



CITY OF UTICA, NEW YORK
PLANNING BOARD APPLICATION
PH. 315.792.0181 FAX 315.797.6607

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on a Planning Board agenda or a delayed decision from the Planning Board.

PROPERTY ADDRESS or COUNTY TAX MAP ID # _____

APPLICATION TYPE

SITE PLAN REVIEW
 SIGNAGE REVIEW

SUBDIVISION
 ZONING AMENDMENT

APPLICANT INFORMATION

NAME _____

ADDRESS _____

PHONE _____

City State ZIP

FAX _____

E-MAIL _____

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

NAME _____

ADDRESS _____

PHONE _____

City State ZIP

FAX _____

E-MAIL _____

RELATIONSHIP OF APPLICANT TO PROPERTY

CONTRACT PURCHASER
 ARCHITECT/ENGINEER

CONTRACTOR
 LESSEE

OFFICE USE ONLY

RECEIVED BY: _____

DATE/TIME RECEIVED: _____

FEE AMOUNT: _____

CHECK/MONEY ORDER #: _____

ZONING: _____

FEE TRANSMITTAL DATE: _____

FILING DATE: _____

AGENDA DATE: _____

BRIEF HISTORY OF PROPERTY (historic use of property, ownership history, prior approvals, etc.)

DESCRIPTION OF PROPOSED ACTION (include specific use proposed, size of construction or addition proposed, details of proposed access, parking provisions and signage, etc.)

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)

APPLICATIONS FOR SITE PLAN APPROVAL SHOULD INCLUDE THE FOLLOWING:

1. An area map at the scale of one inch equals 2,000 feet showing the parcel under consideration for site plan review, and all properties, water bodies, streets, and easements within 200 feet of the property boundaries.
2. A map of site topography at no more than five-foot contour intervals. If general site grades exceed 5% or portions of the site have susceptibility to erosion, flooding, or ponding, a soils overlay and a topographic map showing contour intervals of not more than two feet of elevation should be provided.
3. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic control.
4. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
5. Location, arrangement, appearance and sufficiency of off-street parking and loading.
6. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
7. Adequacy of stormwater and drainage facilities.
8. Adequacy of water and sewage disposal facilities.
9. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
10. In the case of multifamily dwellings, the adequacy of usable open space for play areas and informal recreation.
11. Protection of adjacent or neighboring properties against noise, glare, unsightliness or other objectionable features
12. Adequacy of fire lanes and other emergency zones and the provisions of fire hydrants.
13. Special attention to the adequacy of structures, roadways, and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
14. Overall sensitivity to the environment.

APPLICATION ATTACHMENTS

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 a delay** in scheduling the application for review by the Zoning Board of Appeals.

- Application Fee** (check or money order only payable to City of Utica)
 - Zoning Map/Text Amendment \$ 150.00
 - Signage Review _____
 - Residential Site Plan Review \$ 150.00
 - Commercial Site Plan Review \$ 250.00

- 4 Sets of Detailed Site Plans** in 24” X 36” format to include:
(for site plan review applications only)
 - Property boundary, building limits, existing vegetation
 - Proposed limits of construction, building elevations
 - Parking plan
 - Landscaping plan
 - 1 set of the above plans in half-size format
 - 1 set of plans in a **.pdf** format email to clawrence@cityofutica.com

- 4 Sets of Subdivision Plans** in 24” X 36” format to include:
(for subdivision applications only)
 - Existing property survey
 - Sketch subdivision plan, including topography, easements, existing and proposed streets, utilities on and adjacent to the tract, ground elevations
 - Final subdivision plan
 - 1 set of the above plans in half-size format.
 - 1 set of plans in a **.pdf** format email to clawrence@cityofutica.com

- Photographs of Existing Conditions**

- New York State Environmental Quality Review Act**
 - Long or Short Form Environmental Assessment
(consult Planning Staff to determine minimum compliance requirements and appropriate form)

Either form is available in .pdf format through
<http://www.dec.state.ny.us/website/dcs/seqr/forms/index.html>

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 (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 (Owner)

Date

*Regular meetings of the Planning Board are generally held on the 3rd Wednesday of every month. The meetings are held at 4:30 PM in the Common Council chambers on the first floor of City Hall.

*Specific to zoning map amendments, pursuant to Section 2-29-123(3) of the City of Utica Zoning Ordinance, property owners within a 200' radius will be notified of the intent of the applicant and given an opportunity to speak either for or against the application.