



**TOWN AND VILLAGE OF ELLICOTTVILLE  
BUILDING / CODE ENFORCEMENT  
DIVISION**

17 MILL ST. ELLICOTTVILLE, NY 14731

Code Enforcement Officer: Kelly Fredrickson, (716) 699-4773,

E-MAIL: [kelly.fredrickson@evlengineering.com](mailto:kelly.fredrickson@evlengineering.com)

Planner: Gary Palumbo, (716) 801-3016, E-MAIL: [gary.palumbo@evlengineering.com](mailto:gary.palumbo@evlengineering.com)

**COMBINED APPLICATION**

Jurisdiction:  TOWN  VILLAGE App. # \_\_\_\_\_

<input type="checkbox"/> PRE-APPLICATION CONFERENCE	<input type="checkbox"/> SPECIAL USE PERMIT
<input type="checkbox"/> INTENT TO SUBDIVIDE	<input type="checkbox"/> MASTER PLANNED DEVELOPMENT
<input type="checkbox"/> HISTORIC DISTRICT REVIEW	<input checked="" type="checkbox"/> ARCHITECTURAL DESIGN REVIEW
<input type="checkbox"/> SITE PLAN REVIEW	<input type="checkbox"/> AMENDMENT TO SITE PLAN
<input type="checkbox"/> ZONING ORDINANCE AMENDMENT	<input type="checkbox"/> ZONING MAP AMENDMENT

**APPLICANT INFORMATION:**

Applicant's name: Michelle Winters Date: July 16, 2021

Mailing address: 5 White Cedar Drive, East Amherst, NY 14051

Cell Phone Number: 716-316-9346 E-Mail: michellewinters@verizon.net

Applicant must be (check all that apply):  Owner  Operator  Lessee

Applicant's Engineer or representative: Jacob A. Alianello, MDA Consulting Engineers, PLLC

Address: PO Box 604, 3 Bristol Lane, Ellicottville, NY 14731

Phone #: 716-699-4650 E-Mail: jalianello@mdaengineers.com

**PROPERTY OWNER INFORMATION (if different than Applicant)**

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

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

Cell Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROPERTY / FACILITY NAME**

Winters Residence

Address: 9 Elk, Ellicottville, NY 14731

Property tax map #: 55.035-1-23

Current use of property:

3 Residential Dwellings - Subject Structure is 9 Elk - Single Family Cottage

Description of Proposed Project/Use (attach additional pages, survey and plans):

Proposed project is to raise the 9 Elk structure in its current location and place on a new concrete foundation.

Structure is proposed to be raised 22"

Zoning Requirements from Town/Village Zoning Law

Front yard setback: 25'

Rear yard setback: 1' Access., 35' Principal

Side yard setback: 10'

Combined side: 30'

Minimum lot size: as platted

Width: \_\_\_\_\_

Height: 28 feet max., 1.5 stories min.

Floor area ratio: 0.20 (Village)

Usable Open space: 30%

Site Information

Size of site: 8,893 Sq. Ft.      Size of area to be developed: \_\_\_\_\_ Sq. Ft.

Number of proposed lots: 1

Proposed method of Sanitary Sewage disposal: public

Proposed method of Water Supply: public

If public utilities are proposed, are they available to site?

Sanitary Sewer:  Yes     No      Water:  Yes     No

Will the project require the formation or extension of a Water and/or Sanitary Sewer District?

Sanitary Sewer:  Yes     No      Water:  Yes     No

Main Structure:

Construction type: \_\_\_\_\_ Front yard setback: \_\_\_\_\_ feet

Height: \_\_\_\_\_ stories, \_\_\_\_\_ feet Side yard setback: \_\_\_\_\_ feet

# of family units: \_\_\_\_\_ Total of both side yard setbacks: \_\_\_\_\_ feet

Size of lot: \_\_\_\_\_ Sq. Ft. Rear yard setback: \_\_\_\_\_ feet

Usable Open Space: \_\_\_\_\_ % Floor area ratio: \_\_\_\_\_ (village)

Corner or interior lot? \_\_\_\_\_ Other: \_\_\_\_\_

Accessory Building:

Description:

Existing Single Family Residence (9 Elk)

Percentage of yard: \_\_\_\_\_ Height: 14.2 feet

Setback from rear lot line: 33.7 feet Setback from side lot line: 10 feet

Floodplain:

FIRM Zone \_\_\_\_\_

BFE \_\_\_\_\_

Flood Plain Development Permit Required?  YES  NO

**ATTACHMENTS**

Attach all relevant items listed in the Town/Village of Ellicottville Zoning Law for type of application(s) being submitted. Additional copies of all plans, documents and other application materials may be required. See attached list of required forms and information needed for type of application being submitted. Deadline for submittal is three (3) weeks prior to regularly scheduled meeting date. Meeting dates are subject to change by the Board Chair.

**SIGNATURES**

Applicant and Owner (if different) must sign the application.

I hereby certify that I have examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The acceptance or approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. I have read and am familiar with the Town/Village of Ellicottville zoning law that is relevant to this application(s).

Permission to inspect – I hereby consent to Town/Village of Ellicottville Staff inspection of the project site and adjacent property areas. Town/Village staff may enter the property without notice. Inspection may occur without the owner, applicant or agent present, If the property is posted with “keep out” signs or fenced with an unlocked gate, staff may still enter the property. Agency staff may take measurements, analyze site physical characteristics, take soil and vegetation samples, sketch and photograph the site.

Applicant Signature: Michelle Winters Date: 7/15/2021

Applicant must be (check all that apply):  Owner  Operator  Lessee

Applicant Name:<sup>Print</sup> Michelle Winters

Property Owner's Signature (if different than applicant)

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

Property Owner's Name:<sup>Print</sup> \_\_\_\_\_

Office use only:

Application Fee(s) \_\_\_\_\_

Received by: \_\_\_\_\_ on \_\_\_\_\_ (Date)

Project Number(s): \_\_\_\_\_



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**PROCEDURES AND APPLICATION CHECK LISTS FOR VILLAGE PLANNING BOARD**

The Planning Board holds a work session the 1<sup>st</sup> Tuesday of the month at 4:30 PM in Town Hall (1 West Washington St. Ellicottville, NY). At the work session the Planning Board reviews the agenda items to determine if the applications are complete (or if supplemental information is necessary for the Planning Board meeting or public hearing).

The regular Planning Board meeting is held the 2<sup>nd</sup> Tuesday of the month at 5:30 PM in the Town Hall. The deadline for submittals for the Planning Board and ZBA is 3 weeks prior to the regular meeting. NOTE: hard copies (8 sets) of the required application materials are to be provided to Kelly Fredrickson, CEO at the DPW Building, 9 Mill Street, Ellicottville, NY 14731 by 3:00 PM. In addition to hard copies, electronic copies in .pdf format should be e-mailed to [kelly.fredrickson@evlengineering.com](mailto:kelly.fredrickson@evlengineering.com) and [gary.palumbo@evlengineering.com](mailto:gary.palumbo@evlengineering.com). This will facilitate a timely review and provide electronic files for future reference.

Once an application is submitted for a given monthly meeting – the Village Planner and CEO will not accept revisions after the submittal deadline. The Village Planner and CEO will review the application and determine if it is ready to be put on the Planning Board's agenda for their regular meeting (2<sup>nd</sup> Tuesday). Plans should be considered "frozen" until after review or action by the Planning Board. Unless requested and agreed to at the work session (1<sup>st</sup> Tuesday), revised plans will not be accepted in hard copy the night of the regular meeting or public hearing (2<sup>nd</sup> Tuesday). When agreed to by the Planning Board, late submissions must be preceded by electronic submission.

When their application is on the agenda the applicant and/or their design representative should attend meetings of the Planning Board in order to a) explain the project/application to the Board and b) to address the Board's questions. During the regular meeting (2<sup>nd</sup> Tuesday), the Planning Board will determine if the application is complete and sufficient for a meaningful public review. If so, they will set a public hearing for the next regular Planning Board meeting the following month.

Occasionally it is beneficial to request a Pre-application Conference with the Planning Board in order to a) describe the project intent, b) discuss the applicable review/approval process, and c) to come to consensus on the expected application content (or exemptions to the required materials/information). A Pre-application Conference with the Planning Board can be held during their scheduled meetings (1<sup>st</sup> or 2<sup>nd</sup> Tuesday). Or a Pre-application Conference may be requested with the Building, Planning and Engineering staff.



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The following materials shall be submitted for an application to be reviewed for completeness and processed by the CEO and Planner. Application forms are available from the Code Enforcement Officer, or on the Town/Village website: <http://www.evlengineering.com/building-and-code-enforcement/>.

**MINIMUM APPLICATION CONTENT FOR ZONING PERMIT:**

- Combined Application Form with all applicable sections filled out and with applicable signatures.
- Plot plan depicting existing and proposed construction with property lines and distances (minimum)
- Site Plan and/or Survey to scale (if available)
- Elevation Plans of proposed buildings

**MINIMUM APPLICATION CONTENT FOR SPECIAL USE PERMIT:**

The following is only a summary of application content outlined in Article 5 of the Zoning Local Law - Section 5-4:

- Application form for Zoning Permit and Site Plan Review and Special Use Permit
- Stormwater Management Plan (SWPPP)
- Floodplain application in accordance with Local Law 1-1994 (Flood Damage Prevention)
- written statement, which shall contain the following information:
  - map of the site showing the existing conditions, site boundaries, proposed project/site changes, adjoining public streets and the neighborhood (Location map and Site Plan per Section 6-5)
  - tax map number and the name of the owner of record
  - general description of the project, and anticipated hours of operation
  - if a multi-family dwelling is proposed, a description of the proposed ownership
  - encumbrances, covenants, easements on the property
  - development schedule indicating phased development
- If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted
- Environmental Assessment Form - Part 1
- All required fees
- Any other information that the Planning Board determines is necessary for meaningful review of the application, based on the nature of the project or the site.

The Planning Board may waive any submission requirement(s) it determines unnecessary to review a project.

**MINIMUM APPLICATION CONTENT FOR SITE PLAN REVIEW:**

The following is only a summary of application content outlined in Article 6 of the Zoning Local Law - Section 6-5:

- Application form for Zoning Permit and Site Plan Review
- A (location) map identifying the subject site in relation to adjoining public streets and the neighborhood



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- A scaled map adequate to show site features, existing and proposed structures and any grading, including:
  - boundaries
  - easements
  - Topography with contours shown at intervals of not more than five feet
  - Vegetation type and location
  - Soil type and properties
  - One-hundred-year floodplain, high groundwater, springs/seeps, ponds, wetlands, and streams
  - all existing roads, fences, and drainage facilities
  - location of public utility facilities and easements
- Site Plan shall show:
  - proposed buildings and structures
  - all proposed site improvements
  - driveways, parking areas, new and existing roads and any other circulation features
  - new (or existing) utility services or relocated
  - utility services, including easements, if necessary
  - proposed drainage facilities
- Landscaping Plan and planting schedule
- Floor plans and elevations of proposed buildings and structures (See Article 10 and Article 11).
- Lighting Plan (See Article 16 Section 14)
- Signage Plan(See Article 12)
- Stormwater Management Plan (including SWPPP as applicable)
- Grading plan showing existing and finished contours
- Floodplain application in accordance with Local Law 1-1994 (Flood Damage Prevention)
- temporary and permanent erosion control measures.
- designations of proposed ownership of areas as part of common areas or dedicated open space
- written statement, which shall contain the following information:
  - tax map number and the name of the owner of record
  - general description of the project, and anticipated hours of operation.
  - if a multi-family dwelling is proposed, a description of the proposed ownership
  - encumbrances, covenants, easements on the property.
  - development schedule indicating phased development,
- If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted.
- Environmental Assessment Form - Part 1
- All required fees
- Any other information that the Planning Board determines is necessary for meaningful review of the application, based on the nature of the project or the site.

The Planning Board may waive any submission requirement(s) it determines unnecessary to review a project.