

# Welcome to The Village!

The Village of Hamburg is a growing, vibrant community that continues to attract entrepreneurs looking for a place to build their business. If you are planning to open a business in the Village of Hamburg, but are not sure exactly where to begin, then this guide is for you. Our aim is to:

- Introduce you to important contacts and familiarize you with building and code enforcement review and permitting procedures
- Provide contact information so you know where to address any questions during your start-up process
- Supply you with information and other resources to help mitigate any surprises that may crop up and help you to get your new business up and running as soon as possible!

## Other Helpful Info:

**Please note:** Many of the committees listed on the inside of this pamphlet need adequate time to review applications. Please DO NOT submit an application less than a week before a meeting and expect to be put on the agenda. All Village committees are run by volunteers!

To request new recycling and garbage totes for your business, please contact the Village DPW: (716) 649-4953

For more great business-minded support, check out:

**Village Business Advisory Council (VBAC)**  
[hamburgvbac.com](http://hamburgvbac.com)

**Southtowns Chamber of Commerce**  
[southtownsregionalchamber.org](http://southtownsregionalchamber.org)

**Village of Hamburg**  
[villagehamburg.com](http://villagehamburg.com)

This pamphlet is brought to you by  
The Village of Hamburg Economic  
Development Committee



## Navigating Village Committees and Approvals for New Business Owners



# The First Stop:

## ✓ Building Department/ Code Enforcement

This is a shared service with the Town of Hamburg. The Village representative in that department is:

**-Dave Rice-**  
 Code Enforcement Officer  
 6100 South Park Avenue  
 Hamburg, NY 14075  
 drice@townofhamburgny.gov  
 office:716-649-6111, ext. 2218

## ✓ Zoning

Dave will review the Village Zoning Code with you to determine if your proposed business fits within the allowable uses of the Zoning District. He will also let you know if what you are proposing requires review by other Village committees.

## ✓ Commercial Alteration Permit (CAP)

The Town Building Department will help you secure a CAP. This enables the building inspector to complete a pre-project site visit, determine if further review is necessary, and complete a final project inspection. If no structure work is being done, the application fee is \$50.

**Please note:** Depending on the zoning district, whether you are leasing OR purchasing a site, or the scope of the proposed project: you may need to seek approvals from one or more of the following Village Committees and Commissions.

If you have questions regarding any of the Village approvals, please contact the Village Clerk-Treasurers Office:

**-Mary McKee-**  
 Village Clerk  
 100 Main Street  
 Hamburg, NY 14075  
 mmckee@villagehamburg.com  
 office:716-649-0200, ext. 3011

## ✓ Village Planning Commission

If any additions to the outside of a building or alterations to the existing building footprint are planned, Planning Commission review is required. The Commission meets at 7:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at Village Hall, 100 Main Street. All Planning applications are filed at Town Hall. There is an application fee, and applications need to be submitted at least 10 days ahead of the scheduled meeting.

## ✓ Village Architectural Review Committee (ARC)

If you plan to replace or reface any signage for your business, or alter the exterior of a building in a commercial zoning district, you will need approval from the ARC. The ARC Application can be found on the Village website. All fees and applications must be submitted at least 10 days prior to the ARC meeting you plan to attend. ARC meets the 3<sup>rd</sup> Tuesday of each month, as needed in Village Hall.

## ✓ Village Historic Preservation Commission (HPC)

HPC review is generally only needed if you plan to locate your business in the Main Street Historic District located on Main Street, from Buffalo Street to Lake Street or are altering a designated historic building in any way. Damon Ayer is the HPC Chairman and can be reached at [damon@masonsgrille.com](mailto:damon@masonsgrille.com)

