



NEW REQUIREMENT

A SINGLE PDF OF THE CONCEPT PLAN AND SURVEY MUST BE SUBMITTED WITH YOUR APPLICATION. PLANS WILL NOT BE TRANSMITTED WITHOUT THIS PDF. THIS ALSO APPLIES TO REVISED PLAN SUBMITTALS.

**TOWN OF AMHERST PLANNING BOARD
REVIEW AND APPROVAL PROCEDURES FOR
OPEN DEVELOPMENT AREA APPLICATION ITEMS**

This application package includes the following:

- Application Procedures
- Application Form
- Town of Amherst EAF Addendum

-IMPORTANT-

1. Applicant obtains application from the Planning Department, 5583 Main Street, Williamsville, NY 14221. (716) 631-7051 or on-line at www.amherst.ny.us , keyword: planning.
2. 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 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 Planning Department Staff
3. This Open Development Area 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 Town Board cannot make a SEQR determination unless a complete Environmental Assessment Form (EAF) is submitted. This includes

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

completing Town of Amherst Addendum and submittal of any required supplementary information, such as traffic impact studies, archaeological reports, wetland delineations or geotechnical reports. SEQR issues may be discussed with Planning Department staff at a recommended pre-submittal meeting. Unlisted Actions require a Short EAF; Type I Actions require a Full EAF. The following is a link to the NYSDEC website and fillable forms with instructions: <http://www.dec.ny.gov/permits/6191.html>.

4. The applicant shall file twelve (12) copies of the completed application and attachments with the Planning Department with the necessary fees. (See Schedule of Fees on first page of application and make checks payable to: Town of Amherst.) Each package must be collated and folded into no larger than 9" x 12" in size. The following information must be included in each application package:

- A completed, signed and notarized application form with all required attachments
- A conceptual development plan, drawn to scale (no larger than 24" x 36" in size)
- An 8 ½" x 11" reduction of the conceptual development plan
- Boundary survey prepared by a NYS licensed land surveyor that shows the acreage of the parcel and all other typical survey data
- A legal description of the subject area.
- A completed and signed Environmental Assessment Form (EAF), if required, including any required supplementary reports such as traffic studies, geotechnical reports, archaeological surveys, or wetland delineation reports

5. Planning Department transmits copies of the application for a review by:

Commissioner of Building
Town Engineer
Superintendent of Highways
Traffic / Safety Board
Fire Chiefs' Association
Other Agencies, as applicable

6. The applicant may be required to submit revised plans, reports, or materials to address review agency comments. The procedures for submittal of revised information are as follows:

- A cover letter addressing all comments received to date is required.
- "Highlight" the area of change on the conceptual development plan 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.

7. Planning Board Meeting Procedures:

The applicant or his / her representative must present the project at the public hearing before the Planning Board and be available to answer any questions at the meeting. The Planning Board may take any of the following actions:

- Adjourn the hearing to a future Planning Board meeting.
- Close the hearing and table action on the Open Development Area petition to the next Planning Board meeting. (The Planning Board may remove the item from their agenda until such time as all required information is provided).
- Close the public hearing and make a recommendation on the Open Development Area.

All determinations on matters before the Board are made after all public hearings on that meeting's agenda are completed.

The Planning Board will hold both a hearing on the proposed action and a concurrent SEQR hearing. Upon receipt of all required SEQR materials, the Planning Board will make a SEQR recommendation per the requirements of Sections 8-1, 8-2, and 8-3 of the Zoning Ordinance.

8. After the Planning Board issues their recommendation, the petitioner may choose to proceed with the Open Development Area application. To do so, he/she shall file a written request with the Town Clerk for a public hearing before the Town Board.

9. A final determination will be made by the Town Board per the requirements of the Zoning Ordinance



TOWN OF AMHERST PLANNING DEPARTMENT
Open Development Area Application

File #:	Acreage	Fee \$	
			<u>Fill In Applicable Fees</u>
Open Development Area Review or Amendment		\$1,300.00	_____
Affidavit Fee for Public Hearing		\$ 15.00	_____
		TOTAL FEE:	\$ _____
Materials Received by Planning Department	_____	RECEIVED BY	_____
		DATE	_____
Materials Accepted by Town Clerk & Fee Paid	_____	ACCEPTED BY	_____
		DATE	_____

To Be Completed By Applicant

PETITIONER: Name: _____

Address: _____

City State Zip Code

Phone _____ Fax: _____

E-Mail _____

PROJECT ADDRESS: _____

No. Street SBL#

PROJECT DESCRIPTION: _____

Rev. 12/20/07, 7/01/08, 12/08
P/Currplan/Application Working Documents 2008/ODA App. 2008