

**PLANNING BOARD APPLICATION
ELLICOTTVILLE, NEW YORK**

APPLICANT INSTRUCTIONS

Unless exempt, all new development, redevelopment, renovations, alterations and land use activities, any change in use, and any Special Use Permit application shall require Planning Board review and approval. The Planning Department administers the application process. To enable us to review your submission in a timely manner, please read the following.

1. Please complete and submit the application, check lists, plans, drawings, and materials as follows.
 - ___ 1 copy of the Planning Board application (with signature) and check list(s).
 - ___ 1 copy of any engineering reports and/or studies.
 - ___ 1 full size set of building plans and elevations.
 - ___ 8 copies (11"x17") of building plans and elevations.
 - ___ 8 copies of any supporting printed material (written, photos, figures, etc).
 - ___ 1 original (with signature) and 8 copies of the fully completed environmental assessment form.
 - ___ 1 pdf copy of the application materials noted above.
 - ___ Application fees (paid in full).

2. The application package will be provided to the Planning Board for their review. Only complete applications will be placed on the Planning Board agenda. All applicants or their representatives are required to attend the Planning Board meeting(s).

3. The last day to file an application is three weeks prior to the next scheduled Planning Board meeting. Please check with the Planning Department to determine the submittal deadline dates.

4. Additional fees may be charged for resubmissions, environmental reviews and consulting for costs incurred by the Town or Village above and beyond a typical project review.

5. Building permits will not be issued prior to approval by the Planning Board. No construction, site clearing, or demolition may commence without a building permit.

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Applicant Information

Applicant Name: _____ Property Owner: Yes No

Company or Trade Name (if any): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant's Engineer or Representative Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Site Information

Address (or location): _____

Tax Parcel Number: _____ Town of Ellicottville Village of Ellicottville

Parcel Size (acres or s.f.): _____ Size of the site to be developed (acres or s.f.): _____

Briefly describe the current use of the property here:

Project Description

Project Name (if any): _____

Briefly describe the proposed use of the property here or attach additional pages if necessary:

Planning Board Approvals (check all that apply):

- Special Use Permit Site Plan Review Historic District Review Architectural/Landscape Design Review
 Conceptual Master Planned Development Final Master Planned Development

I have read and am familiar with the applicable zoning regulations for the above noted Planning Board Approvals under the Village of Ellicottville Zoning Law or the Town of Ellicottville Zoning Law.

Signature of Applicant

Date

For Official Use Only:

Date Received: _____ File Number: _____ (from zoning permit application)

Application Fee: _____ Rec'd By: _____ on _____ (Date)