



# Minor Site Plan Application - Modifications

City of Buffalo - Office of Strategic Planning

## The following are modifications to the Major site plan application requirements and process during the Covid 19 crisis

1. Per the normal application process, a project must first be registered with the Department of Permit and Inspection Services (DPIS). During the Covid 19 crisis, an appointment is required prior to meeting with DPIS staff in 301 City Hall. For more information or to register online, go to [www.buffalony.gov/722/Permit-Process](http://www.buffalony.gov/722/Permit-Process).
2. Complete minor site plan application that follows.
3. Email the completed application and related documents to John Fell at [jfell@city-buffalo.com](mailto:jfell@city-buffalo.com). If possible email a link to a file sharing site instead of attaching the documents directly to the email.
4. Mail or send by courier one hardcopy of the application package including two (2) 24x36 inch copies and two (2) 11x17 inch copies of the site plan and elevations for the front and corner side (if applicable) façades - to John Fell, Office of Strategic Planning, C/O COB Mailroom, 901 City Hall, Buffalo NY 14202.
5. A \$250 fee must be either mailed along with the application package (payable to "City of Buffalo") or paid online via the City's ePermits webpage, which can be accessed from the Permits webpage ([www.buffalony.gov/719/Permits webpage](http://www.buffalony.gov/719/Permits-webpage)). If you plan to pay online, please email John Fell ([jfell@city-buffalo.com](mailto:jfell@city-buffalo.com)) to ensure to fee is posted on the system.



# Minor Site Plan Application

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Section 496-11.3.6 of the City Code: Minor Site Plan Review allows for review of the site design of routine development applications that are eligible to be processed administratively.

### Procedure

1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 of City Hall.
2. Complete this form.
3. Attach to this form all required submittals listed on page 2 of this form and in Section 496-11.3.6 of the City Code.
4. Deliver this form and the required number of submittal copies to Room 901 City Hall.
5. Staff will review the Minor Site Plan Application and determine if it is complete.
  - a. **An application is complete if:** All questions on the Minor Site Plan Application Form have been answered and required submittals have been attached.
  - b. **An application is not complete if:** One or more questions on the Minor Site Plan Application Form have not been answered or if submittal materials are missing. Notice will be provided to the applicant identifying any needed changes.
6. After review, the Zoning Administrator may determine that, because of its nature, the proposed Minor Site Plan must be resubmitted as Major Site Plan Review to the City Planning Board. In such case, notice will be provided to the applicant. An additional application fee will not required.
7. Once the application is determined complete, the applicant will receive a Notice of Complete Application.
8. After receiving the Notice of Complete Application, all applicants for Minor Site Plan Review involving new construction of a principal building in an N-2C, N-2E, N-3C, or N-3E zone must install a sign at the project site at least ten (10) days prior to the date the Zoning Administrator makes a decision (see procedure #9 below). An electronic template of this sign is available from Office of Strategic Planning Staff. 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 after the applicant has received the decision from the Zoning Administrator
9. Within thirty (30) days of the Notice of Complete Application, the Zoning Administrator will approve, approve with modifications, or deny the application. Once the Zoning Administrator has made a decision, you will receive a written notice.
10. If the Zoning Administrator approves the site plan subject to certain conditions or minor modifications, all plans and drawings submitted as part of the building permit application must reflect those conditions or minor modifications.

### Fee

Pay associated fee of \$250.



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### Required Submittals

Section 496-11.3.6 of the City Code details required submittals for Minor Site Plan 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. Statement of Intent (Project Description)**

Submit: One (1) copy measuring 8½" x 11"

**2. Site Plan**

Submit: Two (2) copies measuring no larger than 11" x 17" and two (2) stamped copies measuring 24" x 36"

Scale: One (1) inch equals thirty (30) feet or larger scale

- Date of preparation, clear scale, north arrow, and dimensions
- Project boundaries and total area
- Dimensions of lots, property lines, and adjacent rights-of-way
- Relationship to adjacent public infrastructure (sidewalks, roadways, street lighting, street trees, traffic control devices, right-of-way signs, catch basins and inlets, parks and open spaces, water and sewer services)
- Existing and proposed site improvements (structures, easements, vehicular and pedestrian access, landscape, established trees, fences or walls, stormwater facilities, lighting, parking and loading facilities, signs)

**3. Architectural Elevations**

Submit: Two (2) copies measuring no larger than 11" x 17" and two (2) copies measuring 24" x 36"

Scale: One (1) inch equals four (4) feet or larger scale

- Date of preparation, clear scale, and dimensions
- Detail facade materials
- Renderings are not required, or accepted as substitutes, for elevations

**4. Site Control Evidence**

Submit: One (1) copy measuring no larger than 11" x 17"

**5. Map of Adjacent Conditions**

Submit: One (1) copy measuring no larger than 11" x 17"

- Existing natural features on and within 200 feet of the site (water bodies, wetlands, floodplains, shoreline buffers, steep slopes, federal or state significant habitats)
- Designated local, state, or national landmarks or historic districts on and within 200 feet of the site

**6. Landscaping Plan (if required)**

Submit: One (1) copy measuring no larger than 11" x 17"

Landscaping Plan standards and requirements are found in Section 7.1 of the UDO

**7. Stormwater Pollution Prevention Plan (if required)**

Submit: One (1) copy measuring no larger than 11" x 17"

Information regarding Stormwater Pollution Prevention Plan is found within Section 7.3 of the UDO

**8. Lighting Plan (if required)**

Submit: One (1) copy measuring no larger than 11" x 17"

Lighting Plan standards and requirements are found in Section 7.4 of the UDO



# Minor Site Plan Application

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## 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): \_\_\_\_\_

## Statement of Intent

Briefly state the intent of the project (attach additional information if needed):

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## Project Description

- New construction of a principal building
- Addition of an existing principal building
- Substantial renovation
- Substantial façade renovation
- New construction or reconstruction of parking lot
- New construction of a loading area

Describe the following (as applicable):

### Project Use and Size:

Existing use(s): \_\_\_\_\_ Square feet: \_\_\_\_\_

Proposed use(s): \_\_\_\_\_ Square Feet: \_\_\_\_\_

Existing number of dwellings: \_\_\_\_\_

Proposed number of dwellings: \_\_\_\_\_

Building type (if in a Neighborhood Zone): \_\_\_\_\_

Total Building Square feet: \_\_\_\_\_ Ground Floor Square Feet: \_\_\_\_\_

### Lot Dimensions/Coverage:

Lot area (square feet): \_\_\_\_\_ Lot width (feet): \_\_\_\_\_

Building coverage (percent): \_\_\_\_\_ Impervious coverage (percent): \_\_\_\_\_

Total project cost: \_\_\_\_\_

Total jobs created: \_\_\_\_\_

Total construction time frame: \_\_\_\_\_

### Parking/Loading:

Parking lot construction/reconstruction: Square feet: \_\_\_\_\_ Spaces: \_\_\_\_\_

Loading area construction: Square feet: \_\_\_\_\_ Number of loading berths: \_\_\_\_\_



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Materials:

Façade Materials: \_\_\_\_\_

Landscaping Materials: \_\_\_\_\_

Required City of Buffalo approvals: \_\_\_\_\_

## 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: \_\_\_\_\_

## Office Use Only

Date form received: \_\_\_\_\_

A/P#: \_\_\_\_\_

Internal Checklist:

Date Received:

Reviewed By:

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Site Plan                            | _____ | _____ |
| <input type="checkbox"/> Architectural Drawings               | _____ | _____ |
| <input type="checkbox"/> Site Control Evidence                | _____ | _____ |
| <input type="checkbox"/> Map of Adjacent Conditions           | _____ | _____ |
| <input type="checkbox"/> Landscape Plan                       | _____ | _____ |
| <input type="checkbox"/> Stormwater Pollution Prevention Plan | _____ | _____ |
| <input type="checkbox"/> Lighting Plan                        | _____ | _____ |
| <input type="checkbox"/> Fee (\$250)                          |       |       |

Date of Determination of Completeness: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

- Approved
- Approved with modifications
- Disapproved