

## NOTICE TO APPLICANTS - PLANNING BOARD EVALUATIONS

(Revised September 2007)

Dear Petitioner:

The following instructions are intended to help you when submitting plans to the Town Planning Board. Specific items listed on the guidelines are mandatory requirements contained the Town of Wheatfield laws. Adhering to the specifics ensures that you are complying with those laws and benefit by an expedited Planning Board review process. Since they are mandates, they must be satisfied in order to meet with the Planning Board.

Planning Board experience reveals that many times applicants are initialing the specific guidelines indicating compliance when in fact, they have not been adequately addressed. This discovery occurs at Tuesday's Planning Board Work Session – after the applicant has been scheduled on the Planning Board Agenda. When the requirements of the guidelines are not adequately addressed, the Planning Board Work Session time is NOT productive, leading to a litany of concerns to be discussed with the applicant at the Wednesday Planning Board official site review process. **Effective immediately, guidelines discovered NOT to be completely addressed will result in the applicant being removed from the Planning Board Agenda.** That decision will be made by 12 Noon on the Tuesday prior to the official Wednesday Planning Board meeting. The rejected guidelines must be retrieved from the Building Department. Once the guidelines are completed in detail, they may be returned to the Building Department for rescheduling for a Planning Board meeting. **Once the Planning Board Agenda is set and published, no changes will be made except in the case of the removal of an applicant from the agenda.**

Applicants many times declare that an item is "Not Applicable" (NA). In these cases a foot note explanation is required. Careful attention to detail will preclude delays in the processing of your application, allow for judicious and expeditious site plan reviews and productive use of everyone's time.

Application, fee and required support data are due, with NO EXCEPTIONS, into the Building Department five (5) business days prior to the regular meeting of the Planning Board (Generally, 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month). Proof of ownership of property is also required for an application to be complete. **All paperwork must be submitted in its entirety to the Building Department. Late submittals of any paperwork will not be accepted.** Application, site plans, subdivision plans and related fees MUST BE SENT/MAILED TO THE BUILDING DEPARTMENT.

Thank you.

If your intentions are to:

- Seek assistance in evaluation of a **concept** you have in mind.

You need to complete **PB Form #1 – Sketch Plan - Conference** and return it to the Building Department. Two copies of a sketch plan must be submitted. At that time you will be scheduled for appearance before the Planning Board.

The form is attached for your convenience.

- Seek assistance for a **Site Plan Review**.

You need to complete **PB Form #2 and PB Form #2A** and submit them with your site plan. Return the documents to the Building Department. Three (3) copies of a site plan must be submitted. The submitted plans should be sized no larger than at 24" X 36". At that time you will be scheduled for appearance before the Planning Board. After the initial Site Plan Review, you may incur additional requirements/mandates from the Planning Board. Once you have complied with the requirements/mandates, resubmit your updated plan to the Building Department. You will be scheduled for another appearance before the Planning Board.

Please plan on attending the meeting or send an authorized representative. When satisfied all requirements have been addressed, the Planning Board will rule on your Site Plan.

All forms are attached for your convenience.

- Seek assistance for a **Minor Subdivision Plan Review**.

After completing the Sketch Plan phase, you need to complete **PB Form #3 and PB Form #3A** and submit them with your site plan. Return the documents to the Building Department. Four (4) copies of the plan must be submitted. The submitted plans should be sized no larger than at 24" X 36". At that time you will be scheduled for appearance before the Planning Board. Please plan on attending the meeting or send an authorized representative.

After the initial Site Plan Review, you may incur additional requirements/mandates from the Planning Board. Once you have complied with the requirements/mandates, resubmit your updated plan to the Building Department. You will be scheduled for another appearance before the Planning Board.

When satisfied all requirements have been adequately addressed, the Planning Board will recommend **Plat** approval to the Town Board. Thereafter, the Town Board will convene a public hearing that you or your representative **MUST** attend. After the hearing, the Town Board will do one of the following: approve, amend, disapprove or return the plan for additional modification.

Subsequent to complying with the Town Board requirements, you must resubmit your modified plan to the Building Department attaching a completed **PB Form #3B**.

Once the Building Department has determined that all requirements have been formalized, they will take the required steps and actions to issue the necessary permits.

All forms are attached for your convenience.

- Seek assistance for a **Major Subdivision Plan Review**.

After completing the Sketch Plan phase, you need to complete **PB Form #4 and PB Form #4A** and submit them with your site plan. Return the documents to the Building Department. Five (5) copies of the plan must be submitted. The submitted plans should be sized no larger than at 24" X 36". At that time you will be scheduled for appearance before the Planning Board. Please plan on attending the meeting or send an authorized representative.

After the initial Site Plan Review, you may incur additional requirements/mandates from the Planning Board. Once you have complied with the requirements/mandates, resubmit your updated plan to the Building Department. You will then be rescheduled for another appearance before the Planning Board.

When satisfied all requirements have been adequately addressed, the Planning Board will recommend **Preliminary** approval of your plan to the Town Board. Shortly thereafter, the Town Board will convene a public hearing that you **MUST** attend. After the hearing, the Town Board will do one of the following: approve, amend, disapprove or return the plan for additional modification.

After satisfying the Town Board requirements, you must resubmit your modified plan to the Building Department attaching a completed **PB Form #4B**. Please submit five copies of the plan and two copies of the Engineer's Report. You will be scheduled for another appearance before the Planning Board.

Once satisfied that all requirements have been formalized, the Planning Board will recommend **Final** approval of your plan to the Town Board.

At a subsequent Town Board meeting, they will approve, amend or disapprove the Planning Board recommendation. Another public hearing is not required.

All forms are attached for your convenience.

- **Applicable to all petitions –**
  1. **Zoning Referrals to Niagara County Planning Board Form.** Complete this form and attach it to your initial plan submission to the Town of Wheatfield Planning Board. Should your project fall into one or more of the stated categories, you will be instructed by the Planning Board to complete the **Site Plan Review/Zoning Referral Form** (attached for your convenience) and submit the required documentation to the Niagara County Planning Board, following the appropriate instructions:
    - a. The required documentation must be submitted as attachments to the Site Plan Review/Zoning referral Form. Complete the sections titles, "Applicant," "Proposed Action," and "Required Enclosures."
    - b. Attach a \$75 check made out to the "Niagara County Planning Board." Submit all required documentation to the following address: Niagara County Planning Board, 6311 Inducon Corp Drive, Suite 1, Sanborn, NY 14132.
  2. A completed and signed **Short Environmental Assessment Form – Part 1**, must accompany all plans, except Sketch Plan – Conference, submitted to the Town of Wheatfield Planning Board via the Wheatfield Building Department. The forms are attached.

This form can also be found at: [www.dec.state.ny.us/website/dcs/seqr/forms/shorteaf.pdf](http://www.dec.state.ny.us/website/dcs/seqr/forms/shorteaf.pdf) (applicant can fill in Part 1 online and then print it out).

**NOTE:** The Building Department staff is available to assist with concerns not addressed in this packet of information. The Building Department phone number is: 694-1026.