Code Enforcement Office City Hall, 258 Main Street Oneonta, New York 13820-2589 607-433-3435 607-432-0945 (fax) codeenforcement@oneonta.ny.us (email) www.oneonta.ny.us/codeenforcement

Sketch Plan Conference

Application

- This completed application & all required supporting documentation must be submitted to the Code Enforcement Office at least 2 weeks prior to the scheduled meeting in order to be included on the agenda.
- 5 copies of all the supporting documentation must be submitted with this application. All documentation that is on paper larger than 8½" x 11" must also be submitted in digital format.
- This application expires 6 months after the date submitted if incomplete.

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Property Informa	tion:			
Property Address:				
Agent's Name:	Must have a valid local agent designation form on file in the Code Enforcement Office.			
	Must have a valid local agent designation form on the in the Code Enforcement Office.			
Business Information:				
Business Name:				
	If not the property address			
Owner's Name:	If not the property owner			
	If not the property owner			
Applicant's Information:				
Person's Name:				
	Street			
	City	State	Zip	
Signature:				

10/2013 PAGE 1 OF 3

1.	What is the applicant's interest in the subject property:
	Current Property Owner Potential Property Owner Current Tenant Potential Tenant
	Other:
2.	Describe all existing uses of this property:
	Vacant Land
	Residential: # of dwelling units:
	# of bedrooms in each unit:
	# of unrelated individuals in each unit:
	Public Assembly:
	Commercial:
	Other:
3.	Explain your proposal:
5.	Explain your proposal.
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Ттт	E FOLLOWING DRAWINGS ARE DECLURED FOR ALL ARRESTORS
IH	E FOLLOWING DRAWINGS ARE REQUIRED FOR ALL APPLICATIONS
dray but pro	e drawings do not have to be done by a professional at this time but may be requested at a later date. The wings can be hand-drawn. It is preferred that any drawings that are hand-drawn be done on graph paper, are not required to be. All drawings must meet the following criteria: (a) All drawings must include the perty address, the title of the drawing, the date the drawing was made, & the name of the person who made
	drawing. (b) Drawings must be done with a straight edge & to scale. The scale must be written on the
	wing. (c) Multiple drawings cannot be on the same page. (d) Drawings cannot be on paper that is smaller a $8\frac{1}{2}$ " x 11". (e) Drawings done on paper larger than $8\frac{1}{2}$ " x 11" must also be provided in digital format
	D, email, etc). (f) See additional requirements below.
1.	An area map showing the parcel under consideration for site plan review & all properties, subdivisions,
2.	streets & easements within 200 feet of the boundaries thereof. A map of site topography at no more than 5 foot contour intervals. If general site grades exceed 5% or
	portions of the site have susceptibility to erosion, flooding or ponding, a soils overlay & a topographic map showing contour intervals of not more than 2 feet of elevation should also be provided.
SHO	ORT ENVIRONMENTAL QUALITY REVIEW (SEQR)

As per § 300-75 B (6) (b) of the Code of the City of Oneonta, a SEQR is required to be completed with all Site Plan Review applications. A blank Short Environmental Assessment Form (SEAF) is available at the Code Enforcement Office and on the City of Oneonta's website. A PDF form is also available on the Department of Environmental Conservation's (DEC) website to be completed and printed. It is recommended that the DEC website be used because it offers assistance in filling out the form by clicking on each of the form's questions. (http://www.dec.ny.gov/docs/permits ej operations pdf/seaf.pdf)

FOR CODE ENFORCEMENT OFFICE USE ONLY Tax Map #: ____ Zoning District: Documentation submitted: ☐ Page 1 completed & signed ☐ Answered all questions ☐ Supplied maps ☐ Short Environmental Assessment Form (SEAF) Planning Commission Meeting Date: This Application: ☐ Completed ☐ Expired ☐ Withdrawn By Applicant: Drawings waived by Commission: Building Plans ☐ Grading Plan ☐ Site Plan ☐ Landscape Plans Detail Plans □ None ☐ Utilities Plan ☐ Color Renderings Notes: