

# Village Of Williamsville

Phone: 716-632-4120  
Fax: 716-632-6009  
www.village.williamsville.ny.us



5565 Main St  
Williamsville, NY 14221

## Application for Planning Board Review Procedures and Guidelines

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**Please read the following before proceeding with your application:**

1. The Village of Williamsville has adopted "Site Plan Review" and "Architectural Review" requirements for the following activities within the MU, NMU, R-3M, and M-1 Zoning Districts.
  - Any new structure
  - Any addition which increases the gross building square footage by more than 30% or 500 sq. ft.
  - Any change in building exterior exceeding 200 sq. ft.
  - Any change in the use of a property

***Some projects may require both Site Plan and Architectural Review. Please contact the Building Department if you have questions about the review that your project requires.***

Note that the following do not require Site Plan or Architectural Review:

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

Before an application for Planning Board review can be approved, it must include all required exhibits, plans, and specifications, and all appropriate fees must be paid.

You will be notified about a formal appearance before the Planning Board only after *all* required documents have been submitted, so please plan accordingly.

2. This petition is subject to the requirements of Title 6 NYCRR Part 617, the State Environmental Quality Review Act (SEQR). Preparation of an Environmental Assessment Form (EAF) is required of the applicant when the Building Inspector or Planning Board Chairman deem it necessary. For fillable forms and instructions, please use the following link to the NYSDEC website: <http://www.dec.ny.gov/permits/6191.html>
3. This petition shall be endorsed either in writing or by supplying a signature at the end of the application.
4. Any variance(s) that must be approved by the Zoning Board of Appeals, or any decision that is required by the Village Board or any other committee, must be obtained prior to the approval of any Site Plan or Architectural Review.
5. Unless otherwise notified by the owner, submittal of an application grants Village staff the permission to access the parcel(s) under consideration.
6. Applicants who wish to submit a Sign Permit Application along with a Site Plan or Architectural Review Application must complete a separate application. Contact the Building Department for a copy of the Sign Permit Application.
7. No drawing submitted with this petition should be larger than 24" x 36" in size.
8. Do not bring revised drawings to the meeting. Discussion will be based on submissions only.

## Planning Board Procedures and Guidelines (Con't)

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Per the Village of Williamsville Code, the following items must be addressed in the application:

### *For Site Plan Only*

1. Description of the proposed use of the building
2. Cost of project
3. Current survey showing all existing buildings, lot lines, and fences
4. Site Plan, to scale, showing all properties, structures, streets, and easements within 500 ft. of the applicant's property, as well as the location of all proposed structures
5. Parking, including number of spaces, ingress, egress, buffers, drainage, lighting, and lot surface
6. Proposed site improvements, including fences, culverts, retaining wall, etc.
7. Compliance with Uniform Code regarding handicapped access and parking
8. Access details for Firefighting
9. Storm Water Pollution Prevention Plan (SWPPP), if required for the proposed land development activity under 112-28 of the Village Code, along with the recommendation of the Storm Water Management Officer to approve, approve with modifications, or disapprove the SWPPP pursuant to 112-28D of the Village Code
10. Snow Removal Plan
11. Grading/Drainage Plan

### *For Architectural Review Only:*

1. Elevations of any exterior design fronting a public street
2. Samples of exterior colors, materials, roofing, windows, and doors
3. All anticipated signage and location of all existing and proposed signage
4. Cost of the project
5. Landscaping

## Application Procedures

1. The applicant will complete the application package, which can be obtained in the Building Department at 5565 Main St, Williamsville, NY 14221 or by downloading the available forms from [www.village.williamsville.ny.us](http://www.village.williamsville.ny.us).
2. The applicant will prepare the information as required on the Application, and will follow the checklist to ensure that all requirements for submittal are met. Note that some proposals may not require that every item be supplied, so please read the application carefully. Consult the Building Department if you have any questions.
3. The applicant will supply the following for Building Department and Village Review to ensure the application can proceed:
  - a. Three (3) complete sets of plans and drawings
  - b. One (1) digital copy of the plans and drawings in .PDF form (Disk or USB drive preferred)
  - c. Environmental Assessment Form (EAF), if required
  - d. Elevation Drawings
  - e. Building Material Samples, if applicable for Architectural Review
  - f. Drawings no larger than 24" x 36" in size
  - g. If the project involves modifications to a previously approved plan, a cover letter describing the changes must accompany the application. The proposed changes must be clearly delineated on site plan drawings.

## Planning Board Procedures and Guidelines (Con't)

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4. After review of the supplied documents, the Building Department will advise as to the next steps for the application. Should the project require the decision or recommendation of other committees, the applicant will be notified of meeting dates and the number of documents that must be supplied. The following committees may be involved in the approval process, and also may require additional plan sets be submitted as listed:
  - a. Historic Preservation (7 copies of plans showing changes to historic landmarks required)
  - b. Traffic and Safety (9 copies of plans regarding parking or traffic-flow details required)
  - c. Environmental Advisory Council (5 copies of landscape plans or landscape features required)
  - d. Village Board (8 copies of all plans required)
5. After the Building Department has received the recommendation or decision of all appropriate committees, as well as tentative pre-approval from the Department of Public Works (DPW) and the Village Engineer, the applicant will be added to the agenda of the next Planning Board meeting, and the following documents must be submitted to the Building Department.
  - a. Fifteen (15) copies of the completed application
  - b. Fifteen (15) copies of a current survey for the property
  - c. Fifteen (15) copies of SEQR Application Form
  - d. Three (3) sets of full building plans 24" x 36"
  - e. Twelve (12) sets of full building plans 11" x 17"
  - f. Any other documentation deemed necessary by the Building Department
6. The Building Department will distribute the aforementioned copies to the following:
  - a. Planning board
  - b. Village Attorney
  - c. Village Engineer
  - d. Department of Public Works
  - e. Planning Board Liaison
  - f. Other agencies deemed applicable
7. At any time, the applicant may be required to submit revised plans, reports, or materials to address any review comments. Any submittal of revised plans should include the following:
  - a. A cover letter addressing all comments received to date
  - b. "Highlighting" of the area of change on any drawings, as well as a written description of any change
  - c. Fifteen (15) complete sets of revised materials. Revision submittals should be made to the Building Department for distribution to the appropriate agencies.
8. Building Permits will not be issued for any project until the Building Department receives the recommendation or decision of the Planning Board and of all relevant committees.