



**TOWN OF ORCHARD PARK
COMMERCIAL/INDUSTRIAL**

BUILDING PROJECT SITE PLAN APPLICATION CHECK LIST

Applicants must submit this signed and dated check-off list with the indicated attachments:

_____ One (1) copy of a Letter of Intent describing the proposed project, its location and present zoning.

_____ Proof of ownership and/or a fully executed purchase agreement for property.

_____ One (1) copy of an accurately completed SEQR (State Environmental Quality Review) form, which may be obtained at the Planning Board Office.

_____ Eight (8) copies of the proposed site plan, sealed and signed by an Architect or Engineer licensed in the State of New York.

_____ Six (6) copies of the lighting plan, showing lighting fixture locations, shop drawings or fixture cuts, mounting height and wattage and photometrics.

_____ Six (6) copies of the proposed site landscape plan sealed and signed by a Landscape Architect licensed in the State of New York.

_____ One (1) copy Landscape Value Estimation form.

_____ Six (6) sets of building elevations.

_____ Three (3) copies of current survey.

_____ Three (3) copies of an Engineer's Report.

(please print)

PROJECT NAME _____ **COMPANY** _____

APPLICANT NAME _____ **PHONE #** _____

APPLICANT ADDRESS _____ **FAX #** _____

OWNER'S NAME _____ **PHONE#** _____

OWNER'S ADDRESS _____ **FAX#** _____

APPLICANT SIGNATURE _____ **DATE** _____