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 8¹/₂" x 11" must also be submitted in digital format.
- This application expires 6 months after the date submitted if incomplete.

Property Informa	ation:		
Property Address:			
	Must have a valid local agent designation form on file in the Code Enforcement Office.		
Signature:	Must have a valid local agent designation form on file in the Code Enforcement Office.		
Business Informa	ation: □ Not Applicable		
Business Name:	:		
	If not the property address		
Owner's Name:	If not the property address If not the property owner		
	If not the property owner		
Applicant's Infor	rmation:		
Person's Name:			
Mailing Address:			
	Street		<u> </u>
Phone:	City State	Zip	

1.	Current Prop	cant's interest in the subject property: erty Owner	Detential Tenant
2.	Describe all exist	ting uses of this property:	
	Vacant Land		
	Residential:	# of dwelling units:	
		# of bedrooms in each unit:	
		# of unrelated individuals in each unit:	
	Public Assem	bly:	
	Commercial:		
3.	Explain your propo		
-			<u> </u>

THE FOLLOWING DRAWINGS ARE REQUIRED FOR ALL APPLICATIONS

The drawings do not have to be done by a professional at this time but may be requested at a later date. The drawings can be hand-drawn. It is preferred that any drawings that are hand-drawn be done on graph paper, but are not required to be. All drawings must meet the following criteria: (a) All drawings must include the property address, the title of the drawing, the date the drawing was made, & the name of the person who made the drawing. (b) Drawings must be done with a straight edge & to scale. The scale must be written on the drawing. (c) Multiple drawings cannot be on the same page. (d) Drawings cannot be on paper that is smaller than $8\frac{1}{2}$ " x 11". (e) Drawings done on paper larger than $8\frac{1}{2}$ " x 11" must also be provided in digital format (CD, email, etc). (f) See additional requirements below.

- 1. An area map showing the parcel under consideration for site plan review & all properties, subdivisions, streets & easements within 200 feet of the boundaries thereof.
- 2. 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.

SHORT 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)

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Tax Map #: Zoning District:									
Documentation submitted:									
	Page 1 compl Answered all Supplied map Short Enviror	quest s	ions	nent Form	(SEAF)				
Planning	g Commissior	n Mee	ting Date:						
This Ap	plication:		Complete	ed 🛛	Expired		Withdrawn By App	licant:	
Drawin	gs waived by	y Con	nmission:						
	All			Building	Plans		Grading Plan		Site Plan
	None			Detail Pl	ans		Landscape Plans		Utilities Plan
	Color Rende	erings							
Notes:									
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