



# CITY OF UTICA PLANNING BOARD STANDARD 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**

## APPLICATION TYPE

- Commercial Site Plan Review       Subdivision Review  
 Residential Site Plan Review       Floodplain Development Review

## 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: \_\_\_\_\_



**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)

**Site Plan Review**

Residential	\$ 150.00
Commercial	\$ 250.00

**Subdivision Review**

Residential	\$ 150.00
Commercial	\$ 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



ROBERT M. PALMIERI  
MAYOR

# CITY OF UTICA

URBAN & ECONOMIC DEVELOPMENT

1 KENNEDY PLAZA, UTICA, NEW YORK 13502

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

BRIAN THOMAS, AICP  
COMMISSIONER

**CITY OF UTICA**  
**PLANNING BOARD 2021**  
**3<sup>rd</sup> Thursday - 4:30 PM**

<u>DEADLINE DATE</u>	<u>MEETING DATE</u>
January 8, 2021	January 21, 2021
February 5, 2021	February 18, 2021
February 26, 2021	March 18, 2021
March 26, 2021	April 15, 2021
April 30, 2021	May 20, 2021
May 28, 2021	June 17, 2021
June 25, 2021	July 15, 2021
July 30, 2021	August 19, 2021
August 27, 2021	September 16, 2021
October 1, 2021	October 21, 2021

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