



**THE CITY OF NIAGARA FALLS**  
**APPLICATION PACKET & REVIEW PROCEDURE**  
**LEVEL TWO SITE PLAN REVIEW PACKET**

This Application Packet includes the following

1. Introduction to Level Two Site Plan Review Process
2. Site Plan Review, Level Two, Applicant Checklist
3. Site Plan Review Application Form
4. Environmental Assessment Form (EAF) Instructions

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Dear Applicant,

Welcome to the Level Two Site Plan Review Process. You are applying for a Level Two Site Plan Review because your project is;

- (1) gross floor area more than 1,000sq/ft (residential) or 2,500 sq/ft (commercial),
- (2) is a new special permitted telecom facility,
- (3) located within an Overlay District (Waterfront District, Design District) and exceeds the threshold of the Level One Review,
- (4) located within a flood hazard area,
- (5) impacts a Historic Landmark,
- (6) impacts the intensity or changes the use of an approved site plan.

It is important that you speak with a staff member in the Planning Office to determine if your project requires Level Two Site Plan Review prior to beginning the application process.

The procedure for Level Two Site Plan Review is simple. We first recommended that you schedule a Pre-Application Conference with the Planning Office to ensure a smooth application process. During this initial review we will make sure you have all the required materials needed for a speedy approval; including fees, zoning variances and/or additional requested materials. Please call or email to schedule your Pre-Application Conference today!

Every applicant must submit a signed Site Plan Review Application with all requested materials and a signed Site Plan Review Applicant Checklist. You must submit material electronically and hardcopy. After the Planning Office receives all materials, we may refer your application to other appropriate city, county or state officials for their review. The Planning Board will review the application and make their decision at the next available Planning Board Meeting. It is required that you or other representative attend the Planning Board Meeting in which your project will be on the agenda. In some cases, a public hearing is required and will be scheduled prior to the Planning Board Meeting.

Please feel free to call or email the Planning Office if you have any questions about the application process.

Site Plan Review Contact:

Joshua Greene

Environmental Planner

City of Niagara Falls

[josh.greene@niagarafallsny.gov](mailto:josh.greene@niagarafallsny.gov)

(716) 286-4462

745 Main St, PO Box 69, Niagara Falls, NY 14302

Sincerely,

Eric Cooper

Director of Planning

City of Niagara Falls



# City of Niagara Falls, New York

P.O. Box 69, Niagara Falls, NY 14302-0069

\* Email: [josh.greene@niagarafallsny.gov](mailto:josh.greene@niagarafallsny.gov) \* (716) 286 – 4462 \*

## Site Plan Review: Level Two Applicant Checklist

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

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

SBL Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description Narrative: \_\_\_\_\_

Per Chapter 1324.4.2 of the City of Niagara Falls Zoning Ordinance: **Level Two Review**

Level Two Application Requirements – Chapter 1324.4.2.3	Submitted to Planning Office	Reviewed by Planning Office
<b>Level Two Site Plan Application Complete Form</b>		
<b>Letter of Intent</b> - signed by the applicant which identifies the project location and project scope with a complete description of the proposal. Description must include a list of all approvals being sought, as well as, existing and proposed use(s) or physical change(s).		
<b>Photographs</b> – depicting existing conditions of site.		
<b>Payment</b> – Refer to Director of Planning or his/her designee during Pre-Application Conference to determine applicable fees.		
<b>Environmental Review</b> - short or full EAF, or a draft EIS, required by Article 8 of the New York State Environmental Conservation and implementing regulations at 6 N.Y.C.R.R. Part 617, and section 1326 of this Zoning Ordinance. Use the link below to complete Environmental Review: <a href="https://gisservices.dec.ny.gov/eafmapper/">https://gisservices.dec.ny.gov/eafmapper/</a>		
<b>Zoning Variances</b> - Where applicable application for zoning variances. This may be determined within the Pre-Application Conference.		
<b>Zoning Compliance</b> - A description of how all approval criteria for the zoning review(s) are met. For example, the applicant shall include the minimum and maximum site requirements such as lot size, setbacks, or FAR and how the project conforms to these requirements.		
<b>FAR Bonus</b> - If applicable, a request for one or more FAR bonuses along with all information necessary to determine FAR bonus eligibility under section 1314.4.1 of the Zoning Ordinance.		
<b>Site Plan</b> – See Site Plan Checklist below for detailed information on required information.		

<b>Level Two Site Plan Requirements – Chapter 1324.4.2</b>  <i>All plans shall be prepared by a New York State licensed professional engineer, landscape architect, or architect unless waived by the Planning Board.</i>	Shown on Plan by Applicant	Reviewed by Planning Office
1. All property lines with dimensions and total lot area		
2. North arrow and scale of drawing		
3. Adjacent streets, access (driveways), curbs, sidewalks, and bicycle routes		
4. Existing natural features such as watercourses including the ordinary high water line and top of bank		
5. Existing and proposed contours or grades		
6. All trees greater than six (6) inches in diameter, measured five (5) feet above ground, in areas to be disturbed		
7. Easements and on-site utilities		
8. Existing and proposed development with all dimensions		
9. Building elevations showing all sides of proposed structures including color and type of materials		
10. Location of adjacent buildings		
11. Distances of all existing and proposed development to property lines		
12. Landscaping plan including types and location of vegetation, street trees, screening, fencing, and building materials including fences and walls		
13. Percentage of the site proposed for building coverage, and landscaping coverage		
14. Existing and proposed type and location of exterior light standards and fixtures		
15. Location and dimension of signage		
16. Motor vehicle and bicycle parking areas including design, number of spaces, driving lanes, and loading areas		
17. Drainage features including proposed storm water runoff facilities and sewer and water facilities and connections		
18. Timeline indicating anticipated start and completion dates		
19. Any additional requested information requested		

**I have reviewed my submitted application and drawings against the above noted criteria and hereby certify that the submitted application matches this completed check list.**

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

# SITE PLAN REVIEW APPLICATION FORM

(CHAPTER 1324 NIAGARA FALLS ZONING ORDINANCE)

Application Fee: \$10.00

Make check payable to: "City Controller"



## PROJECT INFORMATION:

CNF-PIN: (INTERNAL USE ONLY) \_\_\_\_\_

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

SBL Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description Narrative: \_\_\_\_\_

## APPLICANT INFORMATION:

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

Applicant Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**OWNER INFORMATION:** If Applicant is also the Owner check box

Owner 1 Name \_\_\_\_\_

Owner 1 Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Owner 2 Name \_\_\_\_\_

Owner 2 Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## SITE INFORMATION:

Ownership Interest (own, rent, Purchase Agreement) \_\_\_\_\_

Existing Use(s) of Site \_\_\_\_\_

Proposed Use(s) of Site (list all primary and secondary uses; calculate and list floor area, building height, parking spaces, number of dwelling units by size, etc. (use separate sheet if necessary))

\_\_\_\_\_  
\_\_\_\_\_

General Cost Estimates: (Total required)

Parking Areas (Including Drainage)		Landscaping		Fencing	
Exterior Lighting		Building		Total	

## FOR INTERNAL USE ONLY

Other Reviews/Approvals

**Required:**

<input type="checkbox"/> Special Permit (Refer to 1328)	<input type="checkbox"/> Variance BOA	<input type="checkbox"/> Historic Pres.	<input type="checkbox"/> Niagara County	<input type="checkbox"/> D.O.T.
<input type="checkbox"/> City Council	<input type="checkbox"/> State Parks	<input type="checkbox"/> Water Board	<input type="checkbox"/> D.E.C.	<input type="checkbox"/> S.H.P.O.
<input type="checkbox"/> Non-Conforming Structure or Use (Refer to 1327)				

*For assistance with this form, contact Niagara Falls Planning Offices @ 716.286.4467*

**SITE PLAN DEVELOPMENT STANDARDS**  
(CHAPTER 1324.4.2D)

In reviewing the site plan, the Planning Board shall take into consideration the public health, safety and general welfare particularly in regard to achieving the following standards

	Yes	No	N/A
1. Are driveways designed to assure maximum safety and function?			
2. Will the development have a negative effect on traffic?			
3. Does the site plan take into consideration safe walking areas and handicap access?			
4. Are parking, loading and service areas screened from adjacent residential areas?			
4a. Is the landscaping designed in an attractive manner?			
4b. Is the existing landscaping protected and retained?			
5. Is the outdoor lighting adequate and appropriate?			
6. Will the development negatively impact cultural or natural resources?			
7. Is the storm water drainage system designed in accordance with New York State SPDES/SWPP?			
8. Is the water supply and sewage disposal system adequate for the development?			
9. Has garbage/solid waste storage and disposal been properly addressed?			
10. Do proposed buildings meet the zoning requirements and complement the area?			
11. Do proposed signs meet City requirements?			
12. Describe how the development addresses public needs, such as recreation and open space			
_____			
_____			
_____			
_____			
13. Will adequate services and public utilities be available prior to occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDATION OF CITY DEPARTMENTS**  
(CHAPTER 1324.4.2E)

Have any other City Departments made recommendations for the proposed project, and if so does the proposal account for these? List the departments, their recommendations and how the plan addresses these concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL DESIGN CRITERIA

(CHAPTER 1319.2)

(Complete if project is located in C1, C2, D1 or D2 zoning districts)

	Yes	No	N/A
1. Is the development similar in size, shape and context to those in the surrounding area? (Not applicable in D1 and D2 districts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the development contribute to and maintain the character of the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the development contribute to a pleasant streetscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Describe how the development addresses: <u>Pleasant city environment</u> _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Utilities and mechanical equipment</u> _____ _____			
<u>Exterior lighting</u> _____ _____			
5. Does the project create a functional and safe area for vehicle and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the parking area visually attractive, including trees and landscaping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If a drive-thru is part of the development, does it appear as a minor component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## HERITAGE DISTRICT DESIGN CRITERIA

(CHAPTER 1319.2.8)

(Complete if project is in R4 zoning district)

### ALL NEW CONSTRUCTION SHALL REFLECT THE PRE-1945 CHARACTR OF THE AREA

	Yes	No	N/A
1. Are proposed buildings oriented to the street and do they maintain the existing setbacks? If not, explain why the project is not oriented in a similar manner: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the building or addition is visible to the public, does it have a sloped roof? Describe the proposed roofing design: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the buildings consistent in scale and design with the surrounding residential structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the proposed exterior material the same or similar to that commonly used in the district? Describe proposed exterior material: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the plan include a porch? (Not required, however encouraged)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are windows oriented vertically and spaced evenly along the street face?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there access to parking area from the rear alley right-of-way? <u>If not describe how the proposed parking conforms with the general pattern in the district:</u> _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Reasonable costs incurred by the Planning Board for consultation fees or other extraordinary expenses in connection with the review of a Level 2 Site Plan shall be charged to the applicant. Such reimbursable costs shall be in addition to application fees.**

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Please note that the Applicant is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. The number of hours and total cost will be significantly increased due to incomplete applications, plans lacking detail, or repeated continuations. The Applicant's signature below acknowledges that they will be responsible for all outside consultant fees incurred as a result of the submitted application, and consent to these charges.

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Signature of Applicant

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Date

**I hereby acknowledge that I have reviewed all the questions contained in this application and certify that the information provide is accurate and complete to the best of my knowledge and ability. Finally, I hereby grant the applicant as designated on this form, permission to represent me during the application process.**

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Signature of Applicant

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Date

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Signature of Property Owner


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Date





## BASIC SEQR APPLICANT INSTRUCTIONS:

1. Using your internet browser, navigate to: [gisservices.dec.ny.gov/eafmapper/](http://gisservices.dec.ny.gov/eafmapper/) As per the text box on the left hand side of the welcome page, **make sure popup blockers are turned off** and press enter. **Example** – **Popup Blocker Modification**:
  - a. Google Chrome - instructions for turning off the popup blocker: On your computer, open Chrome.
  - b. Go to [gisservices.dec.ny.gov/eafmapper/](http://gisservices.dec.ny.gov/eafmapper/) where pop-ups are blocked.
  - c. In the address bar, click the Pop-up blocked symbol 
  - d. Click the link for the DEC pop-up
  - e. To always see pop-ups for the DEC site, select “Always allow pop-ups and redirects from [gisservices.dec.ny.gov/eafmapper/](http://gisservices.dec.ny.gov/eafmapper/)” click Done.
  - f. Reload the website.
2. Click the tab marked "Locate Address" on the right hand side of the page under "Navigate To Area (Step 1)".
3. Type the site's address into the box, including city and zip code and press the "Locate" button.
  - a. The map will zoom to the general area of your address - but not all the way.
4. Zoom in to your identified address point so that parcel ID numbers are visible and you can identify your exact property.
5. Click "Select Tax Parcel" under the section labeled "Define Project Site (Step 2)".
6. Select your property with the left button of the mouse.
7. Click "Short Form" in the last box on the bottom, unless instructed otherwise by Niagara Falls' Planning / Environmental Office.
  - a. There will be a popup box informing you that it might take awhile. Click OK.
    - i. Note that it might take a number of minutes for the process to complete.
8. Once the EAFMapper's process is complete, it will download a PDF file labeled "download.pdf"
9. Navigate to the downloaded file, probably in your download folder, and open it using Adobe Acrobat or equivalent.
10. Fill out ALL of the lines contained within part 1 (pages 1, 2, and 3).
  - a. Note that some of the questions will already have check marks (questions 7, 12a, 12b, 13a, 15, 16, and 20). These answers came from the DEC and cannot be changed.
    - i. The Planning & Environmental Office will make any determination of applicability to the project site.
11. As you fill out the form, if you have ANY questions on how or what to put in the fields, click on the question and it will take you to DEC's website (you may have to give permission to access the internet) to get detailed instructions for that question.
  - a. If you cannot find the answer, please contact us! Do not make any "assumptions".
12. Once Part 1 is complete, save, print and sign.
  - a. **Note:** Use the print command in Acrobat - not the print button on the form.

Submit the completed SEQR Part 1, including the page labeled “EAF Mapper Summary Report” with your site plan application

