

**City of Buffalo**

**CHECKLIST FOR PRELIMINARY SUBDIVISION APPLICATION REQUIREMENTS**

- \_\_\_\_\_ 1. Project Name: \_\_\_\_\_
  - Owner: \_\_\_\_\_
  - Developer: \_\_\_\_\_
  - Engineer/Surveyor/Architect: \_\_\_\_\_
  
- \_\_\_\_\_ 2. Scale: graphic and written
  - \_\_\_\_\_ North Arrow
  - \_\_\_\_\_ Date
  
- \_\_\_\_\_ 3. Location sketch map
  - \_\_\_\_\_ Abutting owners
  - \_\_\_\_\_ Parcel boundaries with courses and distances
  
- \_\_\_\_\_ 4. Zoning District
  - \_\_\_\_\_ Proposed use
  - \_\_\_\_\_ Required appeals noted
  
- \_\_\_\_\_ 5. Lot areas
  - \_\_\_\_\_ Building areas
  - \_\_\_\_\_ Lot coverage ratio
  - \_\_\_\_\_ Net density calculations
  - \_\_\_\_\_ Frontages
  - \_\_\_\_\_ Setbacks
  - \_\_\_\_\_ Buffer strips
  - \_\_\_\_\_ Distances between structures
  
- \_\_\_\_\_ 6. Open space or public use areas
  - \_\_\_\_\_ Covenants proposed
  
- \_\_\_\_\_ 7. Construction schedule - tentative
  - \_\_\_\_\_ Phasing plan
  
- \_\_\_\_\_ 8. Locations and dimensions
  - \_\_\_\_\_ driveway entrance points
  - \_\_\_\_\_ streets/drives
  - \_\_\_\_\_ parking areas
  - \_\_\_\_\_ maneuvering areas
  - \_\_\_\_\_ parking stalls
  - \_\_\_\_\_ easements/ROWS
  - \_\_\_\_\_ lots
  - \_\_\_\_\_ building height
  - \_\_\_\_\_ building shape
  - \_\_\_\_\_ other improvements
  
- \_\_\_\_\_ 9. Widths and cross sections of streets and ways, per Chapter 21 of City Code
  - \_\_\_\_\_ streets/drives
  - \_\_\_\_\_ curbs
  - \_\_\_\_\_ sidewalks
  - \_\_\_\_\_ sight distances at intersections
  - \_\_\_\_\_ traffic flow directions
  - \_\_\_\_\_ access points

City of Buffalo  
**CHECKLIST FOR PRELIMINARY SUBDIVISION APPLICATION REQUIREMENTS**

---

- 10. Topo survey at 2 ft. contour intervals
  - USGS datum reference
  - Grading and filling
  
- 11. High intensity soils survey
  
- 12. Test pit locations
  - Test pit logs
  - Other borings and results
  
- 13. Existing/proposed
  - water bodies, springs, streams
  - wetlands
  - woodlands
  - cleared areas
  - trees greater than 5" diameter
  - gullies/ravines
  - ledge outcrops
  
- 14. Planting plan and schedule
  
- 15. Existing surface drainage
  - proposed surface drainage
  
- 16. Sanitary sewers - location, size, type
  - storm sewers - location, size type
  
- 17. Water supply - location, size, type
  - fire protection - location, size, type
  
- 18. Existing/proposed power/telephone improvements
  
- 19. Means of snowplowing, trash collection
  
- 20. Proposed storage areas
  
- 21. Proposed recreation improvements
  
- 22. Proposed conservation provisions: open space easements, covenants, agreements, etc.
  
- 23. General form of future development of parcel
  
- 24. Calculation of the area to be reserved for active recreational/open space purposes.
  
- OTHER:
  - Right, title or interest to show standing if not record owner
  - Erosion control plan
  - Floodplain boundaries plus base flood elevations
  - Proper continuation of streets from and to adjacent land
  - Fire protection
  - Provision for cluster mailboxes in residential subdivisions
  - Street numbers, tax map and block/ lot numbers per the Tax Assessor's review
  - Reduced scale map per Tax Assessor's requirements
  - Demonstration of Technical Capacity