



Application Fee: \$10.00  
 Make check payable to:  
 "City Controller"

**SITE PLAN REVIEW APPLICATION FORM**  
 (CHAPTER 1324 NIAGARA FALLS ZONING ORDINANCE)

**Part 1. Required (Complete all)**

Submission Date: \_\_\_\_\_

Name of Proposed Development/Action \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Plans Prepared By:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_

**Owner (if different):**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_

(If more than one owner, provide information for each)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_

**Ownership Interest** (own, rent, Purchase Agreement)

Site Address (include all relevant addresses) \_\_\_\_\_

**Existing Use(s) of Site**

**Proposed Use(s) of Site** (list all primary and secondary uses; calculate and list floor area, building height, parking spaces, number of dwelling units by size, etc. (use separate sheet if necessary))

**Part 2. As Applicable (Complete if known)**

**Zoning Classification**

**Other Reviews/Approvals Required:**

<input type="checkbox"/> Special Permit (Refer to 1328)	<input type="checkbox"/> Variance BOA	<input type="checkbox"/> Historic Pres.	<input type="checkbox"/> Niagara County	<input type="checkbox"/> D.O.T.
<input type="checkbox"/> City Council	<input type="checkbox"/> State Parks	<input type="checkbox"/> Water Board	<input type="checkbox"/> D.E.C.	<input type="checkbox"/> S.H.P.O.
<input type="checkbox"/> Non-Conforming Structure or Use (Refer to 1327)				

**General Cost Estimates: (total required)**

Parking Areas (Including Drainage)		Landscaping		Fencing	
Exterior Lighting		Building		Total	

# PROJECT REVIEW INITIATION CHECKLIST

## *Submission Requirements for Departmental & Planning Board Review<sup>1</sup>*

- 1.) **A Completed Site Plan Review Application Form with fee<sup>2</sup>**
- 2.) **A Written Letter of Intent.** Describe the proposed use to be established or expanded, and any related actions to be taken affecting real property including square footage proposed, whether it is a new build construction or conversion, or any other physical changes to real property or structures
  - *Indicate if applying for a Height Bonus, and refer to 1314.4.1C for additional requirements*
- 3.) **A Completed Environmental Assessment Form (EAF).** Contact Environmental Services at 286-4462 regarding the EAF or SEQRA Compliance (NYS-DEC Regulation #617).
- 4.) **A Completed Property “Site Plan” illustrating the Proposed Development Actions.<sup>3</sup>** Provide a scaled site plan that shows the proposal “as built.” A licensed engineer, architect, or surveyor should prepare this. At a minimum, a site plan submission should provide:
  - a) All property lines with dimensions, lot area and location of adjacent buildings, including
  - b) Adjacent right-of-way elements, such as margins, sidewalks, drives, curbs and utility or highway appurtenance
  - c) Building footprints. Existing and/or proposed building footprints, structures identified by use and type, including building dimensions and distances to property lines, including
  - d) Any pad-mount transformers, dumpsters enclosures (refer to Chapter 738), and other accessory structures, or patios.
  - e) Building elevations. Façade and relevant side elevations of the proposed development (structures), as applicable, including color and material<sup>4</sup>
  - f) Parking: Show all spaces, driving lanes, loading areas and handicapped spaces<sup>5</sup>
  - g) Landscaping: Indicate location and quantity of all proposed trees, shrubs, grass, or landscaped areas
  - h) Fencing: Indicate fence detail and location
  - i) Exterior site lighting: Show fixture type(s) and location(s)
  - j) Signage: Show location(s) and dimensions of exterior signage<sup>6</sup>
  - k) Utility plan: Show proposed connections with public utilities

**Notes:** A Variance and/or Special Permit (\$150.00), and a Niagara County Planning Board (\$75.00) approval may also be required

A “pre-submittal meeting” with City staff is strongly recommended.

Contact: Planning & Environmental Offices @ 716.286.4470, or

Contact: Inspections Dept. Offices @ 716.286.4450

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<sup>1</sup> These are typical requirements. A survey and/or other materials can be required or omitted, as applicable.

<sup>2</sup> Make \$10.00 check payable to: *City Controller*

<sup>3</sup> A “Final Site Plan” submittal will require at least 12 copies of each. For initial or draft submissions, check with the Planning Office for number of copies required.

<sup>4</sup> Site photograph of existing site conditions, optional alternative to “e.) Building elevations” above.

<sup>5</sup> May be required to evidence that the total impermeable surface area including buildings and parking area complies with the NYS SPDES and SWPP regulations.

<sup>6</sup> No signs shall be within five feet of a property line (refer to Chapter 375 and 1121).

**SITE PLAN DEVELOPMENT STANDARDS**  
(CHAPTER 1324.4.2D)

In reviewing the site plan, the Planning Board shall take into consideration the public health, safety and general welfare particularly in regard to achieving the following standards

	Yes	No	N/A
1. Are driveways designed to assure maximum safety and function?			
2. Will the development have a negative effect on traffic?			
3. Does the site plan take into consideration safe walking areas and handicap access?			
4. Are parking, loading and service areas screened from adjacent residential areas?			
Is the landscaping designed in an attractive manner?			
Is the existing landscaping protected and retained?			
5. Is the outdoor lighting adequate and appropriate?			
6. Will the development negatively impact cultural or natural resources?			
7. Is the storm water drainage system designed in accordance with New York State SPDES/SWPP?			
8. Is the water supply and sewage disposal system adequate for the development?			
9. Has garbage/solid waste storage and disposal been properly addressed?			
10. Do proposed buildings meet the zoning requirements and complement the area?			
11. Do proposed signs meet City requirements?			
12. Describe how the development addresses public needs, such as recreation and open space			
_____			
_____			
_____			
_____			
13. Will adequate services and public utilities be available prior to occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDATION OF CITY DEPARTMENTS**  
(CHAPTER 1324.4.2E)

Have any other City Departments made recommendations for the proposed project, and if so does the proposal account for these? List the departments, their recommendations and how the plan addresses these concerns:

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## GENERAL DESIGN CRITERIA

(CHAPTER 1319.2)

(Complete if project is located in C1, C2, D1 or D2 zoning districts)

	Yes	No	N/A
1. Is the development similar in size, shape and context to those in the surrounding area? (Not applicable in D1 and D2 districts)			
2. Does the development contribute to and maintain the character of the district?			
3. Does the development contribute to a pleasant streetscape?			
4. Describe how the development addresses: Pleasant city environment			
_____			
_____			
Utilities and mechanical equipment			
_____			
_____			
Exterior lighting			
_____			
_____			
5. Does the project create a functional and safe area for vehicle and pedestrians?			
6. Is the parking area visually attractive, including trees and landscaping?			
7. If a drive-thru is part of the development, does it appear as a minor component?			

## HERITAGE DISTRICT DESIGN CRITERIA

(CHAPTER 1319.2.8)

(Complete if project is in R4 zoning district)

**ALL NEW CONSTRUCTION SHALL REFLECT THE PRE-1945 CHARACTER OF THE AREA**

	Yes	No	N/A
1. Are proposed buildings oriented to the street and do they maintain the existing setbacks? If not, explain why the project is not oriented in a similar manner:			
_____			
_____			
2. If the building or addition is visible to the public, does it have a sloped roof? Describe the proposed roofing design:			
_____			
_____			
3. Are the buildings consistent in scale and design with the surrounding residential structures?			
4. Is the proposed exterior material the same or similar to that commonly used in the district? Describe proposed exterior material:			
_____			
_____			
5. Does the plan include a porch? (Not required, however encouraged)			
6. Are windows oriented vertically and spaced evenly along the street face?			
7. Is there access to parking area from the rear alley right-of-way? If not describe how the proposed parking conforms with the general pattern in the district:			
_____			
_____			
_____			