



**TOWN OF ORCHARD PARK
COMMERCIAL/INDUSTRIAL**

The Town of Orchard Park requires a \$50.00 filing fee for all projects submitted to the Planning Office. The Application Fee Form is downloadable on the Town website under Government- Planning Department, under “Important 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):

- _____ Six (6) 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.
- _____ Eight (8) copies of the proposed Site Plan, stamped, sealed and signed by an Architect or Engineer licensed in the State of New York. (Six folded copies & two rolled copies.)
- _____ Four (4) copies of the Lighting Plan, showing lighting fixture locations, shop drawings or fixture cuts, mounting height, wattage and photometrics. Three (3) folded, one (1) rolled.
- _____ Signage: Please see Steven Bremer, Town Building Inspector.
- _____ Four (4) copies of the proposed site Landscape Plan, stamped, sealed and signed by a Landscape Architect licensed in the State of New York.
- _____ Four (4) copies Landscape Value Estimation form.
- _____ Four (4) sets of Building Elevations and Color Renderings.
- _____ Three (3) copies of current Stamped Survey, stamped, signed and sealed.
- _____ Three (3) copies of an Engineer’s Report, stamped, signed, and sealed.

PLEASE PRINT)

PROJECT NAME _____	COMPANY _____
APPLICANT NAME _____	PHONE # _____
APPLICANT ADDRESS _____	EMAIL _____
OWNER’S NAME _____	PHONE# _____
OWNER’S ADDRESS _____	EMAIL _____
APPLICANT SIGNATURE _____	DATE _____