



**TOWN OF ORCHARD PARK
COMMERCIAL/INDUSTRIAL**

The Town of Orchard Park now requires a \$50.00 filing fee for all projects submitted to the Planning Office.

The Application Fee Form is downloadable under "Documents".

BUILDING PROJECT SITE PLAN APPLICATION CHECK LIST

Applicants must submit this signed and dated check-off list with the indicated attachments (and the Application Fee Form):

_____ Three (3) copies of a Letter of Intent, describing the proposed project, its location, present zoning, sub lot number, name of petitioner and name of current property owner.

_____ Proof of ownership, a fully executed Purchase Agreement for property, or a notarized Letter of Authorization from the property owner.

_____ Four (4) copies of an accurately completed SEQR (State Environmental Quality Review) form, for current project and site. Form may be obtained at the Planning Board Office or on the internet at NYSDEC site.

_____ Five (5) copies of the proposed Site Plan, sealed and signed by an Architect or Engineer licensed in the State of New York. (Three folded copies & two rolled copies.)

_____ Three (3) copies of the Lighting Plan, showing lighting fixture locations, shop drawings or fixture cuts, mounting height, wattage and photometrics.

_____ Signage: Please see Andrew Geist, Town Building Inspector.

_____ Four (4) copies of the proposed site Landscape Plan, sealed and signed by a Landscape Architect licensed in the State of New York.

_____ Three (3) copies Landscape Value Estimation form.

_____ Three (3) sets of Building Elevations and Color Renderings.

_____ 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** _____