Building Department

□ Development Plan
□ Minor Subdivision
□ Major Subdivision
□ Re-Zoning
□ Other _____

Village of East Aurora
571 Main Street, East Aurora, NY 14052
in conjunction with the
Town of Aurora Building Department
300 Gleed Avenue, East Aurora, NY 14052
716.652.7591

Village Clerk's Office

Date Received _____
Receipt # _____ Amt $_____

APPLICATION

Please type or print legibly

PROPOSED PROJECT _____ TAX SBL #_____
LOCATION _____ ZONING DISTRICT _____

APPLICANT'S NAME _____
ADDRESS _____
TELEPHONE _____ FAX_____ E-MAIL_____
APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S NAME _____
ADDRESS _____
TELEPHONE _____ FAX_____E-MAIL_____
OWNER'S SIGNATURE _____ DATE _____

THIS APPLICATION MUST INCLUDE THE FOLLOWING:

□ Twenty (20) sets - Letter from applicant to the East Aurora Village Board describing project intent
□ Twenty (20) Sets - Documents Pursuant To §285-41 (See Page 2) attached with the completed checklist
□ Twenty (20) Sets SEQR Form
□ A CD Rom or USB jump drive containing one (1) complete file of all documents (pursuant to the requirements of the Open Meetings Law) and no larger than 5MB
□ Application Fee $25.00 and Public Hearing Fee $100.00 – Total $125 at time of application

An incomplete application will not be accepted for placement on Village Board agenda. Applications are reviewed by the Village Board on the 3rd Monday of each month; we require that a completed application be received by the Village Clerk no later than the prior Monday.

The applicant agrees to reimburse the Village for any fees required for consultant's review of submitted technical data, including but not limited to, traffic studies, drainage, lighting, water and sewer plans.

OFFICE USE:

Building Department Review/Referral	Village Clerk's Office – Date of Meeting/Hearing
□ Planning Commission	_____
□ Zoning Board of Appeals	_____
□ Historic Preservation	_____

	Date Mailed	Date Received
□ Erie County Div of Planning	_____	_____
□ Notification to Town/Boundary	_____	

OTHER:_____
□ Traffic Safety Committee _____ Department of Public Works _____

SEQR ACTION
□Type 1 □Unlisted □Type 2

BOARD ACTION
Public Hearing Date _____ Approval/Denial Date _____

~Attach Village Board resolution with noted conditions

CHECK LIST FOR APPLICATION

To Applicant:

Pursuant to §285-41 of the Village Code, the following information is required to be filed with your application. If you have any questions regarding the information required on this list, please contact the Building Department at 652-7591, prior to filing.

- ❑ Site plans, at a scale not less than one (1) inch equals twenty (20) feet, including, where applicable:
  - ❑ The title of the project, a description of the proposed use, the cost of the project, the name and address of the applicant, the name and address of the owner, if different from the applicant, and the name of the person preparing the drawings.
  - ❑ A North arrow, graphic scale and the date of the drawing.
  - ❑ Boundaries of the property, with dimensions, plotted to scale.
  - ❑ Existing buildings and paved areas.
  - ❑ Proposed buildings and paved areas, with exterior dimensions and ground floor elevations for buildings.
  - ❑ A grading and drainage plan, showing existing and proposed contours and other topographical features.
  - ❑ Provisions for pedestrian circulation in and around the site.
  - ❑ The location of outdoor storage and refuse areas, including dumpsters.
  - ❑ The location and construction materials for all proposed site improvements, including walls, fences, drains, culverts, and sewers.
  - ❑ The location of all utilities, including sanitary and storm sewers and water, gas and electric facilities serving the site.
  - ❑ The location of fire hydrants and access for firefighting.
  - ❑ The location and type of proposed signs.
  - ❑ The location and type of outdoor lighting facilities.
  - ❑ The type and location of existing vegetation on the site and identification of trees on the site that are proposed for removal.
  - ❑ A landscaping plan and planting schedule, identifying plant materials.
  - ❑ Measures, devices or structures for erosion and runoff control during and after construction.
  - ❑ Parking, including number of spaces ingress and egress, and parking space dimensions.
  - ❑ Any other elements integral to the proposed site development, including any identified by the Code Enforcement Officer.
  - ❑ Schematic designs of the principal facades of proposed structures and of any existing principal façade, which is to be altered, including signs, at a scale determined appropriate by the Village Board.
  - ❑ Schematic designs of existing and proposed floor plans of proposed structure
  - ❑ An area map showing the entire property under consideration for development and the general land use and significant features of all property within 100 feet of the development site, including structures/buildings.
  - ❑ A completed Part One Environmental Assessment Form (EAF) as required by NYS DEC Regulations.
  - ❑ Any other information that may be deemed necessary by the Village Board.