

## Village of East Aurora Site Plan Procedures

1. The Village of East Aurora adopted a new Zoning Code in October 2019. The new code is on the homepage of their website.
2. Prior to submission, applicants may schedule a sketch plan meeting with the reviewing board (Village Board or Planning Commission). Sketch plan meetings are advisory only and nonbinding. Materials presented as part of this meeting can be incomplete or conceptual in design. Contact the Village Clerk's office (716-652-6000) to determine the next available meeting date.
3. In addition to the specific Zoning District code requirements, also applicable are:
  - a. Regulations for Certain Uses (§285-31)
  - b. Development Standards (§285-40)
  - c. Signs (§285-44)
  - d. General Application and Review Procedures (§285-50)
  - e. Site Plan Review (§285-51) processes and requirements

For additional guidance refer to the East Aurora Commercial Design Guidelines as found on the Planning Commission webpage on the Village of East Aurora website at [www.east-aurora.ny.us/government/planning-commission/](http://www.east-aurora.ny.us/government/planning-commission/).

4. If compliance with all applicable regulations is not feasible, an application to the Village Zoning Board of Appeals must be submitted prior to, or concurrently with the Site Plan application.
5. Submission Deadline: A complete Site Plan application, supporting documents, and the required fee must be submitted no later than the first of the month to the Code Enforcement Officer (CEO) at the Town of Aurora Building Department.
6. Submissions will be reviewed for completion by the CEO. Applicants will be notified by email/mail of any deficiencies. If the deficiencies are not corrected within 30 days, the application is considered withdrawn. Incomplete applications will not be placed on any Village Board agenda.
7. The Village Board may waive any of the Site Plan requirements with the determination that they are unnecessary for a complete assessment of the project.
8. The Village Board may also request additional information beyond what is listed on the checklist and may ask that it be presented in graphic form accompanied by a written text, and/or prepared by a licensed professional if such additional materials are deemed necessary for a complete assessment of the site plan.
9. A representative must attend every meeting at which this project will be discussed, or the project will be tabled. Typically, the Village Board receives the application and refers it to the Planning Commission for review and recommendation. The application may also be referred to the Historic Preservation Commission or Tree Board for their review and recommendations. Multiple meetings with the same reviewing board may be necessary.
10. Once all recommendations are received, the State Environmental Quality Review Act (SEQRA) is completed.
11. Next, a public hearing will be scheduled. The Village Board will render their decision at a meeting following the public hearing.
12. The Village Board will provide a written statement (or Village Board minutes) to the applicant stating whether or not the application is approved, conditionally approved, or denied.

**VILLAGE OF EAST AURORA**  
 571 Main Street, East Aurora, New York 14052  
 716-652-6000  
 In conjunction with  
**Town of Aurora Building Department**  
 300 Glead Ave, East Aurora, NY 14052  
 716-652-7591

Building Dept:	_____
Date Received	_____
Complete App	_____
Village Clerk:	_____
Date Received	_____
Amount \$	_____
Receipt #	_____

**SITE PLAN APPLICATION**

PROPOSED PROJECT \_\_\_\_\_ SBL#: \_\_\_\_\_  
 LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

The applicant agrees to reimburse the Village for any additional fees required for consultant's review of submitted technical data, including but not limited to, traffic studies, drainage, lighting, water and sewer plans.

APPLICANT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

OWNER NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT  
 NAME \_\_\_\_\_ FIRM \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ AFFIX STAMP

**THIS APPLICATION MUST INCLUDE THE FOLLOWING:**

- Twenty (20) Sets – Cover letter to Village Board, Supporting Documents, and SEQR as required in §285-51.3
- One (1) complete file of submittal package in PDF format via email (under 10MB) to [maureen.jerackas@east-aurora.ny.us](mailto:maureen.jerackas@east-aurora.ny.us). Larger files may be submitted on a USB drive or CD Rom.
- Application fee \$25.00 and Public Hearing fee \$100.00 – Total \$125 at time of application

*OFFICE USE ONLY:* Sketch Plan Meeting Date \_\_\_\_\_ Minor Project written request to waive PC mtg Y/N/NA: VB Decision Y/N

**REQUIRED MEETINGS/REFERRALS:**

	Mtg/Mail Date	Conditions/Comments, if applicable:
Planning Commission	_____	_____
Historic Preservation	_____	_____
ZBA	_____	_____
EC Div of Planning	_____	_____
NYS DOT	_____	_____
Town Notification	_____	_____
Safety Committee	_____	_____
VEA DPW	_____	_____
OTHER (specify)	_____	_____

SEQR ACTION:  
 \_\_\_ Type 1 \_\_\_ Type 2 \_\_\_ Unlisted

**VILLAGE BOARD ACTION:**

	Mtg/Mail Date	
Public Hearing	_____	
Notices Mailed	_____	
Posted Notice-VEA Hall	_____	
Posted Notice-Prop	_____	
Approval/Denial Date	_____	Attach Village Board resolution with noted conditions.

## **CHECK LIST FOR SITE PLAN APPLICATION**

An application for site plan review shall include the following supporting documents, as applicable. A licensed professional engineer or registered land surveyor shall prepare all site plan materials unless otherwise approved by the Village Board.

- Description or narrative of all proposed uses and structures, including but not limited to hours of operation, number of employees, maximum seat capacity, and proposed number of off-street vehicle and bicycle parking spaces.
- A site plan drawn at a scale of one inch equals 20 feet or such other scale as the Village Board may deem appropriate, on standard 24 inch by 36 inch sheets, with continuation on 8 ½ inch by 11 inch sheets as necessary for written information.
- A certified land survey showing the boundaries of the applicant's property under consideration in its current state plotted to scale with the north point, scale, and date clearly indicated, or other document deemed acceptable by the reviewing board.
- Plans indicating the following with regard to the property in question, where applicable.
  - The location of all properties, their ownership, uses thereon, subdivisions, streets, easements, and adjacent buildings within 300 feet of the property in question.
  - The location and use of all existing and proposed structures on the property in question, including all dimensions of height and floor area, exterior entrances, and anticipated future additions and alterations.
  - The location of all existing and proposed topography features, including but not limited to, site grading, open spaces, woodlands, watercourses, steep slopes, wetlands, floodplains, and watersheds.
  - The location of existing and proposed landscaping, screening, walls, and fences, including information regarding the size and type of plants and building materials proposed.
  - The location of existing and proposed public and private streets, off-street parking areas, loading areas, driveways, sidewalks, ramps, curbs, and paths. Such plans shall include considerations for vehicular, pedestrian, and bicycle traffic circulation, parking, and access.
  - The location of existing and proposed utility systems including sewage or septic, water supply, telephone, cable, electric, and stormwater drainage. Stormwater drainage systems shall include existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swales.
  - The location, height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.
  - The location, height, size, material, and design of all existing and proposed signs.
  - Elevations at a scale of one-quarter inch equals one foot for all exterior facades of the proposed structure(s) and/or alterations to or expansions of existing facades, showing design features and indicating the type and color or materials to be used.
  - Plans to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
  - A schedule for completion of each construction phase for buildings, parking, and landscaped areas.
  - Plans for disposal of construction and demolition waste, either on-site or at an approved disposal facility.
- All New York State SEQR documentation as required by law.
- The Village Board may request additional information as per Village Code §285-51.3(B)(6) or anything else it deems necessary for a complete assessment of the site plan.
- All required fees and reimbursements, and an escrow deposit to cover professional review costs, if required.