



TOWN OF AURORA
REVIEW AND APPROVAL PROCEDURES FOR
OPEN DEVELOPMENT AREA APPLICATION ITEMS

This application package includes the following:

- Application Procedures
 - Application Form
 - Full Environmental Assessment Form (EAF)
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- IMPORTANT -

1. Applicant obtains application from the Building Department or Town Clerk, 5 South Grove Street, East Aurora, NY 14052.
2. This Open Development Area petition is subject to the requirements of 6 NYCRR Part 617, State Environmental Quality Review Act (SEQR) and Chapter 98 of the Town of Aurora code.
3. The applicant shall file fifteen (15) copies of the completed application and attachments with the Town Clerk with the necessary fees. (See schedule of fees on back of application. Make checks payable to: Town of Aurora.) Each package must be collated and folded to no larger than 9" by 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 at a scale of not less than 1" = 20', drawn to scale (no larger than 24" by 36" in size). The development plan shall, at a minimum, include:
 - Name and address of owner(s) of the land to be developed
 - Name and address of the developer(s), if other than owner (see note)
 - All pertinent features, such as existing structures, streets, etc.
 - Location, width and approximate grade of all proposed access roadways
 - Location, dimensions and area of all proposed or existing lots, drainage plans, public utilities and sewage disposal
 - Names and addresses of all owners of record of property adjacent to and abutting (within a 500' radius) the proposed open development area
 - Acreage of the tract to be developed to the nearest 1/10 of an acre
 - The 500- and 100-year floodplains
 - National Wetland Inventory and NYS Department of Environmental Conservation mapped wetlands (www.fws.gov/wetlands)

- Location and approximate water shed size of all drainage ways
 - Any other information the Town Board may request
- An 8 ½ " by 11" reduction of the conceptual development plan.
 - A narrative description of the planned private right-of-way including:
 - Specifications for the private right-of-way
 - Ownership of the right-of-way
 - Maintenance plan for the right-of-way
 - A copy of the recorded deed describing the subject premises.
 - A copy of the current property survey of the property.
 - Part 1 of the SEQR Environmental Assessment Form (EAF)
4. The Town Clerk transmits copies of the application to the Town Board who in turn will forward the application for a review by:

Planning Board	Town Attorney
Building Inspector	Town Engineer
 5. Planning Board Meeting Procedure – The applicant must be prepared to present the project at the next regular meeting of the Planning Board after the official submission date and any subsequent meetings deemed necessary by the Planning Board to discuss the preliminary open development area plan.
 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 address all comments received to date as required.
 - "Highlight" the area of change on the conceptual development plan drawings and provide a notation describing the change
 - Fifteen (15) complete sets of the revised materials are required.
 Any revised plans, reports or materials shall be submitted to the Town Clerk for distribution to appropriate parties.
 7. Before taking action on the plan, the Town Board may schedule a public hearing.
 8. Final approval shall be given by the Town Board.

NOTE: If the petitioner is not the property owner, the property owner must submit a notarized statement authorizing the petitioner to act on their behalf.

A complete copy of the Aurora Town code can be found at www.generalcode.com.



TOWN OF AURORA
OPEN DEVELOPMENT AREA APPLICATION

To Be Completed By Applicant

PETITIONER: Name: _____

Address: _____

City State Zip

Phone: _____ Fax: _____

E-Mail: _____

PROPERTY OWNER (if different from petitioner):

Name: _____

Address: _____ Ph. No. _____

PROJECT ADDRESS: _____
No. Street SBL No.

PROJECT DESCRIPTION: _____

Signature of Applicant: _____

State of New York) :SS:
County of Erie)

On the _____ day of _____, in the year _____, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and they by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

OFFICE USE ONLY:

File #: _____ Number of Lots _____ Total Acreage _____ Zoning _____

Open Development Area Review Application Fee \$ _____.

Materials Received by
Town Clerk & Fee Paid

Accepted by _____ Date _____

TOWN OF AURORA 5 SOUTH GROVE STREET, EAST AURORA, NY 14052
(716) 652-3280 FAX (716)652-3507 www.townofaurora.com

TOWN OF AURORA
OPEN DEVELOPMENT AREA APPLICATION
FEE SCHEDULE

Open Development Area Application Fee(s):

\$100.00	1-3 Lots
\$50.00	each additional lot