



## TOWN OF TONAWANDA ZONING PERMIT REVIEW REQUIREMENTS

Effective September, 1996, the Town of Tonawanda adopted “Site Plan Review” Requirements for the following activities:

1. All activities within the “Waterfront” Zoning Districts (W-MU, WB, RHC, W-ID).
2. Construction of new commercial buildings in all other districts, (MF, C-1, C, GI, PS, TND, C-2, NB).
3. Change of property use in all other districts (MF, C-1, C, GI, PS, TND, C-2, NB).
4. Expansion of existing commercial structures greater then 20,000 sf or 25% of the existing gross floor area, whichever is less.
5. Excavation operations.
6. New special uses.
7. Legal conversions of existing commercial buildings.

The applicant is required to submit a “Site Plan” application with required exhibits and the application fee (as listed in the application form) for approval. Site Plan review generally takes 60-90 days before final approvals are issued.

**\*\*\*\*\*ALL APPLICATIONS MUST BE COMPLETE AND SUBMITTED TWO WEEKS PRIOR TO THE PLANNING BOARD MEETING IN ORDER TO BE ON THE AGENDA. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT\*\*\*\*\***

Please note that the following activities **do not require site plan approval:**

1. Construction of one and two family dwellings on approved building lots.
2. Accessory structures to one and two family dwellings.
3. Exterior alterations or additions to one and two family dwellings.
4. Incidental landscaping or grading.
5. Ordinary repair or maintenance of existing structures or uses.
6. Alterations or additions to existing commercial or industrial structures which will not increase the gross floor area by more than 25% or 20,000 sf, whichever is less.

Unless otherwise noted, **EIGHTEEN (18) COPIES** of the following documents shall be submitted for review to the Planning and Development Department:

**Plans sizes should be as follows: Four (4) sets 24" x 36" and FOURTEEN (14) sets 11" x 17"**

\_\_\_\_\_ 1) **TWELVE (12) COPIES** of the **COMPLETED APPLICATION FORM**

\_\_\_\_\_ 2) **LEGAL INFORMATION** including: name & address of record owner; name & address of plan preparer; date; north arrow; scale of plan; boundary information; adjacent street names, widths, and curbing; location & owner information for all properties within two hundred (200) feet of the site; any easements, setbacks, reservations, and areas dedicated to public use (parks, walks, access, open space); deed restrictions; existing zoning classification; location map

\_\_\_\_\_ 3) **RECENT PROPERTY/BOUNDARY SURVEY AND LEGAL DESCRIPTION**

\_\_\_\_\_ 4) **NATURAL FEATURES** including: contours @ 2' intervals; flood areas; watercourses; wetlands; wooded areas; rock outcrops; trees over 6" dia.; grading plan

\_\_\_\_\_ 5) **EXISTING STRUCTURES** including: size & location of uses & outlines of all structures; paved areas, sidewalks, & vehicular access; traffic flow including entrances & exits; loading & unloading areas; curb cuts; location, dimension, grades, & flow directions of existing sewers, ditches, culverts, water lines, communication lines, & under or above-ground utilities; fences, retaining walls, or similar structures; historical or archeological resources on or adjacent to the site

\_\_\_\_\_ 6) **PROPOSED DEVELOPMENT** including: location, size, type of construction, and exterior dimensions of proposed building or structural improvements; location & design of all non-structural uses including parking, loading, & waste storage areas; outdoor lighting; outdoor signage; ingress & egress including sidewalks, driveways, fire lanes, or other emergency zones or paved areas (cross section & materials); water lines, valves, & hydrants; sewer lines; landscaping; easements or deed restrictions; public improvements; new grades; drainage plan & calculations; outdoor storage & screening; site improvements including drains, culverts, retaining walls, fences, energy generation & distribution facilities; setbacks, dimensional information, & the State Environmental Quality Review Full Environmental Assessment Form

\_\_\_\_\_ 6a) **ADDITIONAL INFORMATION FOR PROJECTS IN WMU, RHC, WID, WB AND ANYTHING IN THE RIVER ROAD OVERLAY DISTRICTS** including: elevation plan & building materials for all buildings or structures facing public space; pedestrian & bicycle access ways; graphic representation/ views to the Niagara River from public space

\_\_\_\_\_ 7) **ADDITIONAL DRAWINGS** or other information as requested by Development Services Staff

\_\_\_\_\_ 7a) **COPIES OF Correspondence** with all involved utilities showing that they have been notified of the project.

\_\_\_\_\_ 8) \$ \_\_\_\_\_ .00 **NON-REFUNDABLE APPLICATION FEE**

**Site Plan \$300.00 for 1<sup>st</sup> acre + \$20.00/add'l acre or fraction thereof**

**Special Use Permit and Performance Standards - \$200 Additional / ZBA - \$100 Additional**

**TOWN OF TONAWANDA MASTER ZONING PERMIT APPLICATION**

Application No. SP-\_\_\_\_\_

Property Address:\_\_\_\_\_ SBL # \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner Name & Address: \_\_\_\_\_

Zoning for Subject Premises: \_\_\_\_\_

\* A NYS Environmental Assessment Form (SEQR EAF) is required to be completed and submitted along with this application for most projects involving new construction. You can download a fillable electronic form from the NYSDEC's website at: <https://www.dec.ny.gov/permits/6191.html>

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Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permits Required:    \_\_\_ Site Plan       \_\_\_ Special Use Permit    \_\_\_ Performance Standards  
\_\_\_ Zoning Variance   \_\_\_ County 239-m   \_\_\_ Inter-municipal 239-nn   \_\_\_ Rezoning

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The undersigned solemnly swears that all statements made herein are true and that all drawings and documentation submitted herewith represent a true and accurate description of the proposal outlined to the best of the applicant's knowledge.

Applicant \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

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**Received by Planning and Development Dept** .....(by) \_\_\_\_\_ (date) \_\_\_\_\_

**APPLICATION DEEMED COMPLETE**.....(by) \_\_\_\_\_ (date) \_\_\_\_\_