



CITY OF UTICA PLANNING BOARD SPECIAL USE PERMIT APPLICATION

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, as precisely as possible prior to submitting your application. **Incomplete applications will not be accepted!**

PROPERTY ADDRESS

APPLICANT INFORMATION

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State Zip

OWNER INFORMATION (complete **only** if applicant is not the owner of the property)

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State Zip

CONTRACTOR INFORMATION

NAME _____ ADDRESS _____
PHONE _____
FAX _____ E-MAIL _____
City State Zip

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME RECEIVED: _____
FEE AMOUNT: _____ CHECK/MONEY ORDER #: _____
ZONING: _____ FEE TRANSMITTAL DATE: _____
FILING DATE: _____ AGENDA DATE: _____

DETAILS OF SITE DEVELOPMENT FOR PROPOSED USE (include description of available off-street parking facilities, access to the parking area, signage needs, and modifications to existing buildings)

COMPATIBILITY WITH NEIGHBORHOOD (describe the manner by which the proposed development will be consistent with adjoining development and will not cause substantial injury to neighboring properties)

APPLICATION COMPONENTS

To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in refusal of your application.

- \$150.00 Application Fee (check or money order only payable to City of Utica)
- Detailed Site Plan (see example on following page)
- Detailed Drawings for Parking Layout, Landscaping and Signage
- Photographs of Existing Conditions

OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE PLANNING BOARD MEMBERS.

Signature of Applicant

Date

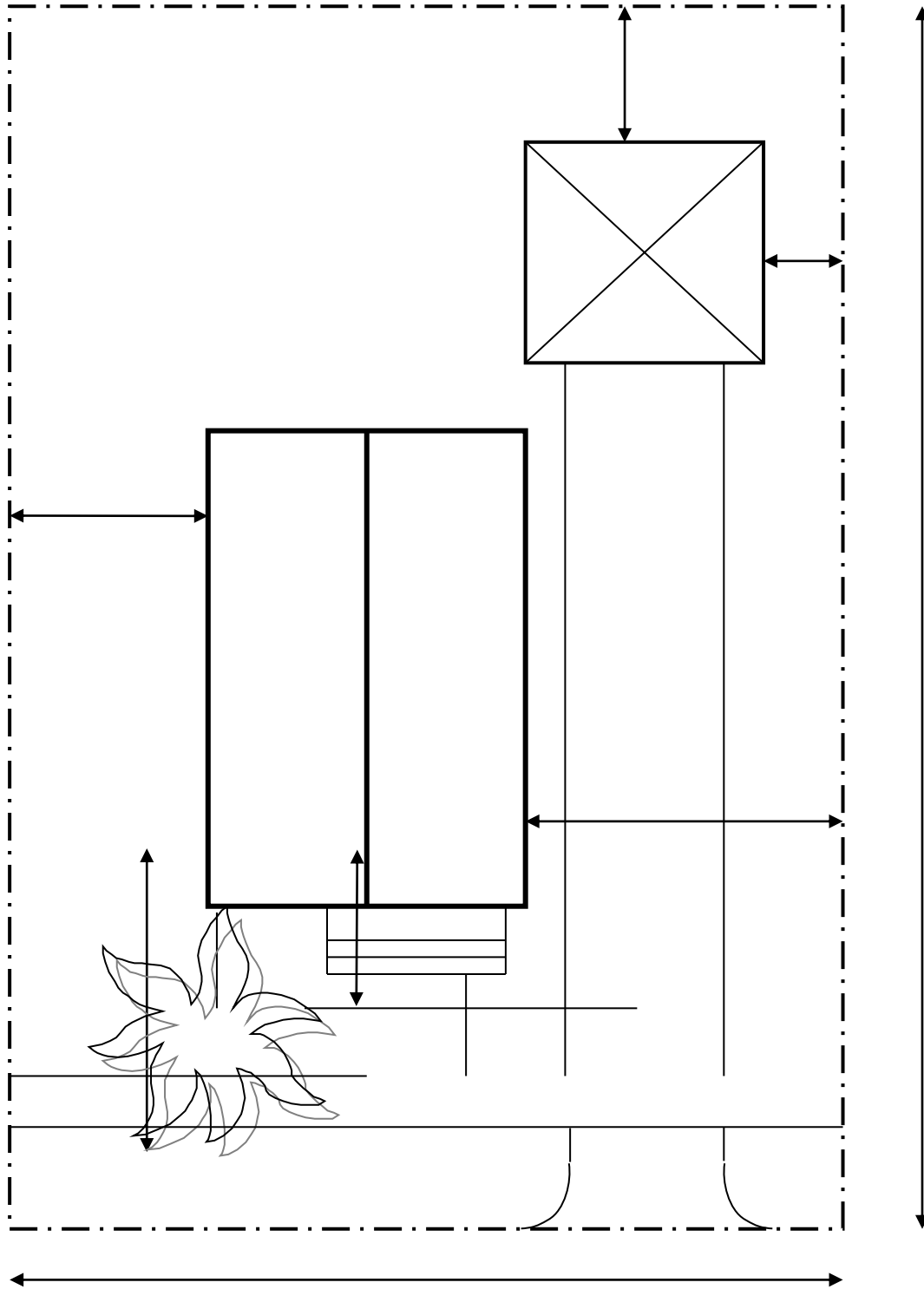
IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature of Owner

Date

DETAILED SITE PLAN (SAMPLE)





CITY OF UTICA

URBAN & ECONOMIC DEVELOPMENT

1 KENNEDY PLAZA, UTICA, NEW YORK 13502

PH. 315-792-0181 | FAX. 315-797-6607

CITY OF UTICA PLANNING BOARD 2024

4:30 PM

DEADLINE DATE

December 29, 2023

January 26, 2024

March 1, 2024

March 29, 2024

April 26, 2024

May 31, 2024

June 28, 2024

July 26, 2024

August 30, 2024

September 27, 2024

November 1, 2024

November 27, 2024

MEETING DATE

January 18, 2024

February 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 20, 2024

July 18, 2024

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December 19, 2024