



APPLICATION FOR SITE PLAN APPROVAL

INSTRUCTIONS:

File one ORIGINAL of the Application for Site Plan Review and Approval with the **Town of Persia Commissioner of Planning Board** along with the following (These items will be distributed to board members and all interested parties by Monday of the meeting week.):

- Six (6) Copies of a site plan drawn to scale showing items listed on the "SITE PLAN REQUIREMENTS". Include a site location plan indicating major landmarks and roads leading to major highways.
- Six (6) Copies of the Environmental Assessment Form (EAF) (Separate download)
- ONE (1) copy of the legal description of the subject property or deed.
- Six (6) Copies of the survey of the property, showing existing features of the property, including contours, buildings, structures, major trees, streets, utility easements, right-of-way, land use and sign locations.
- Six (6) Copies of the statement showing the construction sequence and time schedule for completion of each phase for buildings, parking spaces, landscaped areas, and other significant areas.
- Six (6) Copies of the statement setting forth a description of the proposed uses including hours of operation, number of employees, expected volume of business, and type and volume of traffic expected to be generated.
- ONE (1) original, if the applicant is not the owner, of the attached form stating that the owner "agrees to and joins in" the application.
- Six (6) Copies of the preliminary architectural drawings for structures delineated to be constructed, including floor plans, exterior elevations, sections and dimension.
- Six (6) Copies of the preliminary engineering plans, including street improvements, public utility systems and hydrant locations. These will be distributed to the Town Engineer, Planning Board Members, the County and any fire department that needs to review the site plan and accompanying documents.
- Six (6) Copies of the Part 1 of the NYS Environmental Quality Review (SEQRA) Environmental Assessment Form (EAF). Submit: each copy measuring 8 ½" X 11"

Payment of the \$100 administration fee must accompany the filing of this Application for Site Plan Review and Approval. Deposits may be required for work items that are to become Town property.

If there is any additional information or revisions not previously submitted, provide Six (6) copies the night of the public hearing.



SITE PLAN REVIEW REQUIREMENTS

THE SITE PLAN MAP SHALL CONTAIN THE FOLLOWING:

- A. A survey of the property, dated within six (6) months of submission.
- B. Name(s) and address (es) of the owner(s) of the site and names of all adjacent owners.
- C. The Zoning Classification of the site and all adjacent properties.
- D. All existing easements and/or restrictions of record including rights-of-way, fully dimensioned.
- E. All existing/proposed utilities both public and/or private, including fire hydrants.
- F. All existing/proposed buildings, structures mature trees, driveways, parking areas, curbing, loading areas, and circulation patterns.
- G. All watercourses, marshes, rock outcroppings, wooded acres, wetlands, (DEC and Corps of Engineers), flood plains (based on F.E.M.A maps), and other significant natural or manmade features.
- H. Topographic information (spot elevations for areas less than two [2%] percent slope and two [2] foot contours for slopes greater than two [2%] percent).
- I. Proposed land uses, building, and structures, driveways, parking lots, curbing, loading spaces and driving lanes including on and off-site circulation patterns.
- J. All landscaping, plantings, screening devices and exterior lighting.
- K. All signs.
- L. Proposed utilities, fire hydrants, fire suppression connections, and fire service access per Chapter 5 Fire Service Features of the Fire Code of New York State.
- M. Proposed grading.
- N. Detailed drainage plans showing on site storage, floodways and proposed easements including siltation and erosion controls plans.
- O. Stormwater Pollution Prevention Plan consistent with the requirements of State of New York.
- P. Such other information or details as may be reasonably required by the Planning Board.



Town of Persia

Application for Site Plan Review and Approval

PROJECT NAME: _____

PROJECT LOCATION: _____

PROJECT DESCRIPTION: _____

NAME OF APPLICANT: _____

Mailing Address: _____

Email: _____ Phone: _____

PROPERTY OWNER (if not applicant) _____

Mailing Address: _____ Phone: _____

PERSON/FIRM REPRESENTING APPLICANT: _____

(Architect, engineer, attorney, etc.)

Mailing Address: _____

Email: _____ Phone: _____

LAND USE:

Current Use of Land: _____

Zoning District: _____ Total Acres: _____

Is any portion of the land located in:

_____ Regulated Wetlands?

_____ Flood Plain

_____ Town Local Waterfront Revitalization Area

Nature of Proposal:

_____ New Project Site

_____ Modification of Existing Building

_____ Change of Use of Existing Building/Site

_____ ADMINISTRATIVE SITE PLAN APPROVAL

Official Use Only

Planning Board Action:

Date filed w/ Planning Department _____, 20____

Date of Preliminary Public Hearing _____, 20____

Date of Final Public Hearing _____, 20____

Attorney's Certification Rec'd _____, 20____

Engineer's Certification Rec'd _____, 20____

Date of Decision _____, 20____

Application: [] Approved [] Approved w/ conditions [] Denied

Commissioner of Planning & Development



TOWN OF PERSIA
DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)

COUNTY OF CATTARAUGUS) ss.:

I. _____, being duly sworn, deposes and says that (s)he is:
(Applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

A. Every application, petition or request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them: 1) is the applicant, or 2) is an officer, director, partner or employee of the applicant, or 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or 4) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.

C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Persia officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Clay officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date: _____, 20____.

Date: _____, 20____.

(Individual Signature)

(Individual Signature)

(Print Name)

(Print Name)

(Entity Name)

(Entity Name)

By (Officer) (Title)

By (Officer) (Title)

(Mailing address of applicant)

(Mailing address of Applicant)

(Telephone Number) (Fax Number)

(Telephone Number) (Fax Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK) SS:
COUNTY OF CATTARAUGUS)

On this _____ day of _____ in the year 20____, before me, the undersigned, a notary public in and for said state, personally appeared _____, _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me that he/she/they executed the same in her capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Notary Public



Town of Persia
Owner agreement to join in with a Site Plan request:

Date _____

(I / We) _____ being owner
of premises known as: _____

(ADDRESS) _____

TAX MAP NUMBER(S) _____

Agree to and join in the application of:

(APPLICANT NAME) _____

For a Site Plan (TO / FOR) _____

SIGNATURE: _____

PRINTED NAME: _____



TOWN OF PERSIA

Attach to this form all required submittals.

1. Deliver this form and the required number of submittal copies to Town of Persia.
2. Staff will review the Site Plan Application and determine if it is complete.
 - a. An application is complete if: All questions on the 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 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.
3. 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.
4. Ten (10) days prior to the scheduled public hearing, all applicants for Site Plan Review must install a sign at the project site. The sign can be removed when the public hearing is closed.
5. Attend the Town of Persia Planning Board public hearing to discuss your application for Site Plan Review.
6. The Town of Persia Planning Board will review the application and make a decision to approve, approve with modifications, or deny the application. Once the Town of Persia Planning Board has made a decision, you will receive a written notice.
7. If the Town of Persia 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.
8. The permitted will be responsible for any 3rd party review, evaluations or inspection required by the Town of Persia Planning Board or the Code Enforcement Officer.

Please note: Any information provided with this application will be made public.

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.

\$1,500 for all other Site Plan Applications up to one (1 acre)

And an additional \$100 for each additional acre or portion thereof