

SITE PLAN REVIEW/ZONING REFERRAL FORM



Niagara County Planning Board
Vantage Center – Suite One
6311 Inducon Corporate Drive
Sanborn, NY 14132

For Use By NCPB
Received _____
Case No. _____
Returned _____

REFERRING MUNICIPALITY _____

Referring Officer: _____ Title: _____

Telephone: _____ Fax Number: _____

Mailing Address: _____

Signature: _____ Date: _____

Public Hearing Date: _____ Time: _____ Location: _____

**** Please note, the NCPB recommendation will be sent back to the Referring Officer.**

APPLICANT: _____ Phone: _____

Address or Location of Proposal: _____

Size of Parcel: _____ Existing Zoning: _____

Proposed Use: _____

**** If applicant would like a copy of the NCPB recommendation please list fax number: _____**

PROPOSED ACTION (check all that apply) *

- | | | |
|---|--|---|
| <input type="checkbox"/> Area Variance | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> New Zoning Ordinance |
| <input type="checkbox"/> Use Variance | <input type="checkbox"/> Zoning Text Amendment | <input type="checkbox"/> Comprehensive Plan |
| <input type="checkbox"/> Special Permit | <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Other _____ |

*** Applicants should contact the Niagara County Department of Economic Development at (716) 278-8750 to see if a representative should be present at the meeting to answer questions.**

This referral is forwarded to your office for review in compliance with Sections 239-1 and 239-m of Article 12-B of New York State's General Municipal Law. The property affected is within 500 feet of the boundary of a (check all that apply):

- City, Town, Village
- State or County Land with Public Building
- Existing or Proposed Park or Recreation Area
- Existing or Proposed State of County Parkway, Road or Highway, or County-owned Drainage Channel.
- Farm operation located in an Agricultural District (except for area variances)

DEADLINE

All completed referrals must be received by close of business on Friday, six business days preceding the 3rd Monday of each month. LATE REFERRALS WILL BE REVIEWED BY THE NIAGARA COUNTY PLANNING BOARD THE FOLLOWING MONTH.

REQUIRED ENCLOSURES

The Niagara County Planning Board requires adequate information upon which to make its decision. The zoning referral form will not be accepted unless all the following information is submitted (please check that all items are included):

- Adequate written description of proposal

- Sketch Plan, Survey, Plats or Site Plans of the property affected showing: property boundaries, any existing and proposed structures, landscaping, traffic access patterns, parking arrangements, walls, fences or other buffers, existing and proposed signs. Drawings must be properly dimensioned and drawn to scale.

- SEQR Environmental Assessment Form (EAF)

- \$75.00 referral fee made payable to the Niagara County Planning Board

- For variances, indicate specific changes from local code being requested:

NCPB ACTION	Case No. _____
The Niagara County Planning Board has reviewed the proposal(s) and makes the following recommendations and comments:	
_____ Donald Smith, Chairman Niagara County Planning Board	_____ Date