



TOWN OF ORCHARD PARK

Commercial / Industrial Building Project Site Plan Application

Requirements and Procedures

To: Project Applicants

The project you are planning is subject to the Town of Orchard Park review and approval process. Your project requires review, approval and possible public hearings by the Conservation, Town and/or Planning Boards. In addition, if a variance is needed, approval is required from the Zoning Board of Appeals. This informational packet is provided to assist your preparation of material for review submission.

The following documents are included in the informational packet:

- Board responsibility chart.
- Guide lines.
- Town of Orchard Park Supplemental Height, Lot, Yard and Bulk Regulations.
- Town of Orchard Park Conservation, Planning and Zoning of Appeals regular meeting schedules.
- Building Project Site Plan Application.

In order to be placed on a Conservation Board or Planning Board agenda, submittal must be deemed complete by the Planning Coordinator and plans must be **technically acceptable to the Town Department Reviews**. All submittals will include the following:

- Letter of Intent, submitted to the Planning Director, which includes a request of the Town Board for its referral to the Conservation Board & Planning Board for consideration.
- Proof of ownership and/or letter of authorization to act on Owner's behalf and a fully executed Purchase Agreement for property.
- Adequate property survey showing current configuration of the property, sealed and signed by a Land Surveyor in the State of New York.
- Accurately completed State Environmental Quality Review Form (SEQRA form, may be obtained from the Planning Department or online from NYS DEC) – HANDWRITTEN SEQR FORMS ARE NOT ACCEPTABLE.
- Site Plans and all associated reports shall be sealed and signed by an Engineer Licensed Professional in the State of New York.
- Landscape Plans per the Town Code Requirements, sealed and signed by a Landscape Architect licensed in the State of New York.

- Plat Plan showing relationship of proposal to surrounding neighborhoods.

To insure that your project is reviewed in a timely manner the following are required:

1. All applicants will review their plans with the Planning Director prior to submission.
2. In order for a project to be **considered** for inclusion on a particular Planning Board agenda, a complete submittal packet of all required documents, as deemed acceptable to the Town, must be submitted no later than 3:00 P.M. on the first business day of the previous month. (See Meeting/Cut-Off dates included in the handout).
3. However, **submission of plans does not guarantee placement on the agenda**, as each submission must be judged acceptable and complete by the Planning and Engineering Departments, and the Building Inspector for placement on the required agenda. The Planning Board agenda is set ten (10) Business Days prior to the meeting date.
4. In order for a Commercial/Industrial Project Site Plan, which requires any Public Improvement Permit (PIP) work items, to be considered complete, a completely separate, but associated Site Plan must be submitted for approval concurrently. This associated PIP Site Plan and required associated reports must present the design of all PIP work items (Public Utility Extension) in a complete submittal packet, as deemed acceptable to the Town and approved.
5. Concept Review: A Concept Review is an informal discussion with the Planning Department regarding the feasibility of a project. It is intended to provide petitioners with guidance and direction. After consulting with the Planning Director, the Concept Review may be placed on the Planning Board agenda under "Other Business".
6. Final Approval: After recommendation by the Planning Board and/or Conservation Board, the Town Board determines final approval or disapproval. Only after receiving approvals from all Boards involved and Final Approval is granted by the Town Board can you obtain a Building Permit.
 - (a) At that time, three (3) complete sets of Building Plans that have been stamped by an Architect or Engineer registered in New York must be submitted to the Building Inspector, along with a completed application.
 - (b) The Building Inspector will verify that all other approvals required have been granted, that all fees and bonds are paid, and all insurance information is on file before reviewing plans and issuing a Building Permit.
 - (c) Three (3) copies of the final As-Built Site Plan shall be submitted to the Planning Director prior to issuance of a Certificate of Occupancy.
7. Engineering Department will determine total fees for Public and Private development work review fees and construction site inspection for private work upon submission of complete design packages.

The following is a list of basic requirements to be included with the application for consideration for Concept Review:

- (a) Narrative description of project including activity to take place on the property;
- (b) Accurate property survey showing present configuration of the petitioner's land with the Sub Lot Number;
- (c) Stamped and sealed Sketch Plan showing relationship to surrounding areas and their current zoning(s).

Town telephone contact numbers are:

- **Planning Department:** 662-6432 & 6433, ext. 2202
- **Engineering Department:** 662-6425, ext. 1805
- **Building Inspector:** 662-6430, ext. 1401

In order to be placed on a Conservation Board or Planning Board agenda, initial complete submittal packets will include the following (N.B. all maps and drawings must be sized at 24" x 36". For extremely large submissions, please consult Planning Director):

1. Three (3) copies of a Letter of Intent describing the proposed project, its location Sub Lot number and present zoning.
2. Three (3) copies of an accurately completed SEQOR (State Environmental Quality Review) form, which may be obtained at the Planning Board Office, or online from the NYS DEC.
3. Four (4) copies of the proposed Site Plan, sealed and signed by an Architect or Engineer licensed in the State of New York. Two copies engineer folded and two rolled copies. (See pages 3 – 9.)
4. Three (3) copies of the Lighting Plan, showing lighting fixture locations, shop drawings or fixture cuts, mounting height, wattage and photometrics. (See page 8.) Two folded, one rolled.
5. Five (5) copies of the proposed site Landscape Plan, sealed and signed by a Landscape Architect licensed in the State of New York, with the amount of interior greenspace and the total cost of the proposed landscaping noted on the document. All utilities and lighting standards must be shown in half tone. (See page 5 - 8.) Three folded, one rolled.
6. Four (4) sets of Building Elevations and Color Renderings. Three folded, 1 rolled. If in the AOD District two (2) additional folded copies are required.
7. Three (3) copies of an adequate property survey showing current configuration. Two folded, one rolled.

8. Three (3) copies of an Engineer's Report to cover and include (but not limited to drainage calculations, pipe sizing, detention, water quality, utilities usage calculations), Storm Water Prevention Pollution Plan (SWPPP) with signed Notice of Intent (NOI), water service, sanitary sewer service and any other applicable private utilities.

The Site Plan must contain the following information:

General:

1. Provide project name.
2. Provide name, phone number and address of applicant.
3. Provide names, phone number and addresses of Owner(s) of record, if different from applicant.
4. Provide name, phone number and address of person or firm preparing the plans.
5. Provide current zoning classification of property, including exact zoning boundary if in more than one district.
6. Provide certification of plans and calculations by a Registered Professional Licensed Engineer.
7. Show title, scale (1" – 20'), north arrow, date and revision block.
8. Provide a Location Map.
9. Show right-of-way width of all streets.
10. Show all proposed and existing roadways and walkways.
11. Provide driveway proof of access from appropriate highway department if new.
12. Include a note specifying: "CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN CONSTRUCTION SPECIFICATIONS WHERE APPLICABLE AND/OR SUBJECT TO THE LATEST REVISIONS BY THE TOWN ENGINEER".
13. Include a note specifying: "Stumps and brush shall not be buried in the Town".
14. Show property lines including all distances and angles.
15. Show location and size of all buildings (proposed and existing), showing dimensions of side yards, rear yards, front setbacks and separation.
16. Show all adjoining land owners (name address and tax numbers) and buildings within 200-feet of the project site.
17. Show all existing and proposed contours and/or spot elevations.
18. Provide all elevations are U.S.G.S. datum, and tied to Orchard Park Bench system.

19. Show all foundation/first floor elevation.
20. Show existing and proposed utility services: gas, electric, telephone, etc.

21. Show layout of all off-street parking showing 10-foot by 18-foot size spaces, the number of required spaces per Town Code, the number of actual spaces provided, Handicapped Parking conforming to New York State Uniform Fire Prevention and Building Code, curbing or wheel stops and paving cross section.
22. Show the location of any free standing sign(s) along with mounting details, sizes and lighting.
23. Show screened dumpster location and pad; screening shall be 8-foot high or at least two (2) feet higher than the dumpster (which ever is greater).
24. Show clearing limits, stock pile areas, all temporary and permanent drainage, erosion and sediment control facilities.
25. Provide a composite utility plan depicting all existing and provide utilities.
26. Provide, if necessary, State and/or Federal wetlands permits/approvals.
27. Submit Site Plan drawings no longer than 24-inches by 36-inches in size.

Drainage:

1. Show all existing storm water systems including inverts and rim elevation, size and slopes.
2. Show water courses, wetlands and flood plains.
3. Show drainage direction illustrated by flow arrows.
4. Must show adequate drainage for the project area including size, slope and inverts for proposed receivers, pipes, ditches and/or swales.
5. Detention basins must be designed using the SCS unit hydrograph method. The Retention pond must be designed to contain the 10-year, 25-year, 50-year and the 100-year 24-hour design Storms for post-development peak rates of runoff, while restricting the outflow to a rate equal to the 10-year, 25-year, 50-year and the 100-year 24-hour design Storms for pre-developments peak rates of runoff, respectively. The pond shall also include an auxiliary emergency spillway to direct stormwater to a positive outlet in the event of an overflow. The auxiliary emergency spillway invert elevation shall be set at the 100-year 24-hour storm water elevation (developed) or 1-foot above the 25-year 24-hour storm water elevation (developed); whichever is higher. The auxiliary emergency spillway shall be a minimum of 1-foot in depth to provide 1-foot minimum freeboard designed into the pond facility.
6. Provide drainage plan calculations (pipe sizing, retention/detention volumes, water quality, green infrastructure) with a small site map showing drainage shed areas to catch basins stamped by a Registered Professional Engineer in New York State in the Engineer's Report. Must include green infrastructure design component per NYSDEC Phase 2 permit and Town Code requirements in the project design and facility layout.

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7. Show roof and sump drains properly discharge in to storm system.
8. Show all existing and/or proposed drainage easements.
9. Supply grading and drainage plans on one sheet.

10. Show the pre-and post development 10-, 25-, 50- and 100-year 24-hour design storm required storage volumes and associated water elevations; also show normal water elevations using Town standard stormwater summary tables.
11. Include a note specifying (when applicable): “THE PROFESSIONAL CERTIFYING COMPLIANCE TO NYSDEC PHASE II STORMWATER REGULATION REQUIREMENTS MUST INSPECT AT A MINIMUM WEEKLY, AND SHALL PROVIDE THESE INSPECTION REPORTS WITH A WRITTEN CERTIFICATION OF CONSTRUCTION COMPLIANCE TO THE TOWN OF ORCHARD PARK WEEKLY”.
12. Include a note specifying (when applicable): “THE ENGINEER OF RECORD FOR THIS PROJECT CERTIFIES THAT THESE DESIGN PLANS MEET THE REQUIREMENTS AND ARE IN COMPLIANCE WITH THE NEW YORK STATE STORMWATER MANAGEMENT DESIGN MANUAL AN NYSDEC PHASE II STORMWATER REGULATION REQUIREMENTS.”
13. Provide NYSDEC acceptance letter for a Site’s Notice of Intent form and a Project’s Stormwater Pollution Prevention Plan, when applicable to the project after reviewed by the Town. Note; prior to receiving the NYSDEC acceptance letter, the Town of Orchard Park must first issue our MS4 SWPPP Acceptance Form – this will be done when all comments are addressed accordingly.

Landscaping:

1. A separate Landscape Plan shall be prepared and certified by a New York State Licensed Landscape Architect:
 - a. Showing the number of square feet contained in the proposed green area;
 - b. Showing all landscaping, including lawns, trees, shrubs, etc.;
 - c. Shall be labeled with the plant material names, type and size:
 1. Existing trees over six (6) inches in caliper as measured four (4) feet from the ground shall be located and identified on the landscape plan;
 - d. Showing the Landscape Completion Cost Estimate, including all site grading, lawns, trees, shrubs, plantings, etc.;
 - e. Showing a minimum of 20% of the total site, which shall be landscaped open space;
 - f. Provide a table on the plan with required and proposed total site green space, required and proposed interior green space (if applicable), building square footage and pavement (impervious) square footage.
 - g. Interior green space (if applicable) shall be highlighted.

2. Projects including 41 or more parking spaces will require:
 - a. A minimum of 10% of the interior of the parking area, which shall be devoted to the required landscape area, including access drives and aisles;
 - b. The interior landscape area, which shall be a minimum of 64 sq. ft. and a minimum of 5-foot wide; and

- c. At least one new tree per one-hundred (100) sq. ft. of interior landscape area.
 - d. In the event that an existing parking area containing more than 40-parking spaces is altered or an existing parking area is added to the same site so that the number of parking spaces on the site exceeds 40, the Planning Board, in consultation with the Conservation Board, shall determine the extent to which the interior parking requirements apply.
3. Each Landscape Plan shall contain at least one (1) tree per thousand (1,000) sq. ft. of green space with a one (1) tree minimum per plan.
 4. Each Landscape Plan shall contain the following varieties:
 - a. 50% major deciduous trees such as oak, maple, and linden.
 1. Major trees must have a minimum trunk diameter of 2-1/2 inches as measured six-inches from the ground;
 - b. 25% evergreen such as Austrian pine, spruce and fir.
 1. Evergreen trees must have a minimum five (5) feet in height measured from the ground to the highest point of the tree.
 - c. 25% minor trees such as flowering crab, dogwood and flowering cherry. Minor trees must have a minimum trunk diameter of 1-1/2 inches as measured six-inches from the ground.
 5. Applicant shall provide an aerial overlay showing adjoining property boundaries.
 6. Street Tree determination is made by the Conservation Board from the approved Street Tree Listing.
 7. During construction, all existing trees to be preserved shall be protected with fencing which shall be at the drip edge of the existing trees to be preserved.
 8. Before receiving a Building Permit, the owner shall deposit with the Town Clerk the following form of security:
 - a. A Certified Check in the amount of fifty-percent (50%) of the proposed landscape completion cost.

9. Upon the completion of the landscape installation the Owner shall provide on a Landscape Completion Form (available from the Planning Office or on the Town website) a statement from a Licensed Landscape Architect indicating that the plant materials have been installed in accordance with the specifications of the approved Landscape Plan.
10. Three-years after the date of Landscape Completion the following review is required:

- a. The Owner shall provide on a Landscape Security Release Form (available from the planning office, or online at Town Website) with a statement from a Licensed Landscape Architect indicating the condition of the plant materials specified in the approved Landscape Plan, verifying survival through the three-year guarantee period; and
 - b. If all the landscaping proposed on the Landscape Plan has been installed and properly maintained, the certified check deposit will be refunded.
11. The Conservation Board, at its discretion, may waive the above requirements when presented an application for a Building Permit to an existing structure.
 12. All Landscaping Plans that have been modified shall have modifications highlighted and a brief narrative summarizing the changes shall be submitted.

Lighting:

1. Provide existing and proposed exterior lighting fixtures detailing type, pole heights and wattage.
2. Provide point-by-point photometric layout of the proposed lighting detailing the maximum, average and minimum foot candles and a statement regarding the wattage that is required for the design.
3. Show exterior lighting, which shall be positioned so that adjoining properties and streets are protected from glare and hazardous light intrusion.
4. Provide light fixture height above grade, which shall not exceed fifteen (15) feet in or adjacent to residential properties and in no instance shall exceed twenty-five (25) feet above grade.
5. Provide light fixtures, which shall be full cut off (fully shielded) design type.
6. Provide perimeter lighting, which shall be equipped with house shields.
7. Insure that flood lights are limited to ground mounted fixtures, to illuminate ground mounted signs with full glare shields/visors. Additionally, use plant materials as landscaping screening to mitigate ground level glare.

Sanitary:

1. Show existing mainline and lateral sanitary sewers, including size and inverts.
2. Show proposed sewer lateral, including size, slope and type of pipe (2% min. slope and 4-foot minimum coverage).
3. Show trap and vent located and shown on plans. Provide cleanout located at the right-of-way.
4. Provide cleanouts located as required – 90-foot maximum spacing.

5. Show oil interceptor (Size as required by Erie County Health Department).
6. Provide six (6) inch minimum diameter (SDR-35 pipe) lateral at 2.0% slope for commercial buildings.
7. Provide select fill under all paved areas – If special conditions exist, steel casings must be supplied.
8. Provide ten (10) foot separation between sanitary lateral and water service.
9. Provide details of any means of sewage disposal other than connection to existing public systems including location, design and materials of construction. Include the estimated daily sanitary sewage flow and anticipated number of employees. Erie County Health Department septic system approval shall be required.
10. Provide interior plumbing drawings and details.
11. Provide all proposed sewer line lateral profiles.
12. Include a note specifying: “THE TOWN OF ORCHARD PARK AND THE ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT WHO OPERATE AND MAINTAINS THE EXISTING LINES AND APPURTENANCES WITHIN THE COUNTY DISTRICTS SHALL BE NOTIFIED 24-HOURS IN ADVANCE OF THE START OF CONSTRUCTION.”
13. Include a note specifying: ECSD#3 AND THE TOWN OF ORCHARD PARK SHALL BE NOTIFIED 24-HOURS IN ADVANCE TO PERFORM TAP ON THE SANITARY SEWER MAINLINE FOR THE PROPOSED SANITARY LATERAL ONCE THE FLOOR PLACEMENT AND ROOF INSTALLATION ARE COMPLETED.”
14. Include a label for the sanitary service lateral to read the following: “PROPOSED SANITARY SERVICE LATERAL PVC 6-INCH (SDR-35) @ 2% SLOPE WITH 4-FOOT MINIMUM COVER”.
15. Provide after the Site Plan is reviewed by the Town a copy of the submission and subsequent correspondences, review comments, and final agency approval letter from the ECDEP and ECSD#3.

Water:

1. Show existing water mains and water services, including size and type, if available.
2. Show proposed water and fire services, including size and type of pipe (5.0-foot minimum coverage).
3. Show backflow preventor and meter location.
4. Provide meter pit at Right-of-Way if service is over one hundred and fifty (150) linear feet.

5. Provide interior plumbing drawings and details.
 6. Provide select fill under all paved areas.
 7. Include a note specifying: "ALL WATERLINE SERVICE CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWN OF ORCHARD PARK AND THE ERIE COUNTY WATER AUTHORITY REQUIREMENTS."
 8. Include a label for the water service line to read the following: "PROPOSED XX" TYPE "K" COPPER WATER LINE WITH 5'-0" MINIMUM COVER." Fill in XX.
 9. Provide after the Site Plan is reviewed by the Town a copy on the submission and subsequent correspondences, review comments, and final agency approval letter from the ECWA.
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Town Board meets in the courtroom at 7:00 p.m.

Conservation Board meets in the basement public meeting room at 6:45 PM.

Architectural Overlay District meets immediately following the Conservation Board. (7:15 PM.)

Planning Board meets in the basement public meeting room at 7:00 PM.

Zoning Board of Appeals meets in the basement public meeting room at 7:00 PM.
