



TOWN OF AMHERST
APPLICATION & REVIEW
PROCEDURES
MISCELLANEOUS ITEMS

MATERIALS MUST BE PROVIDED IN AN ELECTRONIC FORMAT THAT CONTAINS PDF FILES OF THE APPLICATION & ANY OTHER SUPPORTING INFORMATION. THIS MUST BE SUBMITTED WITH YOUR APPLICATION. APPLICATIONS WILL NOT BE TRANSMITTED WITHOUT THIS ELECTRONIC INFORMATION. THIS ALSO APPLIES TO REVISED MATERIALS THAT ARE SUBMITTED.

This application package includes the following:

- Application Procedures
- Application Form

-IMPORTANT-

1. A pre-submittal consultation with Planning Department staff is ***strongly recommended*** prior to submitting an application. The pre-submittal meeting gives the applicant an opportunity to discuss with staff such items as:
 - the specific information and the quantity of materials that will be required to be submitted with the application
 - whether a submittal appointment will be required and the deadline to file to be placed on a specific Board agenda
 - identifying and discussing issues that must be addressed as part of a SEQR review if required

An appointment is required for all meetings with Planning Department staff.

2. The application shall be executed or consented to in writing by the owner of the property (if not the Town of Amherst).
3. Submittal of an application grants permission to Town staff to access the parcel(s) under consideration.
4. Any drawings should be no larger than 24"x 36" in size. If site characteristics warrant larger plan sheets, they may be accepted subject to Planning Department concurrence.
5. Planning Department staff will determine if the application is subject to SEQR. The following is a link to the NYSDEC website and fillable forms with instructions:
<https://gisservices.dec.ny.gov/eafmapper/>.

APPLICATION PROCEDURES

1. Applicant secures an application from the Amherst Planning Department, 5583 Main Street, Williamsville, NY, 14221; by phoning (716) 631-7051 or on-line at www.amherst.ny.us (keyword: planning)

2. Applicant schedules a submittal appointment with the Planning Department if required.
3. Applicant files the following information with the Planning Department as determined at the pre-submittal consultation:
 - application
 - owner authorization letter to file the application, if applicable
 - survey
 - site plan or other relevant drawings
 - written justification for the request
 - any supplemental reports, as required
 - any other supporting information
4. After approval for filing by the Planning Department, the applicant shall submit all necessary fees to the Town Clerk. **(See Schedule of Fees on first page of application and make checks payable to: Town of Amherst.)**
5. The applicant returns a copy of the filing receipt to the Planning Department.
6. Planning Department transmits a copy of all submittal data to departments/agencies deemed necessary for review.
7. Each department/agency completes its review and notifies the Planning Department in writing of its comments or recommendations within 30 days.
8. If required, the Planning Board reviews the department/agency comments, evaluates the application and makes its recommendation to the Town Board.
10. The Planning Board determination is provided to the applicant, his / her representative, the Building Commissioner and the Town Clerk following the Planning Board meeting at which it was heard.
11. If required, the Town Board reviews the Planning Board recommendation and department/agency comments, evaluates the application and makes its determination on the request.



TOWN OF AMHERST PLANNING DEPARTMENT
Application for Miscellaneous Items

File #: _____ Acreage _____ Fee \$ _____

**Fill In
Applicable Fees**

Determination of Substantial Change \$ 550.00 _____

Request for Abandonment of Streets or
Other Town Owned Property \$ 550.00 _____

Donation of Land to the Town \$ -0- _____

Other _____ \$ _____

Affidavit Fee for Public Hearing \$ 15.00 _____

TOTAL FEE: \$ _____

Materials Received by
Planning Department

RECEIVED BY _____ DATE _____

Fee Paid to
Town Clerk

RECEIVED BY _____ DATE _____

To Be Completed By Applicant

Petitioner: Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

E-Mail: _____

Representative (Architect, Engineer, Landscape Architect, Surveyor, or Attorney):

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

E-Mail: _____

