



**TOWN OF ORCHARD PARK
COMMERCIAL/INDUSTRIAL**

The Town of Orchard Park requires a \$75.00 filing fee for all projects submitted to the Planning Office. The Planning 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 typed and completed SEQR (State Environmental Quality Review) form, for current project and site. Form may be obtained and filled out by accessing the Town Website under, “Committees”, Planning, and then click on “links” to <http://www.dec.ny.gov/permits/6191.html>NYSDEC
- _____ 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 and wattage and photometrics. Three (3) folded, one (1) rolled.
- _____ Signage: Please see our Town Building Inspector. (716-662-6430)
- _____ Six (6) copies of the proposed site Landscape Plan stamped, sealed and signed by a Landscape Architect licensed in the State of New York.
- _____ Six (6) copy Landscape Value Estimation form.
- _____ Six (6) sets of Building Elevations and Color Renderings.
- _____ Four (4) copies of current Survey, stamped, signed and sealed.
- _____ Four (4) 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 _____