

TOWN OF HAMBURG PLANNING DEPARTMENT

SITE PLAN REVIEW PROCESS

- Site plan application is required for all new development, major additions, and significant change in use.
- Applicants may schedule a meeting with the Planning Department staff prior to the submittal of any proposed project.
- A completed submittal package must be received no later than two weeks prior to the desired Planning Board meeting date.
- Appointments may be scheduled by calling the Planning Department (Joshua Rogers) at 716-649-2023, or by emailing at jrogers@townofhamburgny.gov
- The following forms must be signed by the applicant or his/her agent and submitted with the package.
- All plans must be folded.

THANK YOU FOR YOUR COOPERATION!

SITE PLAN SUBMITTAL REQUIREMENTS

- **Electronic and Hard Copies of the following:**
 - **Development Information Sheet**
 - **Site Plan Requirement Checklist**
 - **SEQR Full/Short EAF (Environmental Assessment Form), Part I**
 - **Complete Fire Department Description Form**
 - **Proposed Site Plan**
 - **Supplementary Site Plan Materials (such as, but not limited to: landscape plan, lighting plan, traffic impact study, etc...)**
- **Site Plan fees (paid in full)**
- **5 full-sized, folded copies of the proposed site plan. Plans must be sealed by an architect or engineer licensed in the State of New York and meet the requirements listed in the application.**

I, _____, as owner of the proposed _____
_____, located at _____,
Town of Hamburg, am submitting a completed package for Site Plan review.

Signed _____

Date _____

**TOWN OF HAMBURG PLANNING DEPARTMENT
SITE PLAN DEVELOPMENT INFORMATION SHEET**

Site Development Name: _____

Location: _____ SBL# _____

Township: _____ Range: _____ Farm Lot: _____

Type of Development: _____ # of Building Units: _____

Anticipated # of Employees: _____ Anticipated # of Parking Spaces: _____

Anticipated Sewage Flow: _____ Anticipated Tenant: _____

Developer Name: _____ Engineer: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Zoning: _____ School District: _____ Fire District: _____

Sewer District: _____ Water District: _____

Total Site Acreage: _____ To Be Developed: _____

Building Dimensions: _____ X _____ Square Feet: _____

Type, Size and Ownership of Recreation Area: _____

Homeowners' Association: Yes _____ No _____

Wetland/Floodplain Involvement: _____

SEQRA: Unlisted _____ Type I: _____ CEA: Yes or No

Special Features/Other Information: Attach as Necessary

Will the project involve the formation of a "condominium"? Yes____ No _____

***Note: Condominiums in accordance with the Town's Zoning Law are only allowed in the R-3 zoning district. By application for subdivision or site plan approval, the applicant hereby waives the benefit of RPTL Section 339-Y and 581.

Signature of applicant

SITE PLAN REQUIREMENTS

- _____ 1. Name, address, and telephone number of applicant and authorization of owner if different from applicant.
- _____ 2. Names, addresses, and telephone numbers of owner(s) of record, if different from applicant.
- _____ 3. Name, address, and telephone number of person or firm preparing the plan and map.
- _____ 4. Current zoning classification of property, including exact zoning boundary district. Provide a listing of zoning requirements, and what is being provided for the project.
- _____ 5. North arrow, scale, date, and revision block.
- _____ 6. Area map of location. (Include zoning data on map [requirements and boundaries])
- _____ 7. Property layout showing all dimensions, at an appropriate Engineer's scale, and names of owners of adjoining parcels.
- _____ 8. Precise and clear location, and size of all buildings (proposed and existing), showing dimensions of side yards, rear yards, front setbacks, and separation.
***Note*: Zoning dimensions enforced**
- _____ 9. Locations, widths, and names of existing streets and proposed site access.
Include:
 - A. Width (20' min.) Maximum 33'
 - B. Radius (25' min.)
 - C. Reference dimensions from the nearest street intersections
 - D. Yield sign at each egress
- _____ 10. Layout of all off-street parking, showing: (A) access drives, (B) spaces (9' x 18" min.), (C) barricades, (D) cross-section of paving, (E) overall dimensions, (F) provide handicapped parking spaces to conform to A.N.S.I. 117.1 - (1986) and Building Code of New York State Table 1106.1. It is suggested that the actual number (calculation of spaces shown on drawing) of spaces be reviewed with the Planning Department, (G) show any truck loading areas, (H) Garbage dumpster areas.
- _____ 11. Water Service location showing: proposed line and existing main size, location of RPZ, hydrants, and sprinkler hook-up connections. Include location of nearest hydrant off-site.
- _____ 12. Sanitary sewer service, or septic system location. Include all Erie County Department of Environment and Planning, and/or Erie County Health Department submittal requirements.
- _____ 13. Grade and Drainage Plan shall include all receivers, line size, slope, construction materials, and existing and proposed grade elevations. No stormwater shall drain onto adjoining properties. All downspouts shall be connected to a storm system. Systems shall be designed for a minimum ten (10) year storm. Detention basins shall be designed for a minimum 25 year storm.

SITE PLAN REQUIREMENTS CONT'D

- _____ 14. Landscaping Plan - show all landscaping, trees, shrubs, etc. and label them with the name, type, and size.
- _____ 15. Storm Water Pollution Prevention Plan (SWPPP), or Clearing, Stripping, and Soil Erosion Control Plan - Before beginning any work on the project a Clearing, Stripping, and Soil Erosion Permit must be obtained from the Town Engineering Department. Site preparation and construction shall be fitted to the vegetation, topography and other natural features of the site, and shall preserve as many of these features as possible. In general, the following shall be shown on the plan:
- A. Clearing limits, stock pile areas, all temporary and permanent drainage, erosion and sediment control facilities. A time schedule which is keyed to the operations.
 - B. Note on the Plan that stumps and brush may not be buried in the Town, and that topsoil may not be removed from the work site without a permit.
- _____ 16. Location, design, and construction of all energy distribution facilities, including electric, gas, solar energy, and public address systems. Exterior lighting should be provided and restricted to illuminating the building and/or premises only.
- _____ 17. The location of any free standing sign shall be shown along with mounting details, sizes, and lighting.
- _____ 18. Required zoning variances. Include section of Town code, and description of requested variances.

I, _____ as Owner/Developer
of _____ located at
_____, Town of Hamburg, to the best
of my knowledge am submitting a completed package for site plan review.

Signature

Date

TOWN OF HAMBURG PLANNING DEPARTMENT

Short/Full Environmental Assessment Form (EAF) Part 1

- The link to the EAF mapper can be found here: [EAF Mapper \(ny.gov\)](#)
- A mapping tool called the [EAF Mapper](#) has been developed by the DEC to help applicants answer some of the Part 1 questions for both the Full EAF and the Short EAF. The EAF Mapper quickly and efficiently finds some of the location-based information needed in Part 1, from multiple DEC data sources.
- The EAF Mapper will provide its results directly in Part 1 of an electronically fillable FEAF or SEAF form with those location-based questions already filled out. The Part 1 returned by the EAF Mapper will be accompanied by a report that includes the date, answers to specific questions on the FEAF or SEAF, a small-scale map showing the regional location of the project and a larger map showing the project site. If an answer to a question is restricted on the EAF pdf form, the complete answer, in its entirety, will appear on this report.
- The electronically filled form can be saved so that the remaining Part 1 questions can be completed by the applicant or project sponsor. **The questions answered by the EAF mapper on the FEAF or SEAF are not editable.** If the applicant or project sponsor believes any of the questions filled out by the EAF Mapper are incorrect, supplemental information should be provided to the reviewing agency that explains that discrepancy.
- If you have questions on whether to use the Short Form or the Full Form, please reach out to the Planning Department at 716-649-2023.

*A guide showing how to use the EAF Mapper can be found on the Town's website: [EAF-Mapper-Guide \(townofhamburgny.gov\)](#) (credit to: Seneca County Department of Planning & Community Development).

Town of Hamburg

Fire Chiefs' Association, Inc.

FIRE SAFETY PLANNING COMMITTEE

PROJECT DESCRIPTION

ARMOR
BIG TREE
BLASDELL
HAMBURG
LAKE SHORE
LAKE VIEW
NEWTON ABBOTT
SCRANTON
WOODLAWN

DATE: _____

PROJECT NAME: _____
ADDRESS: _____

PETITIONER: _____

Type of Business/Project: _____

Typical process(es): _____

Typical building contents (and amounts): _____

Number of buildings planned: _____

Building Construction Type: (i.e.: wood frame, concrete block, metal frame, etc.)

	TYPE	AREA	HEIGHT	PRIME Usage	FIRE SUPPRESSION SYSTEM
#1.	_____	_____	_____	_____	_____
#2.	_____	_____	_____	_____	_____
#3.	_____	_____	_____	_____	_____

Typical occupancy loading: _____

Special Hazards: _____

Plan to be in operation by: _____

Other comments: _____

TOWN OF HAMBURG

6100 S. Park Ave

Hamburg, NY 14075

716-649-6111

www.townofhamburgny.gov



Schedule of Fees

3/25/24

MINOR SUBDIVISION UP TO 4 LOTS	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$200	\$200
Preliminary Plan	\$300 + \$300/lot over 2	\$300 + \$300/lot over 2
Public Hearing Fee	\$325	\$325
Final Plat Map Cover (if required)	\$350	\$350

MAJOR SUBDIVISION 5 LOTS OR MORE (no PIP)	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$750	\$750
Preliminary Plan + \$300/lot over 5	\$1,500 + \$300/lot over 4	\$1,500 + \$300/lot over 4
Public Hearing Fee	\$325	\$325
Final Plat Map Cover (if required)	\$1,500	\$1,500
Re-review of subdivision materials	\$1,500	\$1,500

MAJOR SUBDIVISION OVER 5 LOTS (no PIP)	Planning Department Fees	Engineering Department Fees
Sketch Plan	\$750	\$750
Preliminary Plan + \$300/lot over 5	\$2,000 + \$300/lot over 4	\$2,000 + \$300/lot over 4
Public Hearing Fee	\$375	\$375
Final Plat Map Cover (if required)	\$2,000	\$2,000
Re-review of subdivision materials	\$2,000	\$2,000

# Lots/Units	Planning Department Fees	Engineering Department Fees
	None	\$65 per lot/unit up to 20
	None	\$45 per lot/unit over 20

Public Improvement Permit	Planning Department Fees	Engineering Department Fees
	None	TBD

SWPPP Plan Review (Subdivisions)	Planning Department Fees	Engineering Department Fees
1-4.99 acres	None	\$1,000
5-10 acres	None	\$1,500
Greater than 10 acres	None	\$2,500

SITE PLAN REVIEW FEES	Fees	
Sketch Plan	\$250	\$250
Minor Addition and site improvements	\$350	\$350
Less than 1 acre	\$1,000	\$1,000
Between 1 & 2 acres	\$1,750	\$1,750
Between 2 & 5 acres + \$500 per acre or fraction	\$2,000	\$2,000
Between 5 & 10 acres + \$750 per acre or fraction	\$4,000	\$4,000
Over 10 acres + \$500 per acre of fraction	\$10,000	\$10,000
Re-review of site plan materials (not a new application)	\$750, \$1,000, \$1,500, \$2,000 (for each category)	\$750, \$1,000, \$1,500, \$2,000 (for each category)
Special Use Permit	\$350 + site plan fees	None
Site Plan Waiver	\$150	\$150

SWPPP Plan Review (Site Plans)	Planning Department Fees	Engineering Department Fees
1-4.99 acres	None	\$950
5-10 acres	None	\$1,250
Greater than 10 acres	None	\$1,750

Rezoning Application Fees	Planning Department Fees	Engineering Department Fees
1 Acre or less	\$500	None
>1 - 5 Acres	\$1,500	None
>5 - 10 Acres	\$3,000	None
>10 - 50 Acres	\$5,000	None
>50 Acres	\$7,500	None