



**CITY OF UTICA, NEW YORK
PLANNING BOARD APPLICATION**

It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and as precisely as possible. Failure to submit a complete application may result in a delay in being placed on a Planning Board agenda or a delayed decision from the Planning Board.

PROPERTY ADDRESS: _____

COUNTY TAX MAP IDENTIFICATION NUMBER: _____

APPLICATION TYPE

SITE PLAN REVIEW SUBDIVISION ZONING AMENDMENT

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

RELATIONSHIP OF APPLICANT TO PROPERTY:

CONTRACT PURCHASER CONTRACTOR
 ARCHITECT/ENGINEER LESSEE

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME RECEIVED: _____
FEE AMOUNT: _____ CHECK/MONEY ORDER #: _____
ZONING: _____ FEE TRANSMITTAL DATE: _____
AGENDA DATE: _____ FILING DEADLINE: _____

APPLICATION ATTACHMENTS

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 a delay in scheduling the application for review by the Zoning Board of Appeals.

- Application fee (check or money order only payable to City of Utica)
 - Zoning map/text amendment \$ 150.00
 - Residential site plan review \$ 150.00
 - Commercial site plan review \$ 250.00

- 8 sets of detailed site plans (for site plan review applications only) in 24” X 36” format to include:
 - Property boundary, building limits, existing vegetation
 - Proposed limits of construction, building elevations
 - Parking plan
 - Landscaping plan
 - 1 set of the above plans in half-size format. Plans may also be mailed electronically to the appropriate staff person in .pdf or .jpg format.

- 8 sets of subdivision plans (for subdivision applications only) in 24” X 36” format to include:
 - Existing property survey
 - Sketch subdivision plan, including topography, easements, existing and proposed streets, utilities on and adjacent to the tract, ground elevations
 - Final subdivision plan
 - 1 set of the above plans in half-size format. Plans may also be mailed electronically to the appropriate staff person in .pdf or .jpg format.

- New York State Environmental Quality Review Act – Long or Short Form Environmental Assessment (consult Planning staff to determine minimum compliance requirements and appropriate form). Either form is available in .pdf format through <http://www.dec.state.ny.us/website/dcs/seqr/forms/index.html>

- Photographs of existing conditions

APPLICANT/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 (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 (Owner)

DATE

Regular meetings of the Planning Board are generally held on the first Monday of every month. The meetings are held at 4:30 PM in the Common Council chambers on the first floor of City Hall. Applicants will receive a reminder notice in the mail approximately one (1) week prior to the meeting.

Specific to zoning map amendments, pursuant to Section 2-29-123(3) of the City of Utica Zoning Ordinance, property owners within a 200' radius will be notified of the intent of the applicant and given an opportunity to speak either for or against the application.