



# TOWN OF PORTER

3265 Creek Road ♦ Youngstown, New York 14174 ♦ (716)745-3730, ext. 7 ♦ (716) 745-9022 ♦

Code Enforcement office ♦ [p.jeffery@townofporter.net](mailto:p.jeffery@townofporter.net) ♦

Project File Number:

## REQUEST FOR BOARD ACTION

DATE: \_\_\_\_\_

APPLICANT NAME & ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT EMAIL address: \_\_\_\_\_

APPLICANT TELEPHONE NUMBER: \_\_\_\_\_

PROJECT/PARCEL ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

TAX ID NUMBER (project parcel): \_\_\_\_\_

Type of action:

- SITE PLAN REVIEW:  preliminary review - final review
- VARIANCE REQUEST:  USE TYPE variance  AREA TYPE variance
- SPECIAL USE PERMIT  new  renewal type/use: \_\_\_\_\_
- REZONING REQUEST
- MINOR SUBDIVISION
- MAJOR SUBDIVISION
- Appeal

CURRENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

LOCATED on the \_\_\_\_\_ side of \_\_\_\_\_ (road, street, etc.)

PROPERTY is located in \_\_\_\_\_ zoning district

- Within  FLOOD ZONE  within 100 ft. of NYS WETLAND  NYS DEC WETLAND  FEDERAL WETLAND  BROWNFIELD  overlay/special ZONING DISTRICT

Check off if applicant provided:

- Letter of intent  SEQRA part one (1)  Site Plan
- Survey  Legal Description  Drawings and or Documents
- Agent's Letter ( if applicable)
- Engineering cost recovery fee of \$ \_\_\_\_\_ date received \_\_\_\_\_
- Public Hearing/Application fee of \$ 150.00 date received \_\_\_\_\_
- Application denied for a Building Permit due to \_\_\_\_\_
- Referral to Niagara County Planning Board (if required – refer to mutual agreement)  
(additional information on opposite side)

APPLICANT'S SIGNATURE: \_\_\_\_\_ date received \_\_\_\_\_

CODE ENFORCMENT OFFICER signature: \_\_\_\_\_ date received \_\_\_\_\_

**NOTES/STATEMENT OF INTENT:**

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For official / town use only:

- Sent to Zoning Board of Appeals on \_\_\_\_\_
- Sent to Planning Board on \_\_\_\_\_
- Sent to Town Engineer on \_\_\_\_\_
- Sent to Highway Department on \_\_\_\_\_
- Sent to Town Attorney on \_\_\_\_\_

*All Zoning actions require Planning Board referral. If Niagara County Planning Board referral is necessary, all completed referrals must be received at the NCPB office by close of business on Friday which falls six business days before the third Monday of each month.*