



CITY OF UTICA

PLANNING BOARD APPLICATION

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, as precisely as possible. Please be sure to review pages 3 & 4 of this application before submitting your application. Incomplete applications will not be accepted!

ADDRESS OR TAX I.D. # _____

APPLICATION TYPE

SITE PLAN REVIEW

SUBDIVISION

SIGNAGE REVIEW

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 _____

CONTRACTOR INFORMATION

NAME _____

ADDRESS _____

PHONE _____

City State Zip

FAX _____

E-MAIL _____

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)

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.**



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
- Floodplain Development \$ 100.00*

***Please note** that an application for preliminary site plan review and approval shall be accompanied by a fee in the amount specified in Article II.

Anticipated costs which the Planning Board expects to incur due to consulting services or other review costs shall be paid by the applicant and placed in an escrow account. Any unspent funds shall be returned to *the applicant within five days of the Planning Board action on the final site plan.*



4 Sets of Detailed Site Plans in 24” X 36” format to include:
(for site plan review applications only)

- 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.
- 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.
- Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic control.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- Location, arrangement, appearance and sufficiency of off-street parking and loading.
- Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- Adequacy of stormwater and drainage facilities.
- Adequacy of water and sewage disposal facilities.
- 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.
- In the case of multifamily dwellings, the adequacy of usable open space for play areas and informal recreation.
- Protection of adjacent or neighboring properties against noise, glare, unsightliness or other objectionable features

- Adequacy of fire lanes/other emergency zones and the provisions of fire hydrants.
- Special attention to the adequacy of structures, roadways, and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
- Overall sensitivity to the environment.
- 1 set of the above plans in 11"x17" format.
- 1 set of plans in a **.pdf** format e-mailed 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 & proposed streets, utilities on and adjacent to the tract, ground elevations
- Final subdivision plan
- 1 set of the above plans in 11"x17" format.
- 1 set of plans in a **.pdf** format email to **clawrence@cityofutica.com**



Photographs of Existing Conditions



SEQRA (State Environmental Quality Review Act)

- Short *or* Full Environmental Assessment Form (EAF)
******Applicants must consult Planning Staff to determine minimum compliance requirements and appropriate form******
- If a Full EAF is required, it is the responsibility of the applicant to complete Parts I & II



Floodplain Development Permit Application

- According to Zoning Code Section 2-10-12:

All applications for a floodplain development permit shall be accompanied by an application fee of \$100. In addition, the applicant shall be responsible for reimbursing the City of Utica for any additional costs necessary for review, inspection and approval of this project.

The local administrator may require a deposit of no more than \$500 to cover these additional costs.



Stormwater Pollution Prevention Plan (SWPPP)

- Applicants proposing a project involving the disturbance of one (1) acre of land or greater will be required to submit a SWPPP along with their application.

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

**CITY OF UTICA
PLANNING BOARD
2020 CALENDAR**

<u>DEADLINE DATE</u>	<u>MEETING DATE</u>
January 3, 2020	January 16, 2020
February 7, 2020	February 20, 2020
March 6, 2020	March 19, 2020
April 3, 2020	April 16, 2020
May 8, 2020	May 21, 2020
June 5, 2020	June 18, 2020
July 3, 2020	July 16, 2020
August 7, 2020	August 20, 2020
September 4, 2020	September 17, 2020
October 2, 2020	October 15, 2020
November 6, 2020	November 19, 2020
December 4, 2020	December 17, 2020

*Regular meetings of the Planning Board are generally held on the 3rd Thursday of each month. The meetings take place at 4:30 PM in the Common Council Chambers, located on the 1st floor of City Hall.