



TOWN OF AMHERST
APPLICATION AND REVIEW
PROCEDURE
MINOR SITE PLAN &
MINOR SITE PLAN ADJUSTMENT

MATERIALS MUST BE PROVIDED IN AN ELECTRONIC FORMAT THAT CONTAINS PDF FILES OF THE APPLICATION, SITE PLAN DRAWING SET, SURVEY, LANDSCAPE PLAN, PRELIMINARY BUILDING FLOOR PLANS/ELEVATIONS & 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 & 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 Minor Site Plan or Minor Site Plan Adjustment
 - determine 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
 - identifying any potential variances that would be required to implement the project as proposed.An appointment is required for all meetings with Planning Department staff.
2. This petition is subject to the requirements of 6 NYCRR Part 617, State Environmental Quality Review Act (SEQR) and 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: <https://gisservices.dec.ny.gov/eafmapper/>.
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 or Minor Site Plan Adjustment application.**
5. Submittal of an application grants permission to Town staff to access the parcel(s) under consideration.
6. 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.
7. All drawings should be no larger than 24 in. x 36 in. 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 application package from the 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 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 to review the following:
 - one complete set of site plan drawings, preliminary building elevations and floor plans (no larger than 24" x 36" in size)
 - Environmental Assessment Form (EAF) & Town EAF Addendum, if required.
 - any supporting reports and materials.
 - verification from the Town Assessor that the address in the application is correct.
 - If the project involves modifications to a previously approved plan, a cover letter or detailed description in the application describing the changes is required; the proposed changes must be clearly delineated on the site plan drawings.
4. Applicant schedules an application submittal appointment with the Planning Department.
NO MINOR SITE PLAN or MINOR SITE PLAN ADJUSTMENT WILL BE ACCEPTED FOR REVIEW WITHOUT A PRE-SET SUBMITTAL APPOINTMENT.
5. At the submittal appointment:
 - **Minor Site Plan:** Applicant shall provide twelve (12) complete sets of drawings and application materials (previously determined) to the Planning Department.
 - **Minor Site Plan Adjustment:** Contact the Planning Department to determine the number of sets and application materials that will be required.
 - All drawings and materials must be folded and collated into 9" x 12" packets. **Applications will not be accepted unless this requirement is met.**
 - 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 of drawings must bear an original wet or raised seal and signature of the design professional** who prepared the plans. The remaining review copies may be submitted with a facsimile of the seal and signature.
6. 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.)**
7. The Planning Department transmits copies of the application and supporting materials to the following for review:
 - Assessor
 - Commissioner of Building
 - Town Engineer
 - Superintendent of Highways
 - Traffic/Safety Board

- Fire Chiefs' Association
- Right-of-Way Agent
- Plumbing Division
- Zoning Enforcement Officer
- Other Town and outside agencies, as applicable

Note: Minor Site Plan Adjustment applications may not require review by all departments.

8. Each agency completes its review and notifies the Planning Director in writing of its comments or recommendations as required by the Zoning 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 contacting Planning staff to determine if fewer sets are needed.) All revised plans must be submitted to the Planning Department, which will transmit the plans to pertinent agencies for review. **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.
11. When the Planning Director has determined that the proposed Minor Site Plan or Minor Site Plan Adjustment is consistent with the provisions of the Zoning Ordinance and all applicable regulations are met, **seven (7) final copies** of all site plan drawings, preliminary building elevations and floor plans must be submitted and folded into 9" x 12" size. **All seven (7) sets must bear the original seal and signature of the design professional who prepared the drawings and include the required 4 in. x 6 in. area in the lower right hand corner for official Town use.** These drawings will be stamped and signed "Approved" by the Planning Director and transmitted to Town departments.

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

12. Review of a project for building permit will not be done until the Building Department receives an approved site plan drawing set by the Planning Director.



TOWN OF AMHERST PLANNING DEPARTMENT

***Application for Minor Site Plan &
Minor Site Plan Adjustment***

For Official Use

File #: _____ Acreage _____ Fee \$ _____

Address Verified by
Assessor's Office

VERIFIED BY _____ DATE _____

Materials Received by
Planning Department

RECEIVED BY _____ DATE _____

Fee Paid to
Town Clerk

RECEIVED BY _____ DATE _____

Fees:

**Fill In
Applicable Fee**

Minor Site Plan:	\$ 325.00	\$ _____
Minor Site Plan Adjustment	\$ 110.00	\$ _____
Extension of Minor Site Plan Approval	\$ 0.00	\$ _____
Stormwater Pollution Prevention Plan:		
1 – 4.99 Acres	\$ 500.00	\$ _____
5 – 10 Acres	\$ 750.00	\$ _____
>10 Acres	\$1,000.00	\$ _____

To Be Completed By Applicant

Petitioner: Name _____

Address: _____

City

State

Zip Code

Phone: _____ Fax: _____

E-Mail: _____

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.***

Item No.	Item	Submitted	Official use
I Basic Drawing Information			
1.0	Drawing size not to exceed 24" x 36"		
2.0	Title of Drawing		
3.0	Name and address of Applicant		
4.0	Name of person preparing drawing		
5.0	Wet seal/raised seal and signature of NYS licensed architect, engineer, landscape architect, or surveyor (as applicable)		
6.0	Project address		
7.0	Zoning of subject property and adjacent parcels		
8.0	North point, scale, date, and revision date(s)		
9.0	4" x 6" reserved area in lower right hand corner for official Town use		
II Structures, Paved Areas, & Open Space			
1.0	Existing and Proposed Streets		
1.1	Names of all existing and proposed streets		
1.2	Width and radii of proposed curb-cuts		
1.3	Existing curb-cuts on adjacent and opposite properties		
1.4	Show ROW width, pavement dimensions, lane widths, pavement markings, and proposed signage on proposed streets		
1.5	Show proposed ROW consistent with planned NYSDOT, Erie County, or Town road projects (if applicable)		
1.6	Show location of proposed cross access to adjacent parcels along with a draft easement		
1.7	Designation of Fire Lanes (if applicable)		
1.8	Fire apparatus access roads		
1.9	Label any proposed roads as public or private		
1.10	Location and dimensions of sidewalks		
1.11	Typical cross sections and profiles of proposed streets, pedestrian walkways, and bikeways		
2.0	Proposed Structures		
2.1	Location and complete dimensions of proposed structures		
2.2	Setback dimensions of structure(s) to all property lines		
2.3	Proposed use of structures		
2.4	Gross square feet area of each structure		
2.5	Location of all building entrances		
2.6	Indicate type of roof construction/materials		
2.7	Location, height, and design detail of existing and proposed fences and walls		
2.8	Location of light standards and building mounted lights		
2.9	Location of dumpster and detail of dumpster enclosure with gate		
2.10	Layout and dimensions of the lot(s) proposed for development		

Item No.	Item	Submitted	Official use
II Structures, Paved Areas, & Open Space (cont'd)			
3.0	Floor Plans with individual rooms and spaces labeled (fully dimensioned)		
4.0	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)		
4.1	Show screening of mechanical equipment		
5.0	Parking/Loading/Stacking Areas		
5.1	Location and complete dimensions of all paved areas		
5.2	Setback dimensions of all paved areas to property lines		
5.3	Dimension of typical parking space and drive aisles		
5.4	Location and layout of handicapped parking spaces & access aisles		
5.5	Detail of vertical signage for handicapped parking and access aisles		
5.6	Indicate minimum parking requirement & number of spaces provided		
5.7	Proposed signage for directing and guiding traffic		
5.8	Curb cut permits from NYS, Erie County, or Town (if applicable)		
5.9	Pedestrian connections (from proposed structures to public sidewalk network)		
6.0	Location and proposed development of all open spaces, including parks, playgrounds, and open reservations		
III Utilities and Drainage			
1.0	Engineers Report (bound separately from the Stormwater Pollution Prevention Plan [SWPPP])		
1.1	Stamped/sealed and signed by NYS licensed architect or professional engineer		
1.2	Proposed water service sizing, RPZ pressure and fire safety flow and pressure calculations		
1.3	Proposed sanitary sewer facility load calculations (avg. & peak flows) including calculation of the peaking factor		
1.4	Proposed storm drainage facility calculations (see information included with this application)		
2.0	Grading Plan		
2.1	Existing and proposed grades indicated (proposed grades may not exceed 1 on 3)		
3.0	Water Service		
3.1	Location, size and material of existing and proposed facilities		
3.2	Location of existing and proposed fire hydrant location(s)		
3.3	Indicate use of sprinklers, location of Fire Department connection, and proposed fire protection systems		
3.4	Existing and proposed meter/RPZ size and location		
3.5	Applicable construction details		
4.0	Sanitary Sewers		
4.1	Locations, sizes, slopes, inverts, and materials of all existing and proposed facilities		

Item No.		Submitted	Official use
III Utilities and Drainage (cont'd)			
4.2	Applicable construction details		
4.3	Proposed water/oil/grease interceptor sizing calculations by a professional engineer (if applicable)		
5.0	Storm Drainage		
5.1	Locations, sizes, slopes, inverts, and materials of existing and proposed storm drainage facilities		
5.2	Connection of roof drains to proposed drainage system		
5.3	Applicable Town Standard 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 (bound separately from the Engineer's Report) See attached checklist.		
7.0	Natural Gas Service		
8.0	Location of transformers, generators and other mechanical equipment; include detail drawings (if applicable)		
9.0	Downstream Sanitary Capacity Analysis (DSCA) Report (must be submitted if proposed average flows are greater than 2,500 gallons per day)		
9.1	The DSCA Report must include a detailed downstream sewer capacity analysis and the calculations of and commitment to (via Developer commitment letter) the required financial contribution to the Town's I/I mitigation fund based on peak flow conditions. The contribution must be based on \$250 per gallon per minute of mitigated flow		
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 <u>all</u> existing trees 4" caliper or larger and indicate which will be removed or retained		
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		

Item No.		Submitted	Official Use
VI Other Required Information/General Requirements (cont'd)			
1.1	Copies of all easements, reciprocal access agreement or similar leag documents		
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	<u>Completed and signed</u> 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)		
6.0	Show existing zoning(s) of both the subject property and adjacent parcels on the Site Plan and the Landscape Plan		
7.0	Location of NYSDEC wetlands (including buffer area) and/or federal wetlands; indicate jurisdictional status		
8.0	Location of Floodway and floodplain (if applicable)		
9.0	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)		
10.0	Documentation related to any required variances granted by the ZBA		
11.0	For residential site plans, provide a statement from the appropriate school district that adequate school sites and facilities are available.		
12.0	8 1/2" X 11" reduction of primary site plan drawing (see appendix "B" of application package for specifications)		
13.0	A CD containing a PDF of all site plan drawings (Must also be provided with revised drawings)		
VII Additional Required Information for Projects in the Mixed Use Districts			
1.0	Design Advisory Board Application		
1.1	Required for Major Site Plan		
1.2	Required at the Planning Directors Discretion for Minor Site Plans		
2.0	Block & Street Network Plan		
2.1	Designation of Core, Local & Alley streets		
2.2	Dimensions of Blocks		
3.0	Block Usage Plan (as applicable)		
3.1	Designation of site usage for each block including open space areas		
4.0	Phasing Plan		

For official use only:

Approved/Date

X:\Current_Planning\Application Forms 2013 Working Doc\Major Site Plan\Site Plan Submittal Requirements and Checklist (3).doc



Town of Amherst SWPPP Review Checklist

Reviewed by: _____ Date: _____
 Project Name: _____
 TOA Job No.: _____ Applicant: _____
 Project Address: _____

Required Documents and Notifications			
Acceptability			
Yes	No	N/A	
			Notice of Intent (filed with NYSDEC)
			Owner's contact information
			Contact information for co-permittees (operators or contractors)
			Owner certification and signature
			Anticipated date of construction commencement
SWPPP Contents			
Acceptability			
Yes	No	N/A	
			Identification of contractor
			Certification statement by contractor
			Requirement for all sub-contractors to sign certification statement
			Statement that SWPPP will be kept on site during all phases of construction
			"SWPPP Manager" identified by name, title, company (contact information)
			Legal description of site (including address)
			Description of on-site activities
			Total acreage of site identified
			Total acreage of are to be disturbed identified
			Runoff coefficient of site after construction completion
			Inspection and maintenance schedule identified, including responsible parties
			Existing soils data
			Receiving waters and ultimate receiving waters identified
			Quantitative stormwater discharge data
			SITE MAP
			Vicinity map and site map (includes North arrow)
			Existing and proposed topography (contours & critical spot elevations)
			Drainage pattern identified (temporary and permanent) (including off-site drainage)
			Approximate slopes after major grading activities
			Areas of soil disturbance identified & consistent with verbiage
			Locations of major structural and non-structural control plans
			Surface waters (including wetlands)
			Location of stormwater discharge to surface water
			Equipment and materials storage areas

Acceptability			
Yes	No	N/A	
			Upstream diversions, downslope and sideslope perimeter controls installed prior to land disturbing activities
			Description of intended sequence of activities (Phasing plan with 5 acre threshold limits shown)
			Street profiles, utility locations, property boundaries and easement delineations shown
			Construction site parking identified
			Stabilized construction entrance(s) include details
			Other traffic controls identified
			Construction materials storage
			Washout area controls (including specs)
			Equipment fueling areas identified (including specs)
			Cover or stabilize disturbed areas (methods & timing)
			Construction timing to limit impact on seasonal weather changes
			Infiltration/filtration methods used
			Statement of areas disturbed for more than 14 days to be stabilized
			Existing vegetation preserved where appropriate
			Description of stabilization methods (including quantities of materials and specs, seeding rates, mulch material rates, etc.)
			Soil stockpile stabilization methods and timing
			Description of construction site waste disposal methods
			Sanitary waste disposal methods
			Structural Controls (circle methods used)
			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)
			Detailed specifications provided for all above methods
			Max created slope no steeper than 2' horizontal to 1' vertical
			Sediment basins provide at least 3,600ft ³ of storage per acre
			Positive drainage maintained
			Flow grades stabilized
			Permanent Stormwater Management Controls
			Description of post-construction controls
			Retention ponds, detention ponds, infiltration measure, sequential systems, vegetated swales, natural depressions (including calcs)
			Velocity dissipation devices
			Other Comments

**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.



TOWN OF AMHERST
ENGINEERING DEPARTMENT

ERIE COUNTY NEW YORK

PAUL M. BOWERS, P.E., TOWN ENGINEER

September 24, 1999

TO: TECHNICAL STAFF

FROM: Paul M. Bowers, P.E. *Paul M. Bowers*

RE: ERIE SEWER DISTRICT NO. 5 - COMMERCIAL/INDUSTRIAL
NEW AND EXISTING BUILDINGS

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

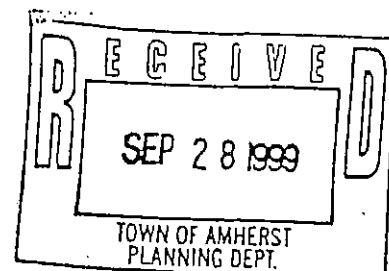
The essence of their request is to make sure that petitioners apply as early as possible (earliest rezoning stage), but certainly as early as the site plan review stage, to the Erie County's Division of Sewerage Management (DSM). By submitting building and plumbing plans early in the review process to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

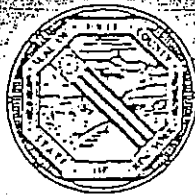
If you review any rezonings and site plans for those areas along Transit Road within ECSD #5, petitioners should be advised that early submittal (of building and plumbing plans) to the DSM is necessary.

PMB:rb

Att.

Cc & Att: Thomas C. Ketchum, P.E., Building Commissioner
Richard Gillert, Planning Director





TOWN OF AMHERST
ENGINEERING
DEPARTMENT

JUL 12 2 04 PM '99

County of Erie

DENNIS T. GORSKI
COUNTY EXECUTIVE

DEPARTMENT OF ENVIRONMENT AND PLANNING

RICHARD M. TOBE
COMMISSIONER

CHARLES J. ALESSI, P.E.
DEPUTY COMMISSIONER
Sewerage Management

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

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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.

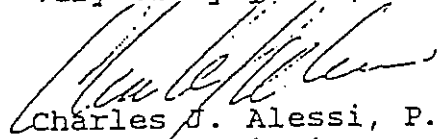
In a related matter, it is extremely important that where existing sewer laterals are not being reused, they are properly capped and sealed. It has been our experience that if the old sewers are not properly capped, it allows excessive inflow and infiltration into the sewers and unwanted debris. This 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.

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July 9, 1999
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If you have any questions, please feel free to contact
me at 858-7537.

Very truly yours,



Charles J. Alessi, P.E.
Deputy Commissioner

CJA/ss

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

SS006