



TOWN OF BOSTON

Welcome to the Town of Boston

The Boston Town Board, the Code Enforcement Officer, and the Planning Board are here to assist you in the process of opening, expanding, or re-locating your business to the Town of Boston.

If you will require a building permit or a certificate of zoning compliance, and your business is not a farm, then site plan review and site plan approval are required.

The authority to approve site plans is vested in the Town Board. The Code Enforcement Officer and the Planning Board assist the Town Board in reviewing site plans.

Site Plan Review and Approval is a four-step process: Section 97 of the Town Code.

- 1) Conceptual Site Plan Review
- 2) Final Site Plan Review
- 3) Planning Board Recommendations to Town Board
- 4) Town Board Approval, Approval with Modifications, or Disapproval.

Steps 1), 2), and 4) each may require more than one submittal to the appropriate Board and/or more than one board meeting to complete.

The entire process usually requires approximately 60 to 90 days.

The Process

First, discuss your proposed project with the Code Enforcement Officer to obtain guidance and assistance in preparing the Conceptual Site Plan submittal.

Phone: 941-6113 Ext. 11
E-Mail: codeenforcement@townofboston.com
Office Hours: Tuesday and Thursday from 12 - 5 PM at the Boston Town Hall

When you are ready to submit it, check again with the Code Enforcement Officer to ensure that it is complete before you make the 15 copies required for submittal. Your submittal will then be forwarded to the Planning Board.

The Planning Board Chairman will schedule the Conceptual Site Plan Review on the Planning Board agenda and you will be notified of the date and time of the Planning Board meeting at which the review will begin. You should plan to attend that meeting and all subsequent meetings at which the project is to be discussed. You should be ready to answer questions and discuss the project. You may bring a builder, architect, or consultant to those meetings if desired.

At completion of the Conceptual Site Plan Review the Planning Board will provide recommendations for proceeding to Final Site Plan Review.

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Have your Final Site Plan submittal reviewed by the Code Enforcement Officer for completeness, just as the Conceptual Site Plan submittal was, then make the 15 copies, submit them to the Town Clerk, and pay the Site Plan Review fee. You will be notified of the date and time of the Planning Board meeting at which the Final Site Plan Review will begin.

At the completion of Final Site Plan Review the Planning Board will forward its recommendation to the Town Board. The Town Board will then schedule consideration of the Final Site Plan on its agenda. You will be notified of the date and time of the Town Board meeting at which the Final Site Plan is scheduled for consideration by the Town Board.

A. Requirements for Conceptual Site Plan Presentation to Planning Board

Certification by the Code Enforcement Officer that the Conceptual Site Plan submittal is complete and ready for transmittal to the Planning Board.

15 copies of each of the following:

1. Letter of Intent

- Include a brief description of the project.
- Indicate present zoning of land on which the project is to be located and required zoning for proposed use. (Available from Code Enforcement).

2. Completed Application for Permit

Form available from Code Enforcement Officer

3. Completed SEQRA Short Form

Form available from Code Enforcement Officer

4. Conceptual Site Plan

Drawn to a scale appropriate to the size of the project.

- Show overall dimensions of the site and all existing and proposed buildings on the site. Indicate dimensions of buildings, their setbacks from property lines, and distances between buildings.
- Show all elevations of proposed building improvements, including their heights and exterior surface materials.
- Show all existing and proposed parking spaces, including handicap spaces, access aisles, and ramps. (Note 10 ft. by 20 ft. parking space requirement.)

- Show all existing and proposed driveways.
- Provide general drainage information. Show locations of all existing and proposed bodies of water.
- Show all existing individual trees, proposed landscaping and wood lines.
- Show all existing and proposed light standard locations and exterior building lights. [Code Section 97-4.B. (6)]
- Show adjoining properties, streets, buildings, and driveways within 50 feet of property line and across the road. [Code Section 97-4.B. (7)]
- Show existing and proposed water and sewer information, including location of nearest hydrant. [Code Section 97-4.D]
- Show existing and proposed provision for refuse disposal. [Code Sections 63-4 through 63-11]
- Show all existing and proposed signage (123-165)

The conceptual site plan submittal is complete. The required fifteen (15) copies may now be submitted for Planning Board review.

CODE ENFORCEMENT OFFICER

DATE

The Conceptual Site Plan Review has been completed by the Planning Board. The applicant may now proceed to Final Site Plan Review.

By recommendation of the Town Engineer, an Environmental Assessment
 ___ Short Form
 ___ Long Form
 is required for Final Site Plan Review:

PLANNING BOARD CHAIRMAN

DATE

Final Site Plan

Received by: _____
Code Enforcement Officer

Date: _____

Fee Amount: _____

Received by: _____
Town Clerk

B. Requirements for Final Site Plan Presentation to Planning Board

Completed Building Permit Application(s) for all buildings proposed on the site, accompanied by drawings bearing the stamp of a licensed architect or engineer and conforming to all state, county, and town codes and specifications. [Code Section 97-8]

If Required, a completed Public Improvement Permit Application conforming to all applicable provisions of the town codes and specifications. [Code Section 97-8]

Certification by the Code Enforcement Officer that the Final Site Plan submittal is complete and ready for submittal to the Planning Board.

15 copies of the following:

1. Environmental Assessment Form

Short Form or Long Form as specified at Conceptual Site Plan Review

2. Final Site Plan

Bearing the certification of a registered land surveyor, engineer, or architect and containing all information required on the Conceptual Site Plan as well as the following:

- Section, block and lot number of the property taken from the latest tax records.
- Name & address of the owner of record.
- Name & address of person, firm or organization preparing the site plan.
- Date, North point, and written and graphic scales.
- Project title block with revision dates as applicable.

- Sufficient description or information to define precisely the current boundaries of the property. (Includes all bearings, distances, and angles.)
- A Location map of the project as it relates to major streets and intersections.
- The locations, names, pavement widths, and right-of-way widths of all involved roadways.
- The owners' names, SBL numbers, and addresses of all adjoining lands as shown on the latest tax maps. Show all buildings on adjoining lands within two hundred (200) feet of the project site.
- The location, width and purpose of all existing and proposed easements, set-backs, reservations and areas dedicated to public or private use within or adjoining the property.
- A complete listing of existing deed restrictions or covenants applying to the property.
- Existing and proposed land contours and/or spot elevations. All elevations and contours must be based on NGVD88 or other reasonable assumed-datum.
- Building elevations, including sectional views, in relation to surrounding ground elevations and streets, driveways and sidewalks.
- Existing zoning, school and special district boundaries, if applicable.
- Show all existing and proposed public and private water wells and distribution mains within two hundred (200) feet of the project site.
- Existing utility (gas, electric, telephone, etc.) lines.
- Existing drainage systems, inverts, sizes and slopes.
- Intended drainage plan, including:
 - Low areas that are to be filled or drained
 - Rims and inverts of proposed pipes, ditches and/or swales, etc.
 - Where retention/detention facilities are necessary include design/profile data
 - Drainage flow calculations, engineer's report, and SWPPP (if required)
 - Expected roof and sump drainage
 - Easements for proposed or existing drainage
- Existing mainline sewer with laterals, including size and inverts. In non-sewered areas, provide copies of septic systems approved by Erie County Health Department.
- Location, plans and details for all signage.
- Show general flow of runoff with arrows and provisions made for proper handling of concentrated runoff that may affect landscaping.

- Indicate snow storage areas, locations of refuse containers, and proposed manner of screening of refuse containers. (Section 63-9)
- Show all existing and proposed outside lighting. Lighting Photometric plan may be required.
- Indicate layout of all off-street parking, showing cross section of paving, access drives, spaces, barricades where required, overall dimensions of parking areas, handicapped accommodations, and maneuvering area.]

3. Landscape Plan

Plan shall be in accordance with the Landscape Design Standards outlined in Code Section 97-12 and shall be certified by a registered landscape architect, unless this requirement is specifically waived at the option of the Planning Board.

- Show property line dimensions and North Point. [Code Section 97-9.A.]
- Indicate total square foot area of proposed landscaping and percent of entire site. At least 15% landscaped is required.
- Show all existing and proposed structures, walkways, driveways, as well as physical grade characteristics, water courses, etc.
- Indicate on-site trees (of four-inch caliper or greater) and shrubs to be retained, new materials to be brought to the site, amount of grass area to be developed, etc. [Code Section 97-9. C.]
- Provide planting schedule including quantity, species, size, and caliper for all proposed plantings, and include the necessary planting details. Trees to be planted shall be a minimum of 2½ inch caliper (ornamental trees may be 1½ inch caliper) measured four feet above grade.

4. Any other information deemed by the Planning Board necessary to determine conformity of the site plan with the intent and regulations of the Local Zoning Law.
