



Major 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.
2. Complete the Major Site Plan application that follows.
3. Email the completed application and required submittals (listed on page 2 of the application) to Nadine Marrero at nmarrero@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 (we do not need 10 copies while meetings are being held virtually), including two (2) 24x36 inch copies and two (2) 11x17 inch copies of the site plan and elevations to: Buffalo Planning Board, C/O COB Mailroom, 901 City Hall, Buffalo NY 14202.
5. The applicable fee must be either mailed along with the application package (payable to "City of Buffalo") or paid online via the City's ePermits system, 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) to ensure to fee is posted on the system.
6. During the Covid 19 crisis, meetings for the Planning Board are being held "virtually," rather than "in person. For more information or to view the meeting schedule and submittal deadlines, go online to: www.buffalony.gov/353/Planning-Board.



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Section 496-11.3.7 of the City Code: Major Site Plan Review allows for the discretionary review of the site configuration and architectural design of projects which, due to their magnitude, are more likely to have significant impacts on their surroundings.

Procedure

1. If not already completed, 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 listed on page 2 of this form and in Section 496-11.3.7 of the City Code.
4. Deliver this form and the required number of submittal copies to Room 901 City Hall. Include one (1) Compact Disc (CD) or USB flash drive with an electronic copy (PDF preferred) of the form and required submittals.
5. Staff will review the Major Site Plan Application and determine if it is complete.
 - a. **An application is complete if:** All questions on the Major 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 Major 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. Once the application is determined complete, the applicant will receive a Notice of Complete Application which includes a public hearing date. 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.
7. Ten (10) days prior to the scheduled public hearing, all applicants for Major Site Plan Review must install a sign at the project site. 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 when the public hearing is closed.
8. Attend the City Planning Board public hearing to discuss your application for Major Site Plan Review.
9. The City Planning Board will review the application and make a decision to approve, approve with modifications, or deny the application. Once the City Planning Board has made a decision, you will receive a written notice.
10. If the City Planning Board 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.

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

Fee

Pay associated fee of: \$500 For new principal buildings less than 5,000 square feet, demolitions of a principal building if no other site plan triggers are met, or construction of parking lots.

\$1,000 For all other Major Site Plan Applications up to one (1 acre)

And an additional \$500 for each additional acre or portion thereof



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Required Submittals

Section 496-11.3.7 of the City Code details required submittals for Major 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 copy measuring 8½" x 11"

2. Site Plan

Submit: Ten (10) 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) with dimensions as appropriate

3. Architectural Elevations

Submit: Ten (10) 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

- All relevant elevations to represent anything new or changing
- Date of preparation, clear scale, and dimensions
- Detailed 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. Part 1 of the NYS Environmental Quality Review (SEQR) Environmental Assessment Form (EAF)

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

6. Map of Adjacent Conditions:

Submit: Ten (10) copies measuring no larger than 11" x 17"

- Context of development within 100 feet of the site (location and scale of principal buildings, site ingress and egress)
- 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

7. Landscaping Plan (if required)

Submit: Ten (10) copies measuring no larger than 11" x 17" and two (2) copies measuring 24" x 36"

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

8. 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

9. Lighting Plan (if required)

Submit: Ten (10) copies measuring no larger than 11" x 17" and two (2) copies measuring 24" x 36"

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

10. Transportation Demand Management Plan (if required)

Submit: Ten (10) copies measuring no larger than 11" x 17"

Transportation Demand Management Plan standards and requirements are found in Section 8.4 of the UDO and within the Transportation Demand Management Policy Guide approved by the City Planning Board.



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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

Proposed use(s): _____ Square feet: _____

Required City of Buffalo approvals: _____

Proposed number of dwellings (if applicable): _____

Existing building renovation: Building type (if in a Neighborhood Zone): _____

Square feet: _____

Facade alteration description: _____

Parking lot construction/reconstruction: Square feet: _____ Spaces: _____

Loading area construction: Square feet: _____ Number of loading berths: _____

Lot Dimensions:

Lot area (square feet): _____ Lot width (feet): _____

Lot Coverage:

Building coverage (percent): _____ Impervious coverage (percent): _____

Total project cost: _____

Total jobs created: _____

Total construction time frame: _____

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: _____



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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"/> TDM Plan	_____	_____
<input type="checkbox"/> Fee	_____	_____

Date of Determination of Completeness: _____

Date of Decision: _____

- Approved
- Approved with modifications
- Disapproved