



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

This Application Packet includes the following

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

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**Per Chapter 1324.4 of the City of Niagara Falls Zoning Ordinance**

Dear Applicant,

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

- (1) gross floor area less than 1,000 sq/ft (residential) or 2,500 sq/ft (commercial),
- (2) a minor modification to a telecom facility,
- (3) is located within an Overlay District (Waterfront District, Design District),
- (4) a modification to an existing site plan.

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

Prior to submitting any material, applicants should schedule a Pre-Application Conference with the Planning Office to ensure a smooth application process. Please call (716) 286-4470 or email [nfny.planning@niagarafallsny.gov](mailto:nfny.planning@niagarafallsny.gov) to schedule your Pre-Application Conference.

Every applicant must submit a signed Site Plan Review Application Checklist, a letter of intent, existing conditions photos, payment, a completed EAF application, site plan (drawings), and a signed Site Plan Review Application. See the following pages for additional information. During the initial review of your submitted material, planning staff will make sure your application material is complete. Additional material may be requested if necessary to complete the review of your application. Applications are NOT considered complete until planning staff determine that all the material necessary for approval has been submitted by the applicant.

Applicants will be required to submit material electronically and by hardcopy. Applicants should only submit one(1) copy of each items in the checklist initially. Applicants may be requested to submit additional hardcopies of material at a later time. . After the Planning Office determines the application is complete, you will receive a determination within ten (10) days.

Please feel free to call or email the Planning Office via the contact information provided above if you have any questions about the application process.

Sincerely,

Kevin A. Forma  
Director of Planning & Environmental  
City of Niagara Falls



# City of Niagara Falls, New York

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

\* Email: [NFNY.Planning@niagarafallsny.gov](mailto:NFNY.Planning@niagarafallsny.gov) \* (716) 286-4470 \*

## Site Plan Review: Level One Application

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

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

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

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

**INTERNAL  
USE ONLY**

Level One Application Requirements – Chapter 1324.1	Submitted to Planning Office	Reviewed by Planning Office
<b>Level One Application Completed Form</b>		
<b>Letter of Intent</b> - signed by the applicant which identifies the project location and project scope with information sufficient to determine eligibility for Level One review.		
<b>Photographs</b> – depicting existing conditions of site.		
<b>Payment*</b> – Site Plan Application fee: - Residential = \$20 - Commercial/Industrial = \$100 Make check is payable to “City Controller”.		
<b>Environmental Assessment Form</b> – the EAF or Part 1 SEQR Form is required under Article 8 of the Environmental Conservation Law, implementing regulations at 6 N.Y.C.R.R. Part 617 and Chapter 1326 of the City’s Zoning Ordinance. Refer to attachment for instructions on completing Part 1 SEQR form.		
<b>Site Plan</b> - shown at sufficient scale and level of detail to understand the location and dimensions of existing and proposed improvements.		

**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



## LEVEL ONE SITE PLAN REVIEW APPLICATION FORM

### 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 assistance with this form, contact Niagara Falls Planning Offices @ 716.286.4470*

### PER 1324.5 REIMBURSABLE COSTS

\_\_\_\_\_

**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. At no time shall the City or its representatives be responsible for any additional costs. 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.

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

\_\_\_\_\_  
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.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**ADDITIONAL APPLICANT INFORMATION:**

Please attach a separate page immediately following this application for any additional information you may wish to provide which is relevant to your application.


This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**FOR INTERNAL USE ONLY**

NOTES:

[illegible]

## ENVIRONMENTAL ASSESSMENT FORM INSTRUCTIONS FOR APPLICANT:

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