



**TOWN OF NORTH COLLINS**  
**10569 Main Street - PO Box 2**  
**North Collins, NY 14111**  
**(716) 337-3391**  
**www.townclerk@northcollinsny.org**

### SITE PLAN REVIEW APPLICATION

**APPLICANT:**

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PROPERTY OWNER (if not applicant):**

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SIGNATURES:**

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

Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Date Application Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Received By: \_\_\_\_\_

APPROVED  CONDITIONALLY APPROVED  DENIED Date \_\_\_\_\_

**PROPERTY INFORMATION**

**Property Address:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Present Use of Property**

**Zoning District where property is located (Check One):**

- R1 (Single Family Residence)       R2 (General Residence)
- RA (Residential Agricultural)       RC (Residence-Restricted Business)
- RM (Residence-Mobile Home Court)
  
- C1 (Local Retail Business)       C2 (General Commercial)
- M1 (Planned Light Industrial)       M2 (General Industrial)

**PROJECT INFORMATION**

**Description of Proposed Use of Site:**

**Area of Parcel (in square feet or acres):**

**Construction type:**    New       Expansion of existing structures

	Existing	Proposed	Total
Building Area (SF)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paved Area (including sidewalks)			<input type="text"/>
Greenspace (all landscaping)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Parking Spaces	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the site connect to public sewer?  Yes  No

Anticipated Construction Time: \_\_\_\_\_

Will Development Be Staged?  Yes  No

Estimated Cost of Improvements: \$ \_\_\_\_\_

Other Town Planning and Zoning Permits Acquired for the Project or for this site:

Special Exception     Area Variance     Use Variance

State and Federal Permits Needed (list type and government agency):

**STATE ENVIRONMENTAL QUALITY REVIEW SHORT ASSESSMENT FORM**

Complete Part 1 Only. May be downloaded from the NYS DEC Website at:  
[http://www.dec.ny.gov/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](http://www.dec.ny.gov/permits_ej_operations_pdf/seafpartone.pdf)

***ADDITIONAL CONTACT INFORMATION (As Appropriate)***

**SITE PLANNER:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLOT ENGINEER/SURVEYOR:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ATTORNEY:**

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

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**OTHER:**

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**LIST OF MATERIALS THAT MUST ACCOMPANY THIS APPLICATION FOR IT TO BE CONSIDERED BY THE PLANNING BOARD:**

- Signature(s) of Applicant and Owner.
- Copy of section of applicable Tax Map showing location of property.
- Completed property information.
- Completed State Environmental Quality Review Short Assessment Form, Part 1 (Needed when Preliminary Plan is under review by the Planning Board).

**Site Plan Application Fee:**

- \$250.00

**SKETCH PLAN:**

- A.** A statement and rough sketch showing the location and dimensions of principal and accessory structures, parking areas, access signs, with descriptions, existing and proposed vegetation and other planned features, anticipated changes in existing topography and natural features and, where applicable, measures and features to comply with flood hazard and flood insurance regulations.
- B.** An area map (one inch equals 30 feet) showing the parcel under consideration for site plan review and all properties, subdivisions, streets, rights-of-way, easements and other pertinent features within 200 feet of the boundaries of the parcel.
- C.** A topographic or contour map of adequate scale and detail to show site topography (one inch equals 30 feet).

**ANY OTHER REQUESTED INFORMATION:**

Please read Chapter 206: SITE PLAN REVIEW of the Town of North Collins Code  
You can find this information by going to our website:

[www.northcollinsny.org](http://www.northcollinsny.org)

Quick Links – General Code