



# 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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#### **Per Chapter 1324.4.2 of the City of Niagara Falls Zoning Ordinance.**

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 1,000 sq/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 special flood hazard area (SFHA),
- (5) impacts a Historic Landmark,
- (6) impacts the intensity or changes the use of an approved site plan.

Prior to submitting any material, 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. Please call (716) 286-4477 or email [nfny.planning@niagarafallsny.gov](mailto:nfny.planning@niagarafallsny.gov) to request to speak with a staff member.

It is highly recommended that the applicant schedule a Pre-Application Conference with the Planning Office staff to ensure a smooth application process. During this initial review we will make sure the applicant has completed and returned all the required materials needed for approval. These material include, but may not be limited to: fees, zoning variances, or additional materials necessary for the Planning Board to make a decision regarding your application. Please call or email to schedule your Pre-Application Conference today!

Every applicant must submit both a signed Site Plan Review Application, including all supporting documentation, and a signed Site Plan Review Applicant Checklist. Speak with your Planning Office staff member to determine the best format for submitting the initial material. DO NOT submit multiple copies of your application and supporting documentation until directed by the Planning Office staff. After the Planning Office receives all materials and determines the application to be complete, the Planning Office staff may refer your application and supporting documentation to other appropriate city, county or state officials for their review.

In some cases, a public hearing may be required and will be scheduled prior to approval by the Planning Board.

The Planning Board will review the application and supporting documentation at the next available Planning Board Meeting. It is strongly recommended that you or another representative attend the Planning Board Meeting in which your project is scheduled in order to respond to any questions the Planning Board Members may have regarding your material.

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

Sincerely,

Kevin Forma  
Director of Planning  
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 Two Applicant Checklist

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

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

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

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

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> – multiple angles depicting existing conditions of site. Aerial should also be included.		
<b>Payment</b> – Site Plan Application fee: <ul style="list-style-type: none"><li>- Residential = \$20</li><li>- Commercial/Industrial = \$100</li></ul> Make check is payable to “City Controller”.		
<b>Environmental Assessment Form (EAF)</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. <a href="#">See</a> attached document for		
<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 floor-area ratio (FAR) and how the project conforms to these requirements.		
<b>Floor-Area Ratio (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 signed and sealed by a New York State licensed professional engineer, landscape architect, or architect unless waived by the Planning Board.</i>	<b>Shown on Plan by Applicant</b>	<b>Reviewed by Planning Office</b>
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)



**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**

*For assistance with this form,  
Offices @ 716.286.4470*

*contact Niagara Falls Planning*

# 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. Is the driveway(s) 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 accessibility?			
4. Is parking, loading and service area(s) screened from adjacent residential areas?			
a. Is the landscaping designed in an attractive manner?			
b. 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 the garbage/solid waste storage and disposal been properly addressed?			
10. Does the proposed building(s) meet the zoning requirements and complement the area?			
11. Does proposed signage meet the City requirements?			
12. Will adequate services and public utilities be available prior to occupancy?			
13. Describe how the development addresses public needs, such as recreation and open space:			


## RECOMMENDATION OF CITY DEPARTMENTS

(CHAPTER 1324.4.2E)

Have any other City Departments made recommendations for the proposed project? If so, does the proposal account for these recommendations?

List the departments, their recommendations and how the plan addresses these concerns:

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## 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)			
2. Does the development contribute to and maintain the character of the district?			
3. Does the development contribute to a pleasant streetscape?			
4. Describe how the development addresses:			
Pleasant city environment:			
Utilities and mechanical equipment:			
Exterior lighting:			
5. Does the project create a functional and safe area for vehicles and pedestrians?			
6. Is the parking area visually attractive, including with the use of trees and landscaping?			
7. If a drive-thru is part of the development, does it appear as a minor component?			

**HERITAGE DISTRICT DESIGN CRITERIA**  
**(CHAPTER 1319.2.8)**  
**(Complete if project is in R4 zoning district)**

**ALL NEW CONSTRUCTION SHALL REFLECT THE PRE-1945 CHARACTER OF THE AREA**

	Yes	No	N/A
1. Is the proposed building(s) oriented to the street, and does it maintain the existing setbacks?			
If not, explain why the development is not oriented to the street and/or maintain existing setback:			
2. If the building(s) and/or addition(s) is visible to the public, does it have a sloped roof?			
If not, explain why the roof is not sloped:			
3. Is the building(s) consistent in scale and design with the surrounding residential structures?			
If not, explain why the building(s) is not consistent:			
4. Is the proposed exterior material the same or similar to the commonly used material in the district?			
If not, explain why the material is not consistent:			
5. Does the plan include a porch? (Not required, however encouraged.)			
6. Are windows oriented vertically and spaced evenly along the street face?			
7. Is there access to the parking area from the rear alley right-of-way?			
If not, explain how the proposed parking confirms with the general pattern in the district:			

**PER 1324.5 REIMBURSABLE COSTS**

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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



**ADDITIONAL APPLICANT INFORMATION:**

Please use this space for any additional information you would like to provide.


This image shows a single sheet of white paper with horizontal 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:

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 approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

## BASIC SEQR APPLICANT INSTRUCTIONS:

1. Using your internet browser, navigate to: [gisservices.dec.ny.gov/eaformatter/](http://gisservices.dec.ny.gov/eaformatter/) 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/eaformatter/](http://gisservices.dec.ny.gov/eaformatter/) 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/eaformatter/](http://gisservices.dec.ny.gov/eaformatter/)” 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