

Town of West Seneca Site Plan Review Process

Meetings

- Takes place and the Planning Board meeting on the 2nd Thursday of each month, 7:00 pm in the Town Hall court room, 1250 Union Rd.

Required Information

- Complete set of documents for project including; but not limited to
 - Application
 - Detailed Site plan
 - Existing conditions
 - Drainage plans, SWPPP (Storm Water Pollution Prevention Plan)
 - Landscape
 - Utility
 - Tree Survey
- Letter of intent
- Environmental Assessment Form, short or long form depending on project
- Property survey-not more than (3) three years old.
- Building elevations if applicable.

Copies Required

- 22-complete full size sets, collated and folded
- 1-11x17 full size set
- 1-PDF set on CD

Fee

- Based upon lot size
- Fee Schedule
 - Less than an 0.5 acre-\$600
 - 0.5 acre to 1 acre-\$850
 - Each additional acre over 1 acre-\$300 per acre
 - Sit plan waiver-\$150

Submittal Deadline

- **Option 1**
No SEQRA, 16 days before Planning Board meetings, which are scheduled on the 2nd Thursday of each month

- **Option 2**

- Requires SEQRA, submittal is required 40 days before Planning Board meeting
- This allows Town to process application, mail out information and receive comments prior to meeting.

Note: Must be in attendance at Planning Board meeting to discuss project. Project must be voted on and approved by Planning Board to pass. Must seek variances before attending Planning Board meeting.

Alternative:

- Site plan waiver-refer to section 102-5 of the Town Code.

TOWN OF WEST SENECA

APPLICATION FOR SITE PLAN REVIEW APPROVAL

TO BE COMPLETED BY APPLICANT

DATE _____

FILE # _____

PROJECT NAME _____

PROJECT LOCATION (Include address and distance to nearest intersection)

APPLICANT _____ PH/FAX _____

ADDRESS _____

PROPERTY OWNER _____ PH/FAX _____

ADDRESS _____

ENGINEER/ ARCHITECT _____ PH/ FAX _____

ADDRESS _____

SBL # _____

PROJECT DESCRIPTION (Include all uses and any required construction)

SIZE OF LOT (acres) _____ ACREAGE TO BE REZONED _____

ADJACENT ROAD NAMES AND AMOUNT OF FRONTAGE ON EACH

EXISTING ZONING _____ PROPOSED ZONING _____

EXISTING USE(S) ON PROPERTY _____

PROPOSED USE(S) ON PROPERTY _____

EXISTING USE(S) AND ZONING ON ALL PROPERTY WITHIN 500 FEET

PUBLIC SEWER YES ___ NO ___ PUBLIC WATER YES ___ NO ___

VARIANCES AND OTHER APPROVALS OR PERMITS REQUIRED

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT COMPLETION OF ALL REQUIREMENTS LISTED HEREIN

TO BE COMPLETED BY THE TOWN OF WEST SENECA

DATE RECEIVED _____ BY _____

PLANNING BOARD MEETING DATE _____

TOWN BOARD MEETING DATE _____

TOWN BOARD RESOLUTION DATE _____

NON - REFUNDABLE FILING FEE (Payable to the Town Clerk): \$

TOWN OF WEST SENECA

APPLICANT CHECKLIST FOR SITE PLAN REVIEW

PLEASE REFER TO APPENDICES A, B, & C AND THE TOWN OF WEST SENECA ZONING ORDINANCE FOR ADDITIONAL DESIGN INFORMATION. THE APPLICANT/ AGENT MUST INITIAL EACH ELEMENT AS PROOF THAT ALL REQUIREMENTS HAVE BEEN MET.

I. SITE PLAN All site plan drawings shall be prepared, signed, and sealed by an architect, landscape architect, engineer, or surveyor licensed in the State of New York, drawn to scale, and must include the following elements (also see checklist in Appendix A) :

_____ Title of drawing.

_____ Name, address, and telephone number of applicant, owner of record, and person who prepared the drawing. If owner of record is different from applicant, a letter of authorization from the owner or a contract of sale is required.

_____ North arrow, scale, revisions block and date.

_____ Site location map.

_____ Name, location, width, and jurisdiction of existing roads and sidewalks.

_____ Location of curb cuts on project site and on adjacent properties (including properties across the street).

_____ Location of all existing and proposed buildings and structures, paving, curbs, and pedestrian and bicycle facilities with those to be removed clearly identified.

_____ Show all zoning district boundaries, zoning classifications for all adjacent properties (including across the street), and zoning setback dimensions. If a portion of the site is proposed to be rezoned, the new zoning district boundaries should be shown.

_____ Zoning data block comparing existing and proposed requirements, including greenspace and parking calculations.

_____ Location of any areas proposed for outdoor display and sale of merchandise, if applicable.

_____ Layout of all off-street parking areas showing access drives, aisles, parking spaces, handicapped accessible spaces, and loading areas (conforming to all requirements of the Town of West Seneca Zoning Ordinance). A cross-section of proposed pavement must be provided.

_____ Existing and proposed rights-of-way and easements and location of areas to be in common ownership or to be offered for dedication.

_____ Existing and proposed watercourses including wetlands, floodways, and floodplains (this information should also appear in the drainage plan and grading plan).

_____ Location of all proposed signage (conforming to all requirements of the Town of West Seneca Zoning Ordinance).

_____ Any other information as might be required by the Planning Board.

II. BOUNDARY SURVEY

_____ A **topographic boundary survey** and a **written legal description**. (metes and bounds)
Provide in Electronic Form as well as written

III. UTILITY PLAN – to include the following elements (also see checklist in Appendix A)

_____ Location of existing water mains, showing main size and material type, on-site and off-site fire hydrant locations, and on-site main line valve locations.

_____ Location of proposed water service showing material type and diameter of water main.

_____ Location of existing and proposed gas and electric service.

_____ Sanitary service showing location, proposed line, and existing main size. Include all manhole rim and invert elevations, pipe slope, and construction materials, if appropriate

_____ The estimated daily sanitary sewage flow calculations must be included in the site plan Engineering Report.

_____ Written confirmation that the process has been initiated with County or State Highway Departments for sanitary sewer connection, curb cuts, work permits, etc. (Applicant must furnish a letter from the appropriate County or State agency indicating their approval of the proposal prior to issuance of a Building Permit)(if necessary).

IV. GRADING PLAN – To include the following elements (also see checklist in Appendix A).

_____ Existing and proposed grade elevation with contour lines at 1-foot intervals.

_____ Finished floor elevations for all proposed and adjacent structures.

V. DRAINAGE PLAN – to include the following elements (also see checklist in Appendix A):

_____ All catch basins, line size, and proposed construction materials. No stormwater shall drain onto adjoining properties. All downspouts shall be connected to the stormwater collection system.

_____ Systems shall be designed for a minimum 10-year storm.

_____ Stormwater calculations, prepared by a person licensed to design a storm drainage system in New York State.

_____ Site plan Engineering Report (refer to requirements in Appendices A & B).

_____ Any proposed project that will involve one or more acres of soil disturbance is required to comply with NYSDEC SPDES General Permit requirements for stormwater discharges. A copy of the Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (WPPP) must be provided with the site plan Engineering Report..

VI. LANDSCAPING PLAN – to include the following elements (also see Appendix C).

_____ All existing and proposed tree lines.

_____ All proposed trees, shrubs, and other plantings with appropriate labeling.

_____ Planting schedule data block with legend key, species name (botanical and common names), quantity, size, and spacing.

_____ Planting details for trees and evergreens must illustrate the crown of root ball at six (6) inches above finished grade; three (3) inches for shrubs.

_____ Refer to the Town of West Seneca Zoning Ordinance for applicable landscaping and screening requirements.

VII. CLEARING 7 SOIL EROSION CONTROL PLAN - to include the following elements:

_____ Site preparation and clearing shall be designed to fit with the vegetation, topography, and other natural features of the site and shall preserve as many of these features of the site and shall preserve as many of these features as possible.

_____ Show clearing limits, stock pile area, and all temporary and permanent drainage facilities. Erosion and sediment control facilities must be shown.

_____ A time schedule that is keyed to the operation must be provided.

_____ Include a note on the plan to indicate that stumps and brush may not be buried in the Town and that topsoil may not be removed from the work site without a permit.

VII. LIGHTING PLAN – to include the following elements:

_____ Location of all lighting fixtures and standards on the property and structures, including a fixture schedule.

_____ Photometric data for site illumination.

IX. BUILDING HEIGHT AND DESIGN

_____ Building elevations and floor plans of all non – residential structures and all residential structures containing three (3) or more dwelling units (including net floor area calculations).

I, _____ as owner/applicant of _____, located at _____, Town of West Seneca, to the best of my knowledge has submitted a complete application package for a site plan for review.

TOWN OF WEST SENECA

APPENDIX A-SITE PLAN APPLICATION CHECKLIST

I. GENERAL

_____ All elevations must reference the actual elevation of the site and proposed building (utilize Town of West Seneca data). Setting a base elevation at the centerline of the road to use as reference is not acceptable.

_____ All profiles provided must be drawn so that the horizontal scale is no more than 1" = 10' horizontal, and 1" = 5' vertical.

_____ Profiles be provided for utility crossings, the sanitary sewer system, and storm sewer system.

_____ Profiles for any utilities as deemed necessary by the engineer for construction.

II. UTILITY PLAN

_____ Add a note to the plan that states: "A minimum of 10 feet of horizontal and 18 inches of vertical separation must be maintained between all sanitary sewer and water services".

_____ Add a note to the plan that states: "The Erie County Water Authority is to be notified a minimum of 48-hours prior to starting the connection to the new water service.

_____ Add a note to the plan that states: "Select backfill is required for all utilities (gas, water, storm, sanitary) that cross through any pavement area." The limits of the select backfill must be shown on the utility plan.

_____ The plans must clearly state the type of proposed connection to the existing waterline to be made. Will it saddle with corporation stop or tapping sleeve and valve.

_____ All existing utilities, grading, etc. must be shown as a grey line type.

_____ All proposed utilities, grading, etc. must be shown as a black line type.

_____ Provide a trench detail for the proposed waterline installation. The detail must show the depth of cover, stone bedding, and indicate the use of underground waterline marker tape.

_____ Provide a trench detail for the proposed sanitary sewer lateral. The detail must show the depth of cover, stone bedding, and indicate the use of underground waterline marker tape. /when connecting the Erie County Sewer District No. 1 or No. 3 system, their details must be provided.

_____ Provide a profile for the proposed sanitary sewer service showing the connection to the existing system and connection at the facility.

III. PAVEMENT

_____ Asphalt pavement grades should be at least 1.5%, preferably 2.0% to drain properly, minimize public safety concerns, and avoid liability issues. These grades must be shown on the drainage plan with flow arrows showing the direction of water flow.

_____ Show on the plans a cross-section of the proposed sidewalk.

_____ Show on the plans a cross-section of the proposed asphalt pavement. It is suggested that a thicker asphalt section be used for high traffic travel areas, where the dumpster is located, or where the deliveries will occur.

_____ On the asphalt pavement cross-section, show the use of filter fabric (Mirafi 140N, or equal) under the pavement sub-base.

_____ If connections to cross –access driveways are being made with adjacent sites, a detail must be shown on the plans for the proposed connection. The pavement transition detail must include a V-shaped saw cut into the existing pavement and tack coat.

IV. DRAINAGE/GRADING

_____ The stockpile area for topsoil and fill must be shown on the design plans.

_____ Spot elevations for adjacent properties must be provided on the grading plan.

_____ A minimum of 6-inches of cover are required for all storm sewer pipes in grass area. A minimum of 12-inches of cover are required for all storm sewer pipes in pavement. Storm sewer pipe located within the sub-base of the pavement is not allowed.

_____ Invert elevations must be shown for all culverts under driveways.

_____ Provide stone rip rap at the pipe outlets from the detention pond.

_____ Provide emergency overflow for the detention pond for the 100-year storm elevation.

_____ All culverts under driveways must be shown with galvanized end sections.

_____ Diameter, material type, and inverts of all roof leader downspouts must be shown.

_____ Diameter, material type, and inverts of all storm sewer pipes must be shown on the plans.

_____ For sites with less than one (1) acre of disturbance, the design engineer is required to detain the difference between the 10-year pre-developed storm and the 25-year post-developed storm.

_____ For sites with greater than one (1) acre of disturbance, the design engineer is required to comply with all NYSDEC Stormwater Phase 2 regulations and design guidance.

V. SITE PLAN ENGINEERING REPORT

_____ The applicant must provide three (3) copies of the site plan Engineering Report. This report will contain (at a minimum), the following sections:

- General Project Description.
- Project Location Map.
- Water System Calculations.
- Sanitary Sewer System Calculations.
- Stormwater Calculations

_____ Provide the following information related to the proposed waterline for the facility in the design report. This would include the following:

- Domestic water demand (include calculations).
- Static waterline pressure (at the water right-of way).

_____ Anticipated pressure at the facility (include head loss calculations through the water service and backflow preventer/RPZ and meter); the design engineer must comment on the need to provide a sprinkler system for the facility. Provide fire flow calculations for the facility (if applicable). Provide the following information related to the proposed sanitary sewer system for the facility in the design report. This would include the following:

- Number of employees at the facility.
- Sanitary sewer demand and lateral pipe sizing (include calculations).

_____ Provide the following information related to the stormwater calculations for the facility in the design report. This would include the following:

Soil types of the site.

- Permeability and depth of water table of the soil.
- Description/dialogue on existing grading and stormwater runoff.
- Description/dialogue on proposed grading and stormwater runoff.
- Comment on the presence and show location of any NYSDEC or Federal Wetlands or 100-year Floodplain boundary.
- For sites with less than one (1) acre of disturbance, the design engineer is required to detain the difference between the 10-year pre-developed storm and the 25-year post-developed storm. Calculations must be provided
- For sites with greater than one (1) acre of disturbance, the design engineer is required to comply with all NYSDEC Stormwater Phase 2 regulations. Calculations must be provided.
- Calculations to be provided must include all assumptions, time of concentration, and detention pond sizing, and stormwater pipe sizing.
- All existing headwater and tailwater conditions must be considered for the design calculations.

Refer to APPENDIX B "Design of Stormwater Detention Facilities" for design guidance.

APPENDIX B-DESIGN OF STORMWATER DETENTION FACILITIES

The following method of determining the size of stormwater detention and retention facilities is presented as a guide for engineers, architects, and developers involved with construction projects in the Town of West Seneca.

Detention facilities are those facilities that detain the flow of stormwater runoff and discharge it at a reduced rate from the detention area. /this type of system operates by gravity with a large inlet and a small inlet. Retention facilities retain stormwater runoff, and it is necessary to pump the collected water into the downstream drainage system after peak flows have passed. Normally, detention facilities are installed much more frequently than retention facilities.

The Town of West Seneca requires that the stormwater detention system be designed in accordance with the following documents:

1. NYS Stormwater Design Manual
2. NYSDEC:SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-10-001)
3. NYSDEC: Standards and Specifications for Erosion and Sediment Control

A copy of the Notice of Intent (NOI) and Storm Water Pollution Prevention Plan(SWPPP) as required by the New York State Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-10-001) must be received and accepted by the Town prior to construction activities.

- For projects accepted by the town, construction cannot begin until:
 - * Five (5) business days from the date the NYSDEC receives a copy of the NOI; or the applicant receives an Acknowledgement Letter from the NYSDEC.

The engineer must provide all calculation and mappings, and state all assumptions necessary for review by the Town of West Seneca.