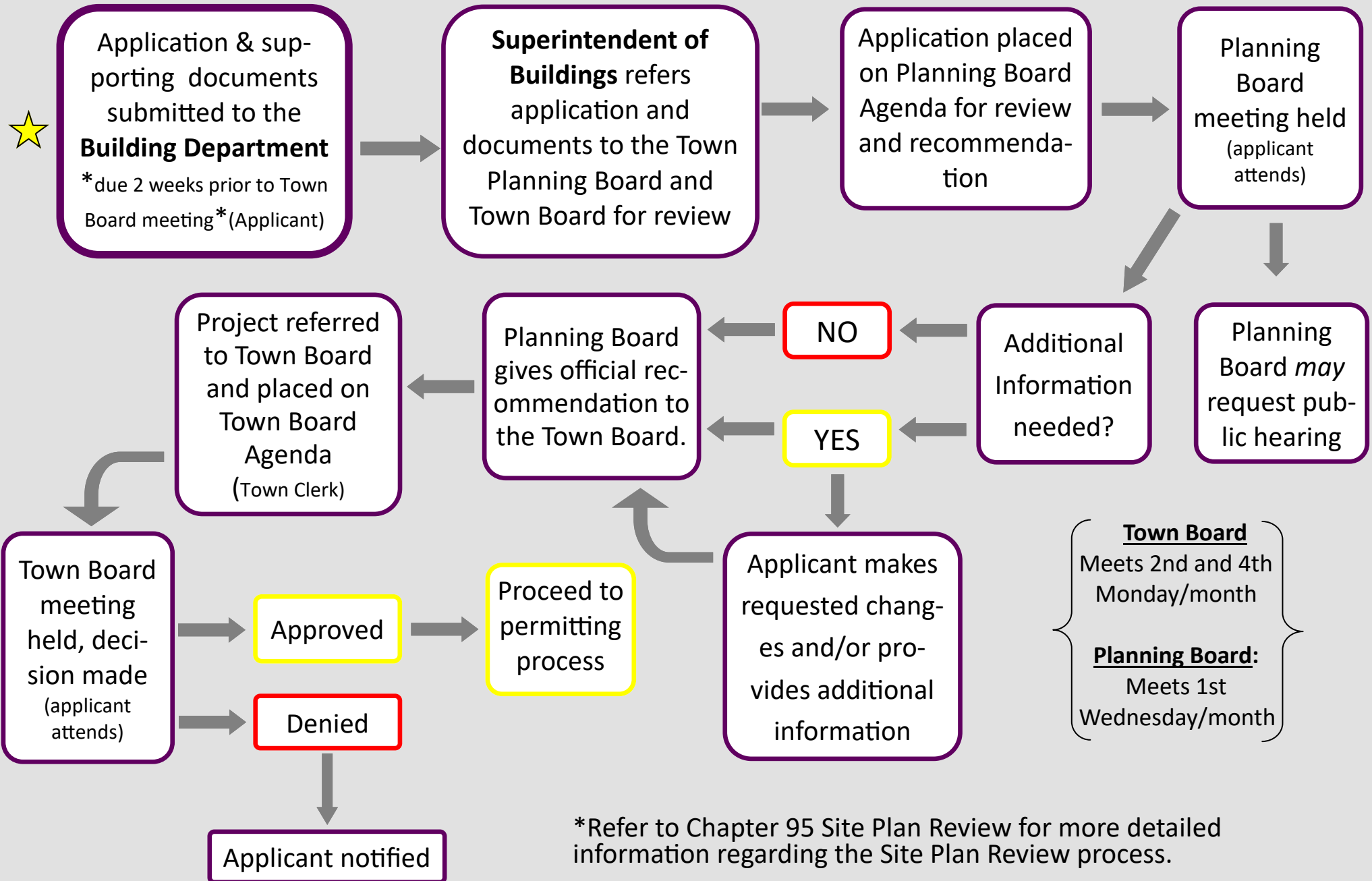


# Site Plan Review Application Process

Town of Aurora (Planning Board is advisory only, Town Board renders decision)

(Site Plan Review is required for the following projects: any nonresidential commercial improvement. Contact the Town of Aurora Building Department for confirmation regarding your specific project)



\*Refer to Chapter 95 Site Plan Review for more detailed information regarding the Site Plan Review process.

**TOWN OF AURORA  
SITE PLAN REVIEW APPLICATION**

Date submitted: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant Phone/Email: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Property owner: \_\_\_\_\_

Owner's address \_\_\_\_\_

Property address: \_\_\_\_\_

SBL # (s) \_\_\_\_\_

Prior owner \_\_\_\_\_

Is site adjacent to or within 500 feet of an 'R' District? \_\_\_\_\_

=====

Proposed Project: \_\_\_\_\_

Commercial \_\_\_\_ Multi family \_\_\_\_ Number of dwelling units \_\_\_\_\_

Zone: \_\_\_\_\_ Total property Acreage: \_\_\_\_\_ Acreage covered by bldg \_\_\_\_\_

Square footage of building: \_\_\_\_\_ Cubic footage of building: \_\_\_\_\_

Aggregate square footage of other buildings on property: \_\_\_\_\_

**Fees, based on number of improved acres\***

*\*Additional professional services, including but not limited to traffic study and SEQRA review, utilized by the Town during the review process shall be borne by the applicant*

0-1 Acres: \$250      1.01-5Acres: \$500      5.01-10 Acres: \$1,000      >10 Acres: \$1,500

Fee: \$ \_\_\_\_\_

Receipt: # \_\_\_\_\_

Received by \_\_\_\_\_  
Town Clerk/Deputy Clerk

SEQR action:    \_\_\_ Type I (Long EAF)    \_\_\_ Type II (Long EAF)    \_\_\_ Unlisted (Short EAF)

## Submission Requirements for Town of Aurora Site Plan Review

The Applicant shall submit to the Superintendent of Building a completed Site Plan Review application as well as 15 copies of the following documents where deemed necessary.

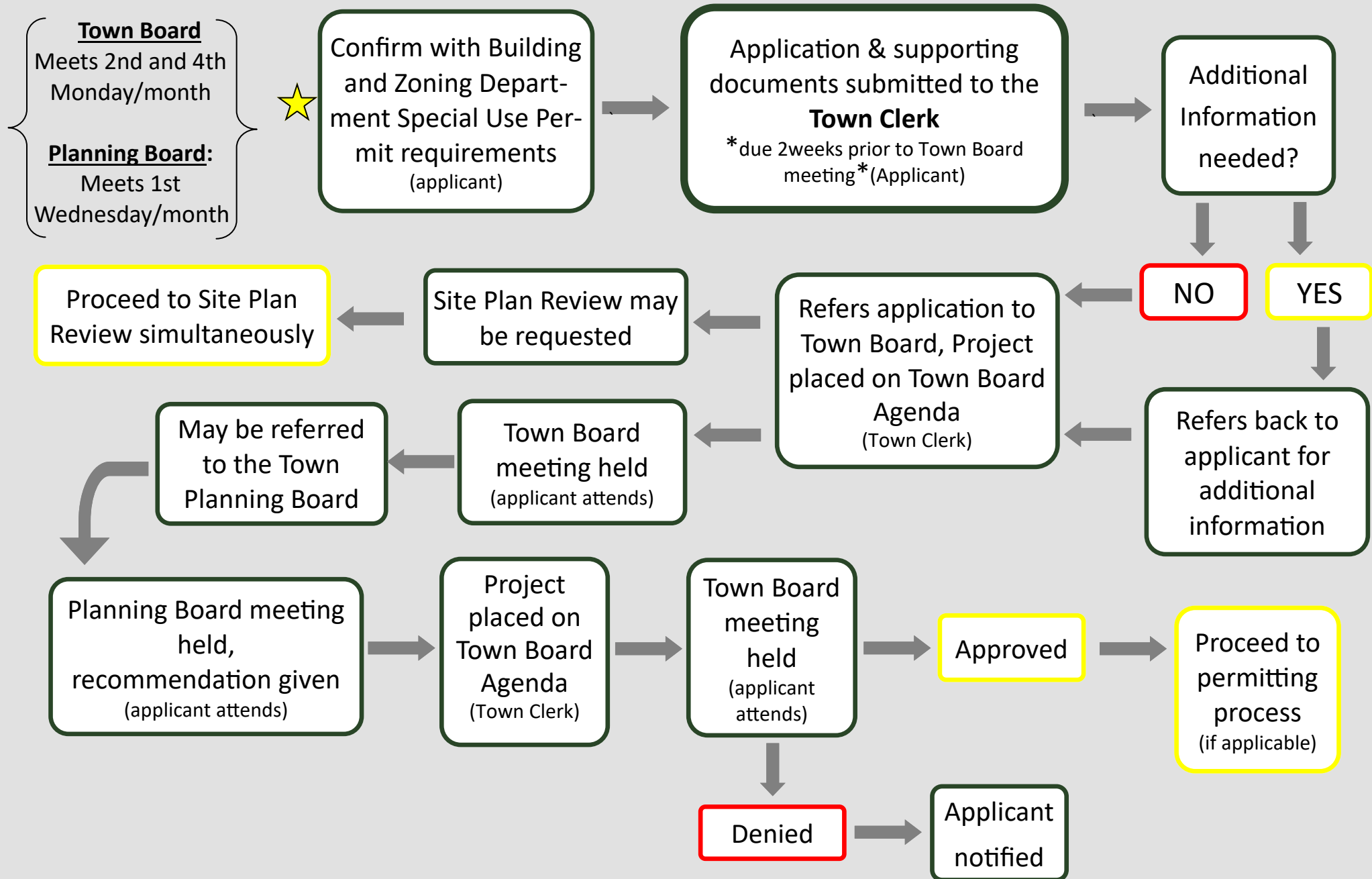
1. A boundary survey with site plan showing proposed lots, building locations (Proposed and existing), land use areas, utility easements, right-of-way boundaries, North arrow, date, scale, existing wetlands were applicable.
2. Topographical Survey based on United States Geological Survey data to extend a reasonable distance beyond proposed site. **Also list any changes to current topography.**
3. Location of existing and proposed easements.
4. Existing natural features such as watercourses, waterbodies, wetlands, wooded areas, flood hazard areas, 15% or more slope areas. Any changes to these features are to be noted.
5. Stormwater pollution prevention plan (SWPPP), if affecting an acre or more
6. Soil Test, regarding characteristics, capabilities and/or limitations for development according to TOA soil district
7. Location and design of all existing on-site as well as neighboring improvements including drainage, culvert pipes, waterlines, sanitary and storm sewer systems, retaining walls and fences.
8. Location and design of all utilities, proposed and existing, including, but not limited to electric, gas, water, cable, etc.
9. Location and design of all proposed and existing streets, parking lots, service areas, access drives, bicycle and pedestrian ways within and neighboring proposed site.
10. Location, height of buildings and front, side, and rear lot dimensions of all proposed buildings.
11. Location of all open space designated for “Green space”, parks, playgrounds, landscape screening and general landscape proposals.
12. Location, size and design of all proposed signage and outdoor lighting.
13. Building elevation drawings, when required.
14. Grading and drainage plan showing existing and proposed contours at intervals not exceeding 2 feet. Include measures, devices and or structures for erosion and runoff control during and after construction.
15. Location of nearest fire hydrants and access for firefighters and their equipment.
16. Landscaping plan identifying plant materials, location of refuse areas, dumpsters and outdoor storage. Provisions for visual and noise screening.
17. Short EAF form – see attached
18. If not in ‘B’ district, notify abutting properties of proposed plans (Building Department will help).
19. Is approval needed by any other agency such as NYS Freshwater Wetland permit, US Army Corp of Engineer and Federal Wetland impact permit for this project? If so, list the approval type and time frame of approval.

# Special Use Permit Application Process

Town of Aurora (Planning Board is advisory only, Town Board renders decision)

(Refer to Chapter 116 Article III of the Town Code for more detailed information regarding a Special Use Permit.)

Special Use Permit application process and Site Plan application process can happen simultaneously





## SPECIAL USE PERMIT APPLICATION FORM AND INSTRUCTIONS

**Please Read Carefully  
(Submit checklist with application)**

The Town of Aurora Town Board has the authority to issue special use permits in accordance with Town Code Chapter 116 Zoning.

### **Application requirements:**

For review and approval of a Special Use Permit Application, the following items must be submitted to the Town Board:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Application Fee with check made payable to: "Town of Aurora"
- \_\_\_\_\_ Owner Authorization form, if necessary. (If the applicant/petitioner is not the property owner and the owner did not sign the application, an owner authorization form must be submitted.)
- \_\_\_\_\_ Narrative describing all activities proposed for the site.
- \_\_\_\_\_ Survey of the property
- \_\_\_\_\_ Copy of property deed
- \_\_\_\_\_ Site plan: A Site Plan and/or Site Plan application may be required as part of the Special Use Permit Application. Please consult with the Building Department to determine if a Site Plan Review Application will be required.
- \_\_\_\_\_ Environmental Assessment Form (EAF), with Part 1 completed and signed. (Short or Full EAF - Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms. If you have questions regarding which EAF to submit, please contact the Building Department.)

**Agency Review:** The Town Board may circulate the Special Use Permit application packet to the following agencies for review and comment, as necessary:

Town: Planning Board, Building Department, Highway Department, Town Attorney

County: Department of Environment and Planning

Fire: East Aurora FD or South Wales FD or West Falls FD

**Town Engineer Review:** Special Use Permit applications may require review by the Town Engineer. If it is determined that such review is necessary, an escrow account will be required to defray the costs of this review. An estimate of the costs will be provided to the applicant and a check must be received prior to further consideration by the Town Board.

**Incomplete applications will not be accepted for review.** Applications submitted by the deadline (14 days prior to the Town Board work session) will be placed on the agenda at the discretion of the Town Board.



Town of Aurora Town Board
575 Oakwood Avenue, East Aurora NY, 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name:
Business/Project Address:
Applicant Name:
Mailing Address:
City State ZIP
Phone Fax Email
Interest in the property (ex: owner/purchaser/developer)

II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s)
If a corporate, please name a responsible party/designated officer:
Address
City State ZIP
Phone Fax Email

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address
SBL#
Describe Special Use requested (use additional pages if needed):

Property size in acres Property Frontage in feet
Zoning District Surrounding Zoning
Current Use of Property
Size of existing building(s): sf Size of proposed building(s) sf
Present/Prior tenant/use:
Parking spaces: Existing: Proposed additional spaces: Total #:

Proposed water service: \_\_\_\_\_ public \_\_\_\_\_ private (well) \_\_\_\_\_ n/a Is this existing Y/N

Proposed sanitary sewer: \_\_\_\_\_ public \_\_\_\_\_ private (septic) \_\_\_\_\_ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours								

Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

**Upon approval of this application, the applicant intends to apply for:** (Check all that apply)

a. Building Permit \_\_\_\_\_

b. Sign Permit \_\_\_\_\_

**IV. SIGNATURE** (*This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4*)

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Print name of Applicant/Petitioner

State of New York; County of Erie

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

\_\_\_\_\_  
Notary Public

(Notary stamp)

-----  
*Office Use Only:* Date received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_

Town of Aurora  
575 Oakwood Avenue  
East Aurora, NY 14052  
www.townofaurora.com

**Special Use Permit  
Application  
Owner Authorization**

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The undersigned, who is the owner of the premises know as:

....., identified as Tax Map (SBL)#.....  
(address)

hereby authorizes ..... to bring an application for a special use permit before the Town of Aurora Town Board for review and potential approval. The undersigned further permits the Town or its authorized representative(s) access to the property to review existing site conditions during the review process.

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (signature)

-----

STATE OF NEW YORK     )  
  SS  
COUNTY OF ERIE        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



# Open Development Area Application Process

(Planning Board is advisory only, Town Board renders approval, Zoning Board of Appeals can grant variance if min. requirements are not met)

