

# Village of Depew

## *Building Department*

Municipal Building • 85 Manitou St. • Depew, NY 14043

716-683-1400 ext. 123 • 716-683-3538 (fax)

[www.villageofdepew.org](http://www.villageofdepew.org)

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### **VILLAGE OF DEPEW PLANNING BOARD REVIEW PROCESS**

To ensure that your project is reviewed in a timely manner, please refer to the following information:

- The Planning Board meets on the First Thursday of the month at 7:00 pm.
- All required information as outlined in this packet must be returned to the Building Department no later than the Wednesday, three weeks prior to the meeting date.
- Planning Board submittal fee: \$100.00
- Please complete checklist along with all required information.
- 11 completed packets must be returned must be returned to the Building Department and clearly indicate that it is Planning Board Material. (Two additional are needed for ZR-1 notification)
- The SEQR form must accompany the packet. Information regarding this and other SEQR forms is available at the NYS DEC website.  
<http://www.dec.state.ny.us/website/dcs/seqr/index.html>
  - Short EAF Form - \$75.00
  - Long EAF Form - \$500.00
- Planning Board cancellation/rescheduling fee (applies if applicant is requesting):
  - \$75.00 (covers cost of new legal notice)

*Applicant must obtain permit within 6 months & begin work within 12 months of Planning Board Approval.*

**INCOMPLETE PACKETS WILL NOT BE REVIEWED OR SCHEDULED  
FOR PLANNING BOARD CONSIDERATION**

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TO: PROJECT APPLICANTS

The project that you are submitting is subject to review and recommendation of approval from the Planning Board of the Village of Depew, to the Village Board. This packet has been prepared to assist you preparation of materials for review. Specific Village Codes and applicable standards should always be verified.

The Planning Board will not accept an incomplete or late submittal for placement on the Agenda. Plans must be technically acceptable and complete to be placed on the respective agenda.

All submittals shall include the following: (No Exceptions)

Letter of Intent, which shall include the following:

Name, Address, Telephone Number of Applicant

Property Address (must have a street number – verify with Village Assessor)

Current Zoning

Intended Use: be as specific as possible

Letter to be typewritten

Proof of Ownership, or documentation from the land owner the applicant is proceeding with the land owner's authorization.

Updated property survey.

Completed SEQR form - attached.

Site Plans per Village requirements, sealed and signed by an Engineer licensed in the State of New York.

Accurately completed General Information Sheet – attached.

Accurately completed Project Description Sheet – attached.

Eleven completed packages containing all of the above, unless long form is required. If long form is required 2 additional packets must be submitted.

**PLANNING BOARD  
PROJECT DESCRIPTION SHEET  
Village of Depew**

*Please Print*

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF DEVELOPMENT: \_\_\_\_\_

Number of Building Units: \_\_\_\_\_ Anticipated Tenants: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

Future Expansion: \_\_\_\_\_

DEVELOPER'S NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

ARCHITECT NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

ZONING: \_\_\_\_\_ SITE ACREAGE: \_\_\_\_\_

SEWER/PUBLIC or OTHER: \_\_\_\_\_

SEQR TYPE: \_\_\_\_\_

PLANNING BOARD MEETING DATE (7:00PM): \_\_\_\_\_

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Applicant \_\_\_\_\_

Location \_\_\_\_\_

**VILLAGE OF DEPEW GENERAL INFORMATION SHEET**

**REQUIREMENTS FOR SITE PLAN REVIEW, NEW DEVELOPMENTS, REQUEST FOR REZONE,  
SPECIAL USE PERMIT AND MAJOR ADDITIONS:**

- \_\_\_\_\_ 11 Copies of Project Description Sheet
- \_\_\_\_\_ 11 Copies of General Information Sheet
- \_\_\_\_\_ 11 Copies of SEQR Form
- \_\_\_\_\_ 11 Copies of proposed site plan. Plans are to be folded.

*It is your responsibility to put together 11 packets for submittal. Each must contain each of the above listed items. \*\*Please note: 2 additional packets are required if long form review is needed.*

**SITE PLAN SHALL BE CLEARLY MARKED AND CONTAIN THE FOLLOWING:**

- \_\_\_\_\_ Name and address of applicant and authorization of owner if different from applicant.
- \_\_\_\_\_ Names and addresses of owner(s) of record, if different from applicant.
- \_\_\_\_\_ Name and address of person or firm preparing plan.
- \_\_\_\_\_ Current zoning classification of property, including exact zoning boundary if in more than one district.
- \_\_\_\_\_ North arrow, scale, date and revision block.
- \_\_\_\_\_ Area map of location.
- \_\_\_\_\_ Property layout showing all dimensions, at an appropriate Engineer's scale and names of owners adjoining parcels.
- \_\_\_\_\_ Location and size of all building (proposed and existing), showing dimensions of side yards, rear yards, front setbacks and separation. Zoning Dimensions enforced. Any relief sought from zoning dimensions shall require a variance from the Zoning Board of appeals.
- \_\_\_\_\_ Locations, widths and names of existing streets and proposed site access. Include:  
Width  
Radius  
Reference dimensions from the nearest street  
Intersections  
Yield sign at each egress.

\_\_\_\_\_ Layout of all on site off-street parking, showing:

Access Drives

Spaces

Barricades

Cross-sections of paving

Overall dimensions

Provide handicapped parking spaces to conform to A.N.S.T. 117.1

Show any truck loading areas

Boundaries between vehicle circulation areas and other areas shall be curbed. If concrete wheelstops or bumper high barricades are to be provided, these should also be shown.

Consideration should be given to pedestrian walkway requirements.

Number of required spaces should be in accordance with Village Codes.

\_\_\_\_\_ Water service location showing: proposed line and existing main size, location of hydrants and sprinkler hook-up connections. Include locations of nearest hydrant off-site.

\_\_\_\_\_ Sanitary Service showing location, proposed line and existing main size. Include all manhole rims and invert elevations, pipe slope, and construction materials, if appropriate.

Any means of sewage disposal other than connection to existing system shall be detailed including location, design and construction materials. Include the estimated daily sanitary sewage flow and anticipated number of employees, if appropriate.

\_\_\_\_\_ Grade and Drainage Plan shall include all receivers, line size, slope, construction materials and existing and proposed grade elevations. No storm water shall drain onto adjoining properties. All downspouts shall be connected to a storm service. Systems shall be designed for a minimum (25) year storm. Detention basins shall be designed for a (100) year storm.

\_\_\_\_\_ Landscaping Plan shall show all landscaping, trees, shrubs, etc. and label them with name, type and size.

\_\_\_\_\_ Clearing, Stripping and Soil Erosion Control Plan. One must obtain a permit before beginning any work on the project – Clearing, Stripping, or Demolition. Site preparation and construction shall be fitted to the vegetation, topography and other natural features of the site, and shall preserve as many as these features as possible. In general, the following shall be shown on the plan:

Clearing Limits, stockpile areas, all temporary and permanent drainage, erosion and sediment control facilities. A time schedule which is keyed to the operations. Note on the Plan that stumps and brush may not be buried in the Village and that topsoil may not be removed from the worksite without a permit.

\_\_\_\_\_ Location, design, and construction of all energy distribution facilities, including electric, gas, solar energy and public address systems. Exterior lighting should be provided and restricted to illuminating the building and/or premises only.

\_\_\_\_\_ Location of all signs for which permits are required under Village Ordinances, fences, and walls.

\_\_\_\_\_ Snow storage and screened dumpster location.

\_\_\_\_\_ Description of any Fire Suppression System(s), and any Fire Detection System(s).

I, \_\_\_\_\_ as owner/developer of

\_\_\_\_\_, located at \_\_\_\_\_

**Village of Depew, to the best of my knowledge am submitting a completed packet for Site Plan Review.**

**SIGNED** \_\_\_\_\_ **DATED** \_\_\_\_\_

## **PLANNING BOARD**

### **Site Plan Approval: Purpose**

**260-48** Prior to the development of individual parcels for commercial activities, including but not limited to retail development, multifamily residential development and industrial development, a site plan for the land activity or development must be reviewed and approved. The purpose of these regulations is to enable the Village to control the placement of buildings and accessory structures, and ancillary improvements; so that they do not impact neighboring land uses or negatively impact the surrounding community. The implementation of these requirements furthers the public health, safety and general welfare of the community by allowing the reviewing body to restrict the number, size and location of vehicular access points along all roads; require buffering of incompatible land uses; require adequate aesthetic enhancements in the form of soft and hard landscaping features; require buildings to have architectural features which are consistent with human scale and/or require architectural styles that are consistent with or reflective of the surrounding community; and require the provision of open space in multifamily residential development for recreational opportunities, or permit the Village to accept monies in lieu of providing such open space, for the creation of recreational opportunities elsewhere in the community.

### **Approval Authority**

**260-50** The Village Planning Board shall receive and review all site plans required by this chapter and shall offer a recommendation to the Village Board of Trustees to approve, approve with modifications or deny such site plans in compliance with the provisions of this chapter. Approval of such site plans shall vest with the Village Board of Trustees. The Village Board of Trustees shall not consider action on any site plan until the Planning Board has offered a recommendation.

### **Site Review and Approval Procedure**

**260-52** Prior to a building permit being issued or construction commencing for an activity which requires site plan approval, the Code Enforcement Officer will require an application for site plan approval to be filed with his/her office.

**A.** All minor and major actions shall require a sketch plan conference to be held with the Code Enforcement Officer (CEO) or his/her designee and the applicant prior to the preparation and submission of a formal site plan. The intent of the conference is to enable the applicant to inform the Village of his/her proposal prior to the preparation of a detailed site plan and for the CEO to review a basic site concept plan, advise the applicant of potential problems and concerns and to generally determine the information to be required on the site plan. In order to accomplish these objectives, the applicant shall provide the following with his/her written request for a sketch plan conference:

**(1)** A project statement indicating the proposed use and/or changes (if an addition to an existing facility).

(2) A rough sketch (to scale), showing the locations and dimensions of principal and accessory structures, parking areas, vehicular ingress and egress points, proposed signage, existing and proposed vegetation, any other proposed exterior site features, anticipated changes in topography and natural site features, including floodplains, floodways and/or regulated wetlands or water bodies.

(3) A general location map which places the site in context with the surrounding streets, rights-of-way, easements and other pertinent features.

(4) A boundary survey prepared by a New York State licensed land surveyor reflective of current conditions.

**B.** Following the sketch plan conference with the CEO, a site plan approval request form and filing fee shall be submitted to the Code Enforcement Officer or his/her designee along with 10 copies of a site plan, showing all of the information required as discussed with the applicant during the sketch plan conference and as indicated on the Village's site plan checklist.

**C.** In addition to the information indicated on the Village's site plan checklist, the Planning Board/Village Board of Trustees may also request that the applicant prepare studies to demonstrate that potential impacts, including but not limited to traffic, storm drainage, noise, air pollution or water quality, will be mitigated and/or avoided as required pursuant to the provisions of the State Environmental Quality Review Act (SEQRA).

**D.** In addition to the filing fee for a site plan approval request, the Village may be reimbursed for any costs incurred by the Planning Board for required professional assistance or other extraordinary expense in connection with the review of a proposed site plan. Such reimbursable costs will be a charge associated with the site plan review, in addition to the aforesaid site plan filing fee. Such reimbursable fees, if requested by the Village, shall be established in advance with an applicant and shall be in addition to any reimbursable fees permitted pursuant to the State Environmental Quality Review Act (SEQRA).

#### **Standards for Site Plan Review**

The Planning Board's review of the site plan shall include, as appropriate, the following general considerations:

**A.** Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.

**B.** Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls.

**C.** Location, arrangement, appearance and sufficiency of off-street parking, loading and drive-through lane stacking.

**D.** Adequacy and arrangement of pedestrian traffic access and circulation, pedestrian walks and walkway structures, control of intersections with vehicular traffic and overall pedestrian mobility and convenience.

**E.** Adequacy of storm water and drainage facilities.

**F.** Adequacy of water supply and sewage disposal facilities.



**G.** Adequacy, type and arrangement of trees, shrubs, and other landscaping constituting a visual and/or noise buffer between adjoining lands, including the maximum retention of existing vegetation.

**H.** Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.

**I.** Special attention to the adequacy and impact of structures, roadways, and landscaping in areas with susceptibility to pending, flooding and/or erosion.

**J.** Overall impact on the neighborhood, including compatibility of design considerations.

**K.** The provision of open space within multifamily residential developments for the recreational needs of the residents of such developments.

#### **Open Space for Recreation**

**260-54** The Village may require the provision of open space up to a maximum of 30% of a development site within proposed multifamily developments to provide for the recreation needs of the residents of such developments. The Village may also accept, in lieu of such open space, monies to provide recreational opportunities elsewhere in the community.

#### **Planning Board Decision**

**260-55 A.** Within 30 days of receipt of a formal application for site plan approval (subsequent to sketch plan conference as specified herein), the Planning Board shall schedule a meeting with the applicant. Such meeting shall not be scheduled unless the application submittal is deemed complete by the Planning Board.

**260-55 B.** Within 30 days following the scheduled meeting, the Planning Board shall offer a recommendation to the Village Board of Trustees. In its recommendation, the Planning Board shall recommend approval of the site plan, approval with modifications or recommend denial of the site plan. All recommendations rendered shall be in writing and based on evidence of the proceedings and based on information contained within the site plan submittal. The recommendations of the Planning Board shall be filed in the office of the Village Clerk within five business days of the recommendation being rendered. The time period in which the Planning Board must offer a recommendation may be extended by mutual consent of the applicant and the Planning Board, providing the applicant makes a written request to extend the time frame to the Planning Board.

#### **Village Board of Trustees Decision**

**260-56** Within 62 days following a recommendation made by the Planning Board, the Village Board of Trustees shall approve, approve with modification or deny the site plan application. All time frames as mandated pursuant to the State Quality Review Act (SEQRA) shall be observed in addition to the time frames allowed for this section.