



PLANNING BOARD  
*William J. Amacher, Chairman*  
4160 UPPER MOUNTAIN ROAD • SANBORN NY 14132-9416  
www.townofcambria.gov

**FEE: \$500.00**

**SITE PLAN REVIEW APPLICATION  
Residential/Business/Escarpment**

**PSP-20**

- Office use only

**IT IS STRONGLY RECOMMENDED THAT INDIVIDUALS REVIEW APPLICATION AND PROCEDURES WITH ZONING OFFICER PRIOR TO COMPLETING AND/OR SUBMITTING THIS FORM. *Applications must be received 2 business days before the last day of the previous month***

The intent of the site plan review process is to set forth additional standards applying to certain uses and activities. The nature of these uses and activities require special consideration of their impacts upon surrounding properties, the environment, community character and the ability of the Town to accommodate development consistent with the Zoning Regulations of the Town of Cambria.

**APPLICATION PROCEDURE**

Applications for site plan review shall be in writing, shall be accompanied by a site plan, shall include any additional information required by the Town Zoning Regulations and shall be filed with the Code Enforcement Officer who shall refer such application and site plan to the Town Planning Board.

Within sixty-two (62) days of receipt of a complete application and site plan, the Town Planning Board shall render a decision to approve, approve with conditions, or deny the site plan application unless the time period is extended by mutual consent of the Town Planning Board and the applicant. The sixty-two (62) day time period shall commence at such time as the application and site plan are presented to and accepted as complete by the Town Planning Board at a duly called meeting. The Town Planning Board will not act within the first thirty (30) days for applications required to be referred to the Niagara County Planning Board under Article 12-B, 239-m of the General Municipal Law.

**PRE-APPLICATION CONFERENCE**

A pre-application conference may be held between the Town Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the site plan.

Date \_\_\_\_\_

Name of Proposed Development \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Plans prepared by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Site Information:**

Address \_\_\_\_\_  
Tax ID# \_\_\_\_\_ Zoning District \_\_\_\_\_  
Total Project Area in Square Feet \_\_\_\_\_  
Total Area of Disturbance in Acres \_\_\_\_\_  
Current Land Use \_\_\_\_\_  
Current Site Conditions \_\_\_\_\_  
County, State and/or Federal Permits Required for This Project \_\_\_\_\_  
\_\_\_\_\_  
Anticipated Construction Time \_\_\_\_\_  
Will Development Be in Phases \_\_\_\_\_  
  
Application Fee \_\_\_\_\_ Paid \_\_\_\_\_

**The applicant shall provide ten (10) sets of all applicable indicated materials listed below:**

A "Site Plan" submittal should generally consist of the following three (3) separate plans/sheets:

- 1) Site Layout Plan;
- 2) Grading and Drainage Plan; and
- 3) Landscape Plan.

**It is however possible, on minor site plans, to combine two (2) or more of the plans on to one (1) sheet, provided that the plans remain easily legible. Plans should be no larger than 24 inches by 36 inches. All plans shall be prepared by a New York State Licenses Design Professional. Address each of the following by location in the site plan or as part of the written application. Mark N/A if an item does not apply to your project.**

**Basic Information:**

_____	Title of Drawing
_____	Name, address and telephone number of applicant
_____	Name, address and telephone number of person preparing drawings
_____	North arrow
_____	Graphic scale
_____	Date
_____	Environmental Assessment Form (EAF) in compliance with the State Environmental Quality Review Act

**Map or Drawing Showing:**

_____	Boundaries of the property plotted to scale
_____	Names of owner(s) of the subject property and all abutting parcels
_____	Seal and signature of surveyor, engineer and/or architect
_____	Date of Survey

**Utilities, Easements & Rights of Way:**

_____	Electric, gas, water & sewer lines
_____	Description of method of sewage disposal and location
_____	Description of method of securing public water and location
_____	Location of fire hydrants, if any
_____	Drainage ways
_____	Easements
_____	Public and/or private rights of way
_____	Other utility line or easements

**Access Ways, Interior Circulation, Parking & Loading:**

_____	Pedestrian access ways
_____	Vehicular access ways
_____	Loading & unloading areas
_____	Parking areas (number, location, dimensions)
_____	Exits & entrances
_____	Curb & sidewalk lines
_____	Fire lanes & apparatus access roads
_____	Location of fire and other emergency zones

**Watercourses & Drainage:**

_____	Watercourses & bodies of water
_____	Location, design and construction materials of all existing or proposed drainage ways including culverts, drains or other such site improvements
_____	Location of any storm sewer drains & catch basins
_____	Topography
_____	Slopes of 5% or greater
_____	Grading plan
_____	Storm water pollution prevention plan

**Location Design & Dimensions Of:**

_____	Elevation drawings of all structures including exterior building materials and colors
_____	Location of outdoor storage, including dumpsters and provision for screening
_____	Wells
_____	Septic systems
_____	Underground storage tanks
_____	Existing or proposed signs, including size, design, materials, colors and illumination
_____	Refuse collection & storage facilities
_____	Exterior lighting including fixture design and a photometric grid
_____	Existing or proposed retaining walls including a design and materials

**Landscaping & Buffers:**

- \_\_\_\_\_ Location, scientific name, common name and size of existing and proposed trees and shrubs
- \_\_\_\_\_ Identification of all ground covers
- \_\_\_\_\_ Landscaping Plan and planting schedule
- \_\_\_\_\_ Location dimensions and description of all fencing
- \_\_\_\_\_ Location and proposed development of all buffer areas, including existing vegetative cover and screening
- \_\_\_\_\_ Recreation or conservation areas

**NOTE:** The Town of Cambria Planning Board may require additional information relevant to the proposed development considered necessary to complete the site plan review.

The cost of all consultant review deemed necessary by the Planning Board shall be paid by the applicant.

I certify that I am the owner or authorized agent for which the foregoing work is proposed to be done, and that I am duly authorized to perform such work, and that all work will be performed in accordance with the above information and in compliance with all existing local and state laws. I further understand that any deviation from the information on this application, once approved, must have prior written approval from the Code Enforcement Officer.

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Return the completed application, all required materials, and the applicable fee to the above address. Applications must be submitted by the appropriate scheduled date to be included on the Planning Board Agenda.**

***For additional information contact:  
Matthew Cooper  
Code Enforcement / Zoning Officer  
Town of Cambria***

See contact information on first page