



TOWN OF AMHERST
APPLICATION & REVIEW
PROCEDURE
COORDINATED SIGN PLANS

MATERIALS MUST BE PROVIDED IN AN ELECTRONIC FORMAT THAT CONTAINS PDF FILES OF THE APPLICATION, SURVEY, SITE SIGNAGE PLAN, BUILDING ELEVATIONS, SIGN DETAILS & 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.

Coordinated Sign Plan approval is required for Multiple Developments as defined in Section 7-8-9 of the Zoning Ordinance:

“Four or more offices, commercial or industrial establishments or enterprises or combinations of such uses thereof, that are located in a single building; or one or more such offices, establishments or enterprises or combinations of such uses located thereof in two or more buildings developed or to be developed as part of an integrated development.”

- 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:
 - determining if the action is a Coordinated Sign Plan or Coordinated Sign Plan Amendment
 - determining what specific information will be required to be submitted with the application
 - identifying any potential variances that will be required to implement the project as proposed.

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.**
3. 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 Coordinated Sign Plan or Coordinated Sign Plan Amendment application.
4. Submittal of an application grants permission to Town staff to access the parcel(s) under consideration.
5. All 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. All drawings must also reserve a 4 in. x 6 in. area in the lower right hand corner for official Town use.

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 pre-application review appointment with the Planning Department.
3. Applicant schedules an application submittal appointment with the Planning Department. **NO COORDINATED SIGN PLAN or COORDINATED SIGN PLAN AMENDMENT WILL BE ACCEPTED FOR REVIEW WITHOUT A PRE-SET SUBMITTAL APPOINTMENT.**
4. Applicant files five (5) copies of the following information with the Planning Department:
 - a) survey of the property and existing buildings
 - b) site plan showing:
 - the location of all existing or proposed pole or ground signs with dimensions to adjacent street(s) or driveway(s)
 - the location of existing or proposed building-mounted signage
 - the property dimensions and dimensions of the building(s)
 - the permitted area of signage per Chapter 203-7-8-8 of Town Code or the area permitted in accordance with variances issued by the Zoning Board of Appeals.
 - c) completely dimensioned, to-scale drawings of all proposed signage
 - d) description of the method of illumination and material composition of signage
 - e) elevations of building walls upon which wall signs will be affixed, showing the location of proposed individual wall signs or sign band locations (areas where proposed or existing wall signs may be affixed)
 - f) a cover letter which briefly describes the sign plan proposal
 - g) owner authorization letter to file the application (if not the applicant).
5. Plans must be a minimum of 11"x17" and no larger than 24"x 36" in size. All drawings must also reserve a 4 in. x 6 in. area in the lower right hand corner for official Town use. Each application package must be collated and folded no larger than 9" x 12" in size.
6. After approval for filing by the Planning Department, the applicant shall submit the necessary fee to the Town Clerk. **(See Schedule of Fees on first page of application and make checks payable to: Town of Amherst.)**
7. The applicant returns a copy of the filing receipt to the Planning Department.
8. The Planning Department transmits a copy of all submittal data to the Building Department, Traffic/Safety Board, the Zoning Enforcement Officer and any other agency deemed necessary for review.
9. Each agency completes its review and notifies the Planning Director in writing of its comments or recommendations as required by the Zoning Ordinance.
10. The Planning Department evaluates the Coordinated Sign Plan or Coordinated Sign Plan Amendment application based on criteria stated in Chapter 203-7-8-12 of Town Code.

11. The applicant may be required to submit revised plans or materials to address review comments. The procedure for submittal of revised plans is 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.
 - Five (5) complete sets of the revised materials are required to be submitted to the Planning Department, which will transmit the plans to pertinent agencies for review. (Recommend contacting Planning staff to determine if fewer sets are needed.) ***Any materials submitted directly to Town departments will not be reviewed by that department.***
 - All revised plans and materials must also be provided in an electronic format that contains pdf files of the revised information.
12. When the Planning Director has determined that the proposed Coordinated Sign Plan or Coordinated Sign Plan Amendment is consistent with the provisions of the Zoning Ordinance and all applicable regulations, **two (2) additional copies** of all drawings are required. **Both sets of drawings must include the required 4 in. x 6 in. area in the lower right hand corner for official Town use** and be folded no larger than 9" x 12" in size. These drawings will be stamped and signed "Approved" by the Planning Director with one (1) copy being transmitted to the Commissioner of Building.
- If the Planning Director determines that the proposed Coordinated Sign Plan does not meet the requirements of the Zoning Ordinance, the application may be referred to the Planning Board for review and decision (see Chapter 203-8-11-3 of Town Code).**
13. Review of a project requiring a building permit for a sign(s) will not be finalized until the Coordinated Sign Plan or Coordinated sign Plan Amendment is approved by the Planning Department.



**TOWN OF AMHERST PLANNING DEPARTMENT
APPLICATION FOR COORDINATED SIGN PLAN**

For Official Use

File #: _____

Fee \$ _____

Fee Paid to
Town Clerk

RECEIVED BY _____

DATE _____

Materials Received by
Planning Department

RECEIVED BY _____

DATE _____

Fees:

Fill In
Applicable Fee

Coordinated Sign Plan \$480

\$ _____

Coordinated Sign Plan Amendment \$180

\$ _____

To Be Completed by Applicant

Petitioner: Name: _____

Address: _____

city

state

zip code

Phone: _____ Fax: _____

E-Mail: _____

Property Owner: Name: _____
 (if not petitioner) Address: _____

 city state zip code

Phone: _____ Fax: _____

E-Mail: _____

Representative: Name: _____
 Address: _____

 city state zip code

Phone: _____ Fax: _____

E-Mail: _____

Project/Development Name: _____

Project Address: _____

Project SBL No(s): _____

Project Description: _____

Existing Zoning District(s): _____

Property Frontage on Public Roads: _____
 (list each road separately) _____

Building Frontage on Public Roads: _____
 (list each road separately) _____

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 REVISED February 2021