TOWN OF AMHERST PLANNING DEPARTMENT
MINOR SITE PLAN AND MINOR ADJUSTMENT
REVIEW AND APPROVAL PROCEDURE

This application package includes the following:

- Application Procedures
- Application Form & Checklist
- Stormwater Pollution Prevention Plan Checklist
- Appendix A  Erie Sewer District No. 5 – Commercial / Industrial
  New & Existing Buildings Requirements

- 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:
   - classifying the action as a major site plan, minor site plan, or minor adjustment
   - determining what specific information will be required to be submitted with the application
   - identifying and discussing issues that must be addressed as part of the SEQR review.

   An appointment is required for all meetings with Staff.

2. This petition is subject to the requirements of 6 NYCRR Part 617, State Environmental Quality Review Act (SEQR) and the Chapter 104 of the Town of Amherst Code, as amended. The Planning Director may require the preparation of an Environmental Assessment Form (EAF) if the proposed project is classified as Unlisted. If classified a Type I the petition will be reviewed as a major site plan per Town Code. The following is a link to the NYSDEC website and fillable forms with instructions:

3. The application shall be executed or consented to in writing by the owner of the property.
4. Any variances that must be approved by the Zoning Board of Appeals, or any decision that is required by the Town Board (e.g. removal of deed restrictions), must be obtained prior to approval of a Minor Site Plan application.

5. Submittal of an application grants permission to Town staff to access the parcel(s) under consideration.

6. If you wish to include a Coordinated Sign Plan application with the minor site plan petition, a separate application must be completed. Contact the Planning Department for a copy of a Coordinated Sign Plan application package.

7. All drawings must be no larger than 24” x 36” in size.

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**APPLICATION PROCEDURES**

1. Applicant secures application package from the Planning Department, 5583 Main Street, Williamsville, NY 14221, (716) 631-7051. Forms are also available online at: [www.amherst.ny.us](http://www.amherst.ny.us), keyword “Planning Department”.

2. Applicant prepares information as required on the Site Plan Submittal Checklist, attached. NOTE: Some proposals may not require all items on the checklist; please verify with the Planning Department.

3. Applicant schedules a pre-application review appointment with the Planning Department.

4. At the review appointment, the applicant submits the following:
   - one (1) complete set of plans and drawings
   - Environmental Assessment Form (EAF); if required.
   - verification from the Town Assessor that the project address is correct
   - drawings no larger than 24” x 36” in size. **Materials will not be accepted unless folded into no larger than 9” x 12” in size.**
   - If the project involves modifications to a previously approved plan, a cover letter describing the changes must accompany the application. The proposed changes must be clearly delineated on the site plan drawings.

5. Applicant schedules an application submittal appointment with the Planning Department. NO MINOR SITE PLAN WILL BE ACCEPTED FOR REVIEW WITHOUT A PRE-SET SUBMITTAL APPOINTMENT.
6. At the submittal appointment:
   - **Minor Site Plan**: Applicant shall provide to the Planning Department twelve (12) complete sets of drawings and application materials.
   - **Minor Adjustment to a Site Plan**: Contact the Planning Department to determine the number of sets that will be required.
   - All drawings and materials must be folded and collated into 9” x 12” packets.
   - All site plan drawings must be prepared by a Registered Architect, Professional Engineer, Landscape Architect, or Land Surveyor, (as applicable) licensed to practice in New York State. At least one (1) set must bear an original wet or raised seal and signature. The remaining review copies may be submitted with a facsimile of the seal and signature.

7. After approval for filing by the Planning Department, the applicant shall pay all necessary fees to the Town Clerk. (See Schedule of Fees on first page of application and make checks payable to: Town of Amherst.)

8. The Planning Department transmits copies of the application and data for a review by:
   - Assessor
   - Commissioner of Building
   - Town Engineer
   - Superintendent of Highways
   - Traffic/Safety Board
   - Fire Chiefs’ Association
   - Right-of-Way Agent
   - Other agencies, as applicable

Note: Minor Adjustment Applications may not require review by all listed departments

Within 30 days of its receipt of the complete application, each agency shall complete its review and notify the Planning Director in writing of its comments or recommendations as required by Ordinance.

9. The Planning Director reviews the application to classify the action pursuant to 6 NYCRR Part 617 (SEQR) and Chapter 104 of the Town Code, as amended. A Short Environmental Assessment Form will be required for any Unlisted Actions. **If the action is classified as a Type 1 action, a Full Environmental Assessment Form will be required and the action must be reviewed as a Major Site Plan.**
10. The applicant may be required to submit revised plans, reports, or materials to address review agency comments. The procedures for submittal of revised plans are as follows:

- A cover letter addressing all comments received to date is required.
- “Highlight” the area of change on the drawings and provide a notation describing the change.
- Ten (10) complete sets of the revised materials are required. (Recommend that you contact Planning staff to determine if fewer sets are needed). **All revised plans must be submitted to the Planning Department, who will transmit the plans to pertinent agencies for review. Any materials submitted directly to Town departments will not be reviewed by that department.**

11. When the Planning Director has determined that the proposed Minor Site Plan or Minor Adjustment is consistent with the provisions of the Zoning Ordinance and all applicable regulations, **seven (7) additional copies** of all site plan drawings, including landscape, utility and grading and drainage plans must be submitted and folded into 9” x 12””. **All sets must bear an original seal and signature of the design professional that prepared the drawings.** These drawings will be stamped and signed "Approved" by the Planning Director and transmitted to Town Departments.

If required by the Fire Chiefs’, an electronic copy of the final plans must be sent to the Senior Fire Inspector at randrews@amherst.ny.us.

**If the Planning Director determines that the proposed Minor Site Plan or Minor Adjustment does not meet the requirements of the Ordinance, the Minor Site Plan application shall be referred to the Planning Board for their review (See Section 8-7-5 of the Zoning Ordinance).**

12. A building permit will not be issued prior to issuance of approved site plan drawings by the Planning Director.
TOWN OF AMHERST PLANNING DEPARTMENT
Application for Minor Site Plan & Minor Adjustment

For Official Use

File #: ____________ Acreage __________ Fee* $ __________

Address Verified by Assessor's Office

VERIFIED BY ________________________ DATE ________________________

Materials Received by Planning Department

RECEIVED BY DATE ________________________

Materials Accepted by Town Clerk & Fee Paid

ACCEPTED BY DATE ________________________

*Fees:

Minor Site Plan: $ 325.00 $________
Minor Adjustment $ 110.00 $________
Stormwater Pollution Prevention Plan:
1 – 4.99 Acres $ 500.00 $________
5 – 10 Acres $ 750.00 $________
>10 Acres $1,000.00 $________

Fill In Applicable Fee

To Be Completed By Applicant

Petitioner: Name __________________________________________

Address: ________________________________________ __
________________________________________
________________________________________
City   State   Zip Code

Phone: ____________________ Fax: _______________

E-Mail: ____________________

Town of Amherst Planning Department • 5583 Main Street • Williamsville • New York • 14221
(716) 631-7051 • Fax: (716) 631-7153 • Web: www.amherst.ny.us

Rev. 12/07
Representative (Architect, Engineer, Landscape Architect, Surveyor, or Attorney, or Agent):

Name: __________________________________________
Address: ________________________________________
__________________________________________
__________________________________________
city state zip code
Phone: ____________________ Fax: _______________
E-Mail: ____________________

Project Location (must be verified by Town Assessor’s Office):

Address: _______________________________________
________________________________________________
________________________________________________
SBL No(s): ______________________________________

Project Name: __________________________________

Project Description (identify all proposed changes to the approved site plan – add sheets as necessary):
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<td><strong>Gross Floor Area:</strong></td>
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<td>(non-residential)</td>
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<td><strong>Number of Residential Units:</strong></td>
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<td><strong>Number of Parking Spaces:</strong></td>
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<td><strong>Acreage of Parcel:</strong></td>
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Signature of Preparer: _______________________ Date __________________

Title of Preparer: _____________________________________________________
Site Plan Submittal Requirements and Checklist

The following checklist outlines the information required by the Planning Department to accept a Site Plan application for review. It is strongly recommended that you make an appointment with Planning Staff to determine which items apply to your application.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Submitted</th>
<th>Official use</th>
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<tbody>
<tr>
<td>I 1.0</td>
<td>Drawing Information</td>
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<tr>
<td>1.0</td>
<td>Drawing size not to exceed 24” x 36”</td>
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<td>2.0</td>
<td>Title of Drawing</td>
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<td>3.0</td>
<td>Name and address of Applicant</td>
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<td>4.0</td>
<td>Name of person preparing drawing</td>
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<td>5.0</td>
<td>Wet seal/raised seal and signature of NYS licensed architect, engineer, landscape architect, or surveyor (as applicable)</td>
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<td>6.0</td>
<td>Project address</td>
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<tr>
<td>7.0</td>
<td>Zoning of subject property and adjacent parcels</td>
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<td>8.0</td>
<td>North point, scale, date, and revision date(s)</td>
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<tr>
<td>II 1.0</td>
<td>Structures, Paved Areas, &amp; Open Space</td>
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<tr>
<td>1.0</td>
<td>Existing and Proposed Streets</td>
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<tr>
<td>1.1</td>
<td>Names of all existing and proposed streets</td>
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<tr>
<td>1.2</td>
<td>Width and radii of proposed curb-cuts</td>
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<tr>
<td>1.3</td>
<td>Existing curb-cuts on adjacent and opposite properties</td>
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<td>1.4</td>
<td>Show ROW width, pavement dimensions, lane widths, pavement markings, and proposed signage on proposed streets</td>
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<td>1.5</td>
<td>Show proposed ROW consistent with planned NYSDOT, Erie County, or Town road projects (if applicable)</td>
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<td>1.6</td>
<td>Show location of proposed cross access to adjacent parcels along with a draft easement</td>
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<td>1.7</td>
<td>Designation of Fire Lanes (if applicable)</td>
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<td>1.8</td>
<td>Fire apparatus access roads</td>
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<td>1.9</td>
<td>Label any proposed roads as public or private</td>
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<td>1.10</td>
<td>Location and dimensions of sidewalks</td>
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<td>1.11</td>
<td>Typical cross sections and profiles of proposed streets, pedestrian walkways, and bikeways</td>
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<tr>
<td>2.0</td>
<td>Proposed Structures</td>
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<td>2.1</td>
<td>Location and complete dimensions of proposed structures</td>
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<td>2.2</td>
<td>Setback dimensions of structure(s) to all property lines</td>
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<td>2.3</td>
<td>Proposed use of structures</td>
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<td>2.4</td>
<td>Gross square feet area of each structure</td>
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<tr>
<td>2.5</td>
<td>Location of all building entrances</td>
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<tr>
<td>2.6</td>
<td>Indicate type of roof construction/materials</td>
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<td>2.7</td>
<td>Location, height, and design detail of existing and proposed fences and walls</td>
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<td>2.8</td>
<td>Location of light standards and building mounted lights</td>
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<td>2.9</td>
<td>Location of dumpster and detail of dumpster enclosure with gate</td>
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<tr>
<td>2.10</td>
<td>Layout and dimensions of the lot(s) proposed for development</td>
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<td>Item No.</td>
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<tr>
<td>II 3.0</td>
<td>Floor Plans with individual rooms and spaces labeled (fully dimensioned)</td>
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<td>II 4.0</td>
<td>Building elevations with height dimensions from finished grade to the highest point of the roof and to midpoint of gable or hip of a pitched roof. (fully dimensioned)</td>
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<tr>
<td>II 4.1</td>
<td>Show screening of mechanical equipment</td>
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<tr>
<td>5.0</td>
<td>Parking/Loading/Stacking Areas</td>
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<td>5.1</td>
<td>Location and complete dimensions of all paved areas</td>
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<td>5.2</td>
<td>Setback dimensions of all paved areas to property lines</td>
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<td>5.3</td>
<td>Dimension of typical parking space and drive aisles</td>
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<td>5.4</td>
<td>Location and layout of handicapped parking spaces &amp; access aisles</td>
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<tr>
<td>5.5</td>
<td>Detail of vertical signage for handicapped parking and access aisles</td>
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<tr>
<td>5.6</td>
<td>Indicate minimum parking requirement &amp; number of spaces provided</td>
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<td>5.7</td>
<td>Proposed signage for directing and guiding traffic</td>
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<td>5.8</td>
<td>Curb cut permits from NYS, Erie County, or Town (if applicable)</td>
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<tr>
<td>6.0</td>
<td>Location and proposed development of all open spaces, including parks, playgrounds, and open reservations</td>
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<td>III 1.0</td>
<td>Engineers Report</td>
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<td>1.1</td>
<td>Stamped/sealed and signed by NYS licensed architect or professional engineer</td>
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<td>1.2</td>
<td>Proposed water service sizing calculations</td>
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<td>1.3</td>
<td>Proposed sanitary sewer facility load calculations (avg. &amp; peak flows)</td>
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<td>1.4</td>
<td>Proposed storm drainage facility calculations (see information included with this application)</td>
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<td>2.0</td>
<td>Grading Plan</td>
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<td>2.1</td>
<td>Existing and proposed grades indicated</td>
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<td>3.0</td>
<td>Water Service</td>
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<td>3.1</td>
<td>Location, size and material of existing and proposed facilities</td>
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<td>3.2</td>
<td>Location of existing and proposed fire hydrant location(s)</td>
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<td>3.3</td>
<td>Indicate use of sprinklers, location of Fire Department connection, and proposed fire protection systems</td>
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<td>3.4</td>
<td>Existing and proposed meter/RPZ size and location</td>
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<td>3.5</td>
<td>Applicable construction details</td>
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<td>4.0</td>
<td>Sanitary Sewers</td>
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<td>4.1</td>
<td>Locations, sizes, slopes, inverts, and materials of all existing and proposed facilities</td>
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<td>4.2</td>
<td>Applicable construction details</td>
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<td>4.3</td>
<td>Proposed water/oil/grease interceptor sizing calculations by a professional engineer (if applicable)</td>
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<td>5.0</td>
<td>Storm Drainage</td>
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<td>5.1</td>
<td>Locations, sizes, slopes, inverts, and materials of existing and proposed storm drainage facilities</td>
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<td>Item No.</td>
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| III Utilities and Drainage (cont’d) |  |  |
| 5.2 | Connection of roof drains to proposed drainage system |  |  |
| 5.3 | Applicable construction details |  |  |
| 5.4 | Existing and proposed swales and ditches |  |  |
| 5.5 | Detention area cross-section and high-level elevations |  |  |
| 5.6 | County and State approval for tie-in to existing sewers |  |  |
| 6.0 | Stormwater Pollution Prevention Plan (SWPPP) as applicable. See attached checklist. |  |  |
| 7.0 | Natural Gas Service |  |  |
| 8.0 | Location of transformers, generators and other mechanical equipment; include detail drawings (if applicable) |  |  |

| IV Lighting Plan |  |  |
| 1.0 | Photometric plan showing light spread in foot candles at property lines |  |  |
| 1.1 | Detail of all light standards, including dimension of height from finished grade |  |  |
| 1.2 | Detail of all exterior lighting fixtures |  |  |

| V Landscape Plan |  |  |
| 1.0 | Wet/raised seal and signature of a licensed Landscape Architect |  |  |
| 2.0 | Provide a calculation of the total Parking area and a calculation of interior parking area in square feet and as a percentage |  |  |
| 3.0 | Indicate location, size, number and type of proposed landscape materials |  |  |
| 4.0 | Indicate location, type and size of all existing trees 4" caliper or larger and indicate which will be removed or retained |  |  |

<p>| VI Other Required Information/General Requirements |  |  |
| 1.0 | Complete boundary survey that includes all existing structures, acreage, legal description with reference to a property line, street, or other known feature, and easements plotted to scale by a NYS licensed land surveyor |  |  |
| 2.0 | Topographic Survey with a 30 ft. buffer outside all property lines by a NYS licensed land surveyor |  |  |
| 3.0 | Draft of any deed restrictions, covenants, provisions for home associations and common ownership, and reciprocal easement agreements (as applicable). |  |  |
| 4.0 | For assessment purposes, state intent to apply for condominium status (if applicable). |  |  |
| 5.0 | Completed and signed Environmental Assessment Form |  |  |
| 5.1 | Soil boring report and geotechnical report prepared by a qualified Professional Engineer (if applicable) |  |  |
| 5.2 | Traffic Impact Study (if applicable) |  |  |
| 5.3 | Archaeological survey (if applicable) |  |  |
| 5.4 | Wetland Delineation report (if applicable) |  |  |</p>
<table>
<thead>
<tr>
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<th>Official use</th>
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<tbody>
<tr>
<td>6.0</td>
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<tr>
<td>Show existing zoning(s) of both the subject property and adjacent parcels on the Site Plan and the Landscape Plan</td>
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<td>7.0</td>
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<tr>
<td>Location of NYSDEC wetlands (including buffer area) and/or federal wetlands; indicate jurisdictional status</td>
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<td>8.0</td>
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<td>Location of Floodway and floodplain (if applicable)</td>
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<td>9.0</td>
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<td>Documentation pertaining to any conditions of zonings, including copies of required deed restrictions; indicate date of rezoning and the parcel address under which it was rezoned (if applicable)</td>
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<td>10.0</td>
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<td>Documentation related to any required variances granted by the ZBA</td>
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<td>11.0</td>
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<td>For residential site plans, provide a statement from the appropriate school district that adequate school sites and facilities are available.</td>
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<td>12.0</td>
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<tr>
<td>8 1/2&quot; X 11&quot; reduction of primary site plan drawing (see appendix “B” of application package for specifications)</td>
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<tr>
<td>13.0</td>
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<tr>
<td>A CD containing a PDF of all site plan drawings (Must also be provided with revised drawings)</td>
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# Town of Amherst

# SWPPP Review Checklist

**Reviewed by:**

**Date:**

**Project Name:**

**TOA Job No.:**

**Applicant:**

**Project Address:**

<table>
<thead>
<tr>
<th>Required Documents and Notifications</th>
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<tbody>
<tr>
<td><strong>Acceptability</strong></td>
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<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Notice of Intent (filed with NYSDEC)</td>
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<tr>
<td>Owner's contact information</td>
</tr>
<tr>
<td>Contact information for co-permittees (operators or contractors)</td>
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<tr>
<td>Owner certification and signature</td>
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<tr>
<td>Anticipated date of construction commencement</td>
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<thead>
<tr>
<th>SWPPP Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acceptability</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Identification of contractor</td>
</tr>
<tr>
<td>Certification statement by contractor</td>
</tr>
<tr>
<td>Requirement for all sub-contractors to sign certification statement</td>
</tr>
<tr>
<td>Statement that SWPPP will be kept on site during all phases of construction</td>
</tr>
<tr>
<td>&quot;SWPPP Manager&quot; identified by name, title, company (contact information)</td>
</tr>
<tr>
<td>Legal description of site (including address)</td>
</tr>
<tr>
<td>Description of on-site activities</td>
</tr>
<tr>
<td>Total acreage of site identified</td>
</tr>
<tr>
<td>Total acreage of are to be disturbed identified</td>
</tr>
<tr>
<td>Runoff coefficient of site after construction completion</td>
</tr>
<tr>
<td>Inspection and maintenance schedule identified, including responsible parties</td>
</tr>
<tr>
<td>Existing soils data</td>
</tr>
<tr>
<td>Receiving waters and ultimate receiving waters identified</td>
</tr>
<tr>
<td>Quantitative stormwater discharge data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE MAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicinity map and site map (includes North arrow)</td>
</tr>
<tr>
<td>Existing and proposed topography (contours &amp; critical spot elevations)</td>
</tr>
<tr>
<td>Drainage pattern identified (temporary and permanent) (including off-site drainage)</td>
</tr>
<tr>
<td>Approximate slopes after major grading activities</td>
</tr>
<tr>
<td>Areas of soil disturbance identified &amp; consistent with verbiage</td>
</tr>
<tr>
<td>Locations of major structural and non-structural control plans</td>
</tr>
<tr>
<td>Surface waters (including wetlands)</td>
</tr>
<tr>
<td>Location of stormwater discharge to surface water</td>
</tr>
<tr>
<td>Equipment and materials storage areas</td>
</tr>
<tr>
<td>Acceptability</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Upstream diversions, downslope and sideslope perimeter controls installed prior to land disturbing activities</td>
</tr>
<tr>
<td>Description of intended sequence of activities (Phasing plan with 5 acre threshold limits shown)</td>
</tr>
<tr>
<td>Street profiles, utility locations, property boundaries and easement delineations shown</td>
</tr>
<tr>
<td>Construction site parking identified</td>
</tr>
<tr>
<td>Stabilized construction entrance(s) include details</td>
</tr>
<tr>
<td>Other traffic controls identified</td>
</tr>
<tr>
<td>Construction materials storage</td>
</tr>
<tr>
<td>Washout area controls (including specs)</td>
</tr>
<tr>
<td>Equipment fueling areas identified (including specs)</td>
</tr>
<tr>
<td>Cover or stabilize disturbed areas (methods &amp; timing)</td>
</tr>
<tr>
<td>Construction timing to limit impact on seasonal weather changes</td>
</tr>
<tr>
<td>Infiltration/filtration methods used</td>
</tr>
<tr>
<td>Statement of areas disturbed for more than 14 days to be stabilized</td>
</tr>
<tr>
<td>Existing vegetation preserved where appropriate</td>
</tr>
<tr>
<td>Description of stabilization methods (including quantities of materials and specs, seeding rates, mulch material rates, etc.)</td>
</tr>
<tr>
<td>Soil stockpile stabilization methods and timing</td>
</tr>
<tr>
<td>Description of construction site waste disposal methods</td>
</tr>
<tr>
<td>Sanitary waste disposal methods</td>
</tr>
<tr>
<td><strong>Structural Controls (circle methods used)</strong></td>
</tr>
<tr>
<td>Silt fences, earth dikes, brush barriers, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforce soil retaining systems, gabions, temporary or permanent sediment basins, rolled erosion control products (RECP's)</td>
</tr>
<tr>
<td>Detailed specifications provided for all above methods</td>
</tr>
<tr>
<td>Max created slope no steeper than 2’ horizontal to 1’ vertical</td>
</tr>
<tr>
<td>Sediment basins provide at least 3,600ft² of storage per acre</td>
</tr>
<tr>
<td>Positive drainage maintained</td>
</tr>
<tr>
<td>Flow grades stabilized</td>
</tr>
<tr>
<td><strong>Permanent Stormwater Management Controls</strong></td>
</tr>
<tr>
<td>Description of post-construction controls</td>
</tr>
<tr>
<td>Retention ponds, detention ponds, infiltration measure, sequential systems, vegetated swales, natural depressions (including calcs)</td>
</tr>
<tr>
<td>Velocity dissipation devices</td>
</tr>
<tr>
<td>Other Comments</td>
</tr>
</tbody>
</table>
CRITERIA FOR THE REQUIRED 8½" X 11" REQUIRED DRAWING REDUCTIONS

Graphic Standards:

- This BLACK and WHITE drawing will be used as an overhead presentation displayed during the Planning Board’s monthly meeting as well as copied for distribution to each Planning Board member, and filed for public review. Clarity and legibility of this graphic are essential.
- Two (2) copies of an 8½" x 11" Concept or Site Plan are required for ALL Site Plan, Subdivision, and Open Development Area submittals in addition to the standard size copies of plans required by the application.
- Site Plan submittals shall also include 8½" x 11" reductions of the Landscape Plan and building elevations.
- Each time a revision is made to standard size Concept or Site Plan drawings submitted for approval, two (2) revised 8½" x 11" graphics must also be submitted.
- Two (2) copies of an 8½" x 11" Concept Plan are required for Rezoning submittals which include standard size Concept Plans.
- The Town of Amherst Planning Department reserves the right to require additional information or modify the submitted drawing for presentation purposes.
- Each submitted drawing becomes the property of the Town of Amherst.
- Illegible 8½" x 11" graphics may result in rejection of the submittal by the Planning Department or may result in removal from the Planning Board agenda.

Information to be provided and clearly labeled:

- ALL labels, dimensions, and other notations must be clear and legible at 8 ½ x 11" size.
- ALL existing and proposed building footprints.
- Significant natural and man-made site and building features.
- ALL existing and proposed street names.
- Property lines.
- North arrow, date of preparation, and latest revision date for each sheet.
- Retention/Detention ponds.
- State and Federal wetlands.
- Berms
Additional information to be provided but not labeled:

- Parking, loading, and stacking layouts (directional arrows – optional).
- Curb cuts for developed properties on opposite sides of street.
- Landscaping should be included in a manner not to interfere with presentation clarity.
- ALL existing and proposed sidewalks, paths, and bikeways.

Information NOT to be provided on 8½” x 11” graphic unless specifically requested:

- Utility information/data.
- Contour lines/elevation data.
- Dimension lines.
- Shading for any site feature(s).
- Site data/calculations.
- Plant lists.
- Building elevations, drainage profiles, sign graphics, etc.
TO:        TECHNICAL STAFF
FROM:      Paul M. Bowers, P.E.
RE:        ERIE SEWER DISTRICT NO. 5 – COMMERCIAL/INDUSTRIAL 
NEW AND EXISTING BUILDINGS

Attached is a copy of the letter from ECS 5 regarding the above subject. This
would apply to all site plan reviews and construction which might occur on the Amherst
side of ECS 5.

The essence of their request is to make sure that petitioners apply as early as
possible (earliest rezoning stage), but certainly as early as the site plan review stage, to
the Erie County’s Division of Sewerage Management (DSM). By submitting building
and plumbing plans early in the review process to the County (DSM), petitioners will not
be denied nor delayed in seeking access while current reviews are being held.

If you review any rezonings and site plans for those areas along Transit Road
within ECS 5, petitioners should be advised that early submittal (of building and
plumbing plans) to the DSM is necessary.

PMB:rb
Att.
Cc & Att: Thomas C. Ketchum, P.E., Building Commissioner
Richard Gillert, Planning Director
July 9, 1999

Amherst Town Board
5583 Main Street
Williamsville, New York 14221

RE: Erie County Sewer District No. 5
Commercial/Industrial New and Existing Building
Construction and Change in Existing Establishments

Honorable Town Board:

This letter is written to remind you that any new commercial and/or industrial buildings or a change in use of an existing building within your service area requires the submittal of an Industrial Waste Survey (IWS), complete with detailed plans, to Erie County's Division of Sewerage Management (DSM) for review and approval.

Your community, as a member of the Erie County Sewer District No. 5 (ECSD #5), is required to participate in the District's EPA Approved Pretreatment Program. This program, mandated under federal law, requires review and inventory of all new non-residential facilities in the service area to determine if they fall under the pretreatment program. This review will also determine if the new facilities require an Industrial Wastewater Discharge Permit. Furthermore, as part of ECSD #5, your community must comply with The Rules and Regulations for Erie County Sewer Districts. These Rules and Regulations include additional requirements for non-residential facilities connecting to the sanitary sewer within the service area. The review of the plans for new facilities will insure compliance.

While there has not been a problem with new buildings incorporating new sewer connections, it is becoming more of a problem with existing commercial establishments that have changed ownership, expanded, and/or been renovated for a different use, without any review by the DSM. This includes such projects as:
(a) where a building is demolished and a new facility is built at
the same location; and (b) establishments that change their use
such as a store turned into a bakery or a gas station turned into
a restaurant.

A specific problem that tends to reoccur is the
question of grease traps. The District requires all food serving
establishments to have exterior grease traps installed. Some
Towns only require the under the sink traps. However, the
District has found them to be generally inadequate in most
situations.

The District suggests that in the future, completion of
the Industrial Waste Survey and review of plans be done by the
DSM prior to approval and issuance of building permits for non-
residential buildings. Currently, there is no fee required by
the DSM for this review. The review is vital for the District's
Industrial Waste section to maintain the proper inventory of non-
residential facilities in the service area pursuant to federal
regulations. Failure to do so could result in substantial costs
to property owners to bring their facilities into compliance if
construction occurs prior to plan approval.

In a related matter, it is extremely important that
where existing sewer laterals are not being reused, they are
properly capped and sealed. It has been our experience that if
the old sewers are not properly capped, it allows excessive
inflow and infiltration into the sewers and unwanted debris.
This can cause problems such as unnecessary surcharging and/or
plugging of sewers and flooded basements or the undermining of
paved areas such as sidewalks, roads and parking areas. Proper
capping of sanitary sewer laterals is also required under the
District's Rules and Regulations. If the existing sewer laterals
are to be reused by a new building, they need to be inspected and
tested to see that they are still structurally sound.

It is the District's hope that by working in a
cooperative manner, the integrity of the entire sewerage system
will ultimately improve, thereby reducing inflow and
infiltration, and thus saving money for both your community and
the District.
Amherst Town Board
July 9, 1999
Page Three

If you have any questions, please feel free to contact me at 858-7537.

Very truly yours,

[Signature]

Charles J. Alessi, P.E.
Deputy Commissioner

CJA/ss
cc: ECSD #5 Board of Managers
    Susan Grellick, Supervisor, Amherst
    Paul Bower, Tn. Engineer, Amherst
    Town of Amherst Building Inspector
    L. Pohl
    G. Absolom
    G. Devlin/L. Sedita/File

SS006