

VILLAGE OF WILLIAMSVILLE  
ARCHITECTURAL PLAN REVIEW APPLICATION

Project Address \_\_\_\_\_ SBL # \_\_\_\_\_

Project Description \_\_\_\_\_  
\_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name & Address \_\_\_\_\_

Zoning for Subject Premises \_\_\_\_\_

Environmental Assessment Form (SEQR) Required? YES Submitted \_\_\_\_\_

.....  
The undersigned solemnly swears that all statements made herein are true and that all drawings and documentation submitted herewith represent a true and accurate analysis of the proposal outlined to the best of the applicants knowledge.

Sworn to before me this  
\_\_\_ day of \_\_\_\_\_ 20\_\_\_

Applicant \_\_\_\_\_  
(Signature)

Applicant \_\_\_\_\_  
(Print)

Address \_\_\_\_\_

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

.....  
Initial Application Received by Building Dept..... (date) \_\_\_\_\_

Application Complete..... (date) \_\_\_\_\_

Traffic & Safety \_\_\_\_\_ Environmental \_\_\_\_\_ HPC \_\_\_\_\_

Planning & Architectural Review Board \_\_\_\_\_ Other \_\_\_\_\_

APPROVED..... (date) \_\_\_\_\_

APPROVED WITH MODIFICATION..... (date) \_\_\_\_\_

DENIED..... (date) \_\_\_\_\_

Unless otherwise noted, **FIFTEEN (15) COPIES** of the following documents shall be submitted for review by the Code Enforcement Officer:

**Plans sizes should be as follows: THREE (3) sets 24" x 36" and TWELVE (12) sets 11"x 17"**

- \_\_\_\_\_ 1) **APPLICATION FORM** (completed, signed and notarized)
- \_\_\_\_\_ 2) **LEGAL INFORMATION** including: name & address of record owner; name & address of plan preparer; date; existing zoning classification; location map
- \_\_\_\_\_ 3) **EXISTING STRUCTURES** including: size & location of uses & outlines of all structures; paved areas, sidewalks, & vehicular access; fences, retaining walls, or similar structures; historical or archeological resources on or adjacent to the site
- \_\_\_\_\_ 4) **PROPOSED DEVELOPMENT** including: location, size, type of construction, and exterior dimensions of proposed building or structural improvements;
- \_\_\_\_\_ 5) **ELEVATION DRAWINGS** including: dimensioned elevation plans (all views) including colored rendering; façade (including awnings, cornices, parapets, etc.) details; description of building materials
- \_\_\_\_\_ 6) **SIGNAGE** including locations, material(s); type(s); size(s); color scheme(s); structural details
- \_\_\_\_\_ 7) **BUILDING MATERIAL SAMPLES** for exterior walls, facades, awnings, etc. **ONE SAMPLE OF EACH BUILDING ELEMENT ONLY - REQUIRED FOR PLANNING BOARD PRESENTATION ONLY**
- \_\_\_\_\_ 8) **ADDITIONAL DRAWINGS** or other information as requested by the Code Enforcement Officer, Planning & Architectural Review Board, Village DPW or State & Federal Agencies
- \_\_\_\_\_ 9) \$ \_\_\_\_\_ Fee (\$1,000.00 for New Buildings; \$500.00 for Additions)

VILLAGE OF WILLIAMSVILLE  
SITE PLAN REVIEW APPLICATION

Project Address \_\_\_\_\_ SBL # \_\_\_\_\_

Project Description \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name & Address \_\_\_\_\_

Zoning for Subject Premises \_\_\_\_\_

Environmental Assessment Form (SEQR) Required? YES Submitted \_\_\_\_\_

.....  
The undersigned solemnly swears that all statements made herein are true and that all drawings and documentation submitted herewith represent a true and accurate analysis of the proposal outlined to the best of the applicants knowledge.

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Applicant \_\_\_\_\_  
(Signature)

Applicant \_\_\_\_\_  
(Print)

Address \_\_\_\_\_

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

.....  
**Initial Application Received by Building Dept.....** \_\_\_\_\_ (date) \_\_\_\_\_

**Application Complete.....** \_\_\_\_\_ (date) \_\_\_\_\_

**Village DPW** \_\_\_\_\_ **Traffic & Safety** \_\_\_\_\_ **Environmental** \_\_\_\_\_

**HPC** \_\_\_\_\_ **Fire** \_\_\_\_\_ **Erie County** \_\_\_\_\_ **NYSDOT** \_\_\_\_\_

**APPROVED.....** \_\_\_\_\_ (date) \_\_\_\_\_

**APPROVED WITH MODIFICATION.....** \_\_\_\_\_ (date) \_\_\_\_\_

**DENIED.....** \_\_\_\_\_ (date) \_\_\_\_\_

Unless otherwise noted, **TWENTY-TWO (22) COPIES** of the following documents shall be submitted for review by the Code Enforcement Officer:

**Plans sizes should be as follows: THREE (3) sets 24" x 36" and NINETEEN (19) sets 11" x 17"**

\_\_\_\_\_ 1) **APPLICATION FORM** (completed, signed and notarized)

\_\_\_\_\_ 2) **LEGAL INFORMATION** including: name & address of record owner; name & address of plan preparer; date; north arrow; scale of plan; boundary information; adjacent street names, widths, and curbing; location & owner information for all properties within two hundred (200) feet of the site; any easements, setbacks, reservations, and areas dedicated to public use (parks, walks, access, open space); deed restrictions; existing zoning classification; location map

\_\_\_\_\_ 3) **RECENT PROPERTY/BOUNDARY SURVEY AND LEGAL DESCRIPTION**

\_\_\_\_\_ 4) **NATURAL FEATURES** including: contours @ 2' intervals; flood areas; watercourses; wetlands; wooded areas; rock outcrops; trees over 6" dia.; grading plan

\_\_\_\_\_ 5) **EXISTING STRUCTURES** including: size & location of uses & outlines of all structures; paved areas, sidewalks, & vehicular access; traffic flow including entrances & exits; loading & unloading areas; curb cuts; location, dimension, grades, & flow directions of existing sewers, ditches, culverts, water lines, communication lines, & under or above-ground utilities; fences, retaining walls, or similar structures; historical or archeological resources on or adjacent to the site

\_\_\_\_\_ 6) **PROPOSED DEVELOPMENT** including: location, size, type of construction, and exterior dimensions of proposed building or structural improvements; location & design of all non-structural uses including parking, loading, & waste storage areas; outdoor lighting; outdoor signage; ingress & egress including sidewalks, driveways, fire lanes, or other emergency zones or paved areas (cross section & materials); water lines, valves, & hydrants; sewer lines; landscaping; easements or deed restrictions; public improvements; new grades; drainage plan & calculations; outdoor storage & screening; site improvements including drains, culverts, retaining walls, fences, energy generation & distribution facilities; setbacks & dimensional information, elevation plan & building materials for all buildings or structures facing public space

\_\_\_\_\_ 7) **SEQR APPLICATION FORM** (Short or Long dependent on project scope)

\_\_\_\_\_ 8) **ADDITIONAL DRAWINGS** or other information as requested by the Code Enforcement Officer, Planning Board, Village DPW or State & Federal Agencies

\_\_\_\_\_ 9) **COPIES OF Correspondence** with all involved utilities showing that they have been notified of the project.

\_\_\_\_\_ 10) \$ \_\_\_\_\_ Fee (\$ 1,000.00 for New Buildings; \$ 500.00 for Additions)

## VILLAGE OF WILLIAMSVILLE SITE PLAN REVIEW REQUIREMENTS

The Village of Williamsville has adopted "Site Plan Review" requirements for the following activities within the "C-1", "C-2", "C-3", "MU", or "M-1" Zoning Districts:

1. All new structures.
2. Any addition which increases the gross building square footage by more than 30% or 500 square feet
3. Change of property use

The applicant is required to submit a "Site Plan" application with required exhibits and application fee (as listed in the application form) for approval.

Depending on the complexity of the project, the review and approval process may take between sixty (60) and ninety (90) days so the applicant should plan accordingly.

Please note that the following activities **do not require site plan approval:**

1. Interior alterations to any structure which does not affect the exterior in any way.
2. Construction of one and two family dwellings on approved building lots.
3. Additions and/or exterior alterations to one and two family dwellings.
4. Erection/construction of accessory structures to one and two family dwellings.