

CITY OF ONEONTA SITE PLAN REVIEW APPLICATION

THE COMPLETED APPLICATION, FEE, AND ALL REQUIRED DOCUMENTS MUST BE
SUBMITTED TO THE CODE ENFORCEMENT OFFICE AT LEAST THREE (3) WEEKS BEFORE
THE SCHEDULED MEETING IN ORDER TO BE INCLUDED ON THE AGENDA.

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

Application Fee: \$ 75.00

Received By: _____

Date Received: _____

Application Purpose:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Addition to Existing Building | <input type="checkbox"/> Parking Waiver | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Construct New Building | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Other |

Property Address: _____
One (1) Property Per Application

Business Name: _____

Applicant's Name: _____

Day Phone: _____

Email Address: _____

Mailing Address: _____
Street

City _____ State _____ Zip _____

Signature Date: _____

Signature: _____

Property Owner's Name: _____

Day Phone: _____

Business Owner's Name: _____

Day Phone: _____

To ensure that all required documentation is submitted, please complete the following checklist:

The requirements for the following drawings & documentation can be waived by the review board only.

- Answered all questions on this form
- State Environmental Quality Review form (SEQR)
- An estimated project construction schedule which includes start-up & completion dates & any interim dates of significance
- A description of all existing or proposed deed restrictions or covenants applying to the property
- Site Plan Building Plans Color Renderings
- Grading Plan Detail Plans
- Utilities Plan Landscape Plans

Please note:

- The Board reserves the right to not review this application if the property is a rental & does not currently have a valid Certificate of Substantial Compliance.
- Additional drawings and/or forms may be required.
- A zoning code variance, housing code variance, and/or special use permit may be required.
- A variance from the State of New York may be required.
- Approval of this application does not negate the need to get approval for other permits (building permit, sign permit, etc).

Answer the following questions for all applications. Attach additional paper if necessary.

1. Explain your proposal:

2. Describe all existing uses of this property:

- Vacant Land
- Residential: # of dwelling units: _____
- Public Assembly: _____
- Commercial: _____
- Industrial: _____
- Other: _____

3. Describe all proposed uses of this property: No Change

- Vacant Land
- Residential: # of dwelling units: _____
- Public Assembly: _____
- Commercial: _____
- Industrial: _____
- Other: _____

4. What is the area of all buildings on this lot?

This includes, but is not limited to, sheds, carports, decks, stairs, ramps, and pools.

- a. Before Changes: _____ Square Feet b. After Changes: _____ Square Feet

5. What is the area of all impervious surfaces on this lot, excluding buildings?

An impervious surface is the horizontal area of ground covered by a surface through which water cannot infiltrate. This includes, but is not limited to, sidewalks, patios and asphalt driveways / parking areas.

- a. Before Changes: _____ Square Feet b. After Changes: _____ Square Feet

6. Construct new building or addition to existing building: Not Applicable

- a. Area _____ Square Feet b. Height _____ Feet c. # of Stories _____
- d. What is the proposed use of this building / addition? _____

7. New driveway and/or parking lot: Not Applicable

a. What will the dimensions of this driveway and/or parking lot be?

- 1) Length: _____ Feet 3) Area: _____ Square Feet
2) Width: _____ Feet

8. Change to existing driveway and/or parking lot: Not Applicable

a. What will the new dimensions of this driveway and/or parking lot be?

- 1) Length: _____ Feet 3) Area: _____ Square Feet
2) Width: _____ Feet

REQUIRED DRAWINGS

You may request a sketch plan conference with the board to review the basic design concept and determine the information to be required on the site plan. If you wish to do so, please complete a sketch plan conference request form.

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, and the name of the person who made the drawing. (b) Drawings must be done with a straight edge and 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 8½" x 11". (e) Drawings done on paper larger than 8½" x 11" must also be provided in digital format (CD, email, etc). (f) See additional requirements below.

1. Site Plan:

a. Additional drawing criteria:

- 1) A North arrow.
- 2) A scale of 1" = 50', with 2' contours showing the topography of the lot & areas within 50' of the lot.

b. One (1) drawing of the entire property:

- 1) Boundaries of the property and adjoining properties within 200' plotted to scale.
- 2) Existing watercourses and freshwater wetlands, as identified by the New York State Department of Environmental Conservation and the United States Army Corps of Engineers.
- 3) Locations and widths of all ingress, egress and circulatory drives and access points to existing roads and highways; locations of all parking and/or truck loading areas.
- 4) Locations and dimensions for pedestrian and bicycle access, along with existing and proposed circulation patterns and stops for local/regional transit service.
- 5) Locations for outdoor storage, including refuse, if any.
- 6) Locations and dimensions of all existing or proposed site improvements, including drains, culverts, retaining walls, sidewalks and fences.
- 7) Locations of all proposed site and building mounted signs.
- 8) The location and amount of building area proposed for various uses of the site, including all points of ingress and egress.
- 9) The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use on the site(s) and property(ies).
- 10) Location of vehicle, equipment, and material staging areas, storage and stockpile areas, and other areas to be utilized and disturbed during construction, including the location of portable restroom facilities.
- 11) Proposed routes and access points for construction traffic.

2. Grading Plan:

a. One (1) drawing of the entire property:

- 1) A grading plan showing existing and proposed contours, including spot elevations along structures and site improvements where appropriate to determine the flow of surface runoff. The inclusion of arrows denoting surface flow direction is also preferred where appropriate.

- 2) Line(s) denoting limits of disturbance, clearing, grubbing, and grading as appropriate. Protective fencing for areas and vegetation to be preserved and undisturbed throughout construction shall also be shown.
 - 3) Documents and plans pursuant to the requirements of the New York State Pollution Discharge Elimination System (SPDES), including a completed Storm Water Pollution Prevention Plan (SWPPP) for Zoning Board review.
 - 4) Construction management plan and an inspection schedule as required by the Code Enforcement Officer.
3. Utilities Plan:
- a. One (1) drawing of the entire property:
 - 1) The locations and size of water, sanitary sewer and storm sewer lines and appurtenances and connections to utility services, including all invert and grate elevations. Where possible, the inclusion of arrows denoting the flow of storm and sanitary sewers is preferred.
 - 2) Locations of fire and other emergency zones, including the location of fire hydrants and building sprinkler system connection points.
 - 3) Locations of all fuel and energy exploration, generation, transmission, distribution and storage facilities, including but not limited to electricity, natural gas, propane, motor vehicle fuels, and wind, solar and geothermal energy systems
 - 4) Locations of outdoor lighting facilities, including the locations of poles, bollards, and building mounted fixtures. Where appropriate and upon request, a photometric plan shall also be prepared and submitted for review and approval by the Zoning Board and Code Enforcement Officer.
 - 5) Locations of telephone, cable and other telecommunications devices and facilities.
4. Building Plans:
- a. One (1) drawing of the entire property:
 - 1) Floor plans showing the location of all building ingress and egress points.
 - 2) Elevation plans denoting the type of construction and construction materials, and exterior dimensions of all building elements and facades. Building elevations shall include structures on adjoining lots to indicate the scale and massing of the proposed structure in relation to the area.
5. Detail Plans:
- a. One (1) drawing of the entire property:
 - 1) The design dimensions and type of construction of all driveways, parking areas and/or loading areas.
 - 2) The design and construction materials of all proposed site improvements, including drains, culverts, retaining walls and fences.
 - 3) The design and construction materials to be used for all water and sewer lines and appurtenances.
 - 4) The design of all fire hydrants.
 - 5) The design and construction materials of all fuel and energy exploration, generation, transmission, distribution and storage facilities.
 - 6) The design dimensions, type of construction materials, including illumination, of all proposed signs.
 - 7) The design and construction, including dimensions, of outdoor lighting facilities and the area of illumination on subject and adjacent properties.

6. Landscape Plans:

a. One (1) drawing of the entire property:

- 1) The location and dimensions of proposed buffers, screening and fence areas specifying materials and vegetation; include existing vegetative cover and proposed areas of lawn and groundcover.
- 2) A general landscaping plan and planting schedule specifying types and size of vegetation. The size of vegetation at installation and upon maturity shall be noted on the plans.

7. Color Renderings

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____ Zoning District: _____

Planning Commission Meeting Date: _____

Site Plan Review Application: Approved Denied Withdrawn By Applicant

SEQR Application: Approved Denied Not Required

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: _____	Date: _____
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

OVER

CITY OF ONEONTA
SKETCH PLAN CONFERENCE
REQUEST FORM

Code Enforcement Office
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

ONE (1) PROPERTY PER FORM
THERE IS NO FEE FOR THIS FORM

I am hereby requesting a sketch plan conference with the Planning Commission to review the basic design concept and determine the information to be required for the application review process.

Property Address: _____
Business Name: _____

Applicant's Name: _____
Day Phone: _____
Email Address: _____
Mailing Address: _____
Street _____
City _____ State _____ Zip _____
Signature Date: _____
Signature: _____

Property Owner's Name: _____
Day Phone: _____

Business Owner's Name: _____
Day Phone: _____

Answer the following questions for all applications. Attach additional paper if necessary.

1. Explain your proposal:

REQUIRED DRAWINGS

PROVIDE 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, and the name of the person who made the drawing. (b) Drawings must be done with a straight edge and 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 8½" x 11". (e) Drawings done on paper larger than 8½" 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 and all properties, subdivisions, streets and 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 and a topographic map showing contour intervals of not more than 2 feet of elevation should also be provided.

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____

Zoning District: _____

Board Review: Planning Commission

Meeting Date: _____

Zoning Board

Common Council

Site Plan: Required Not Required

Building Plans: Required Not Required

Grading Plan: Required Not Required

Landscape Plans: Required Not Required

Utilities Plan: Required Not Required

Color Renderings: Required Not Required

Detail Plans Required Not Required