

**City of Olean**  
**Department of Fire, Buildings, & Emergency Services**  
**Code Enforcement Division**

Olean Municipal Building, Rm. 212  
P.O. Box 668, 101 E. State Street  
Olean, NY 14760  
716-376-5683, 716-376-5707 (fax)

**Application for Site Plan Review**

Date Received in Codes: \_\_\_\_\_

Date Forwarded to C. D.: \_\_\_\_\_

Application #: \_\_\_\_\_

Forwarded by: \_\_\_\_\_

**1. APPLICATION:**

I, \_\_\_\_\_, hereby apply for site plan review and approval of the proposed development located at \_\_\_\_\_

The proposed development consists of the following:

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

I have read and am familiar with the City of Olean Zoning Law's in regard to the procedures and conditions of Article 9, Section 9.1, which requires site plan review prior to approval.

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date Signed and Submitted)*

**2. ACTION TAKEN BY THE PLANNING BOARD: PRELIMINARY SITE PLAN**

(a) On \_\_\_\_\_ The City of Olean Planning Board has determined that the applicant may proceed to acquire the needed application approvals.

(b) Set a Public Hearing for \_\_\_\_\_  
*(date)* *(time)* *(location)*

(c) Application requires County Planning Board approval:  Yes  No

If Yes, Decision by County Board: \_\_\_\_\_

**3. ACTION TAKEN BY OLEAN PLANNING BOARD: FINAL SITE PLAN REVIEW**

On \_\_\_\_\_, at \_\_\_\_\_, a public hearing was held and on \_\_\_\_\_  
*(date)* *(location)* *(date)*

the Planning Board  **Approved**  **Disapproved** the final site plan for application #: \_\_\_\_\_

**CONDITIONS FOR FINAL SITE PLAN REVIEW:**

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

**4. FORWARDED TO THE CODE ENFORCEMENT OFFICE ON: \_\_\_\_\_**

\*\*\* **NOTE: All preliminary Site Plan Requirements on the attached form must be completed prior to submittal for review**

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**Site Plan Requirements**

*The following list is the minimum criteria that must be present on proposed site plans submitted to the City for review. If the proposed development, doesn't require, or already contains an existing, feature simply indicate this on the preliminary Site Plan drawing. This list contains only the minimum requirements to initiate the review process, and additional information may be required from other divisions within the City, or the reviewing Board. If you have any questions, please contact the City of Olean Code Enforcement Division at 376-5683 for details.*

- Owner's approval and/or property owner's approval
- Title of drawing, name, and address of proposed site
- Property boundaries, and building footprint
- North arrow, scale of drawing, and date
- Flood plain info, if applicable
- Sanitary sewer location, details, and main location and size
- Water service details, main location, and size
- Storm sewer location, details, main location and size
- Buffers, setbacks, and landscaping details (10% green space required)
- Parking lot configuration and number of parking spaces
- Ingress and Egress
- Truck loading dock locations (if applicable)
- Signage and lighting details
- Fire hydrant locations
- Sidewalk details and accessible approaches