ (print name), as agent for the above-noted project, have reviewed the project's required Prior Approvals and City Code Requirements with a Permits Inspector. I am aware that it is my responsibility to accomplish all prior approvals, and then to bring paperwork for these approvals to the Permit Office at permit application. In addition, I am aware that it is my responsibility to collect all the required site plan documents and to bring them to the Permit Office at application in order for the reviews of this projects plans to proceed. It is my responsibility to supply any additional documents that the project requires to clearly and completely describe the proposed work and its code compliance. I understand that per City Code Section 103-13.1, if more than on plan revision per trade is required, additional review fees will be assessed. Furthermore, I understand that it is my responsibility to fully inform the property owner about all of the above.

Applicant signature: _____ Date: _____

Office Use Only

A/P#: _____