



# CITY OF CORTLAND

## Code Enforcement Office

### SITE PLAN REVIEW APPLICATION

(Please fill out completely and legibly -  
submit the original and 10 copies)

Date: \_\_\_\_\_

Date Received by Clerk: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

(If different from Applicant)

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address of Proposed Project: \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

#### PROPOSED USE OF PROPERTY

(Please describe, as specifically as possible, the proposed use and any new buildings or site improvements to be constructed)

Number of on-site parking spaces to be provided: \_\_\_\_\_

Handicapped parking spaces to be provided: \_\_\_\_\_

Please list any other permits or approvals that are required from any other federal, state, county or local agency, and the status of any applications (e.g., DOT, DEC):

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Is the work to be done in phases? \_\_\_\_\_ If so, please describe:

**Professionals: (Names and Full Addresses – Please Print Clearly)**

Engineer:

Architect:

Surveyor:

Attorney:

**PRESENT USE AND ZONING OF PROPERTY**

Present Use: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_

Property within Historical District:      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Property/House within Flood Plain:      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Will any variances or other approvals, in addition to this application be required:      Yes: \_\_\_      No: \_\_\_

If yes, please list:

As part of the SEQRA process, part 1 of the Environmental Assessment Short Form (attached) will need to be completed and submitted with each Planning Commission Application.

The applicant(s) hereby affirm that the above information is accurate and complete, to the best of his or her knowledge and information, and that he or she is the title owner of the property identified in the above application or has been authorized by the title owner to make this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (we) hereby certify that I (we) am the title owner of the property identified in the above application and that the applicant(s) named above is authorized to make the application described herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application must include fee an original plus 1 electronic copy of application, each of survey map and any supporting documentation to the City Clerk's Office. Lack of a completed application with appropriate copies may cause delay in the process.**

**In addition, per City of Cortland local laws three of the year 2008, Creating chapter 101 of the code of the City of Cortland entitled "Engineering, legal and consulting fees" Resolved that the minimum escrow account schedule for third party review shall be as follows:**

<b><u>Project Construction Cost</u></b>	<b><u>Escrow Account Minimum</u></b>
Less than \$100,000	\$ 500.00
\$100,001 to \$499,999	\$2,000.00
\$500,000 to \$999,999	\$3,000.00
1,000,999 to \$1,999,999	\$4,000.00
Greater than \$2,000,000	\$5,000.00

Applicant shall make payment at time of application submittal. In the event professional fees exceed amount initially required, applicant will be responsible for additional payment. Unused portions of the escrow account shall be returned to the applicant.

## REQUIRED ELEMENTS OF SITE PLAN APPLICATION

***The following minimum information is required as part of the site plan application, unless specifically waived by the Planning Commission. Items marked by an asterisk (\*) may be waived on applications of small scope as determined by the Code Office at the time of application.***

1. A survey of the property signed by a New York State Licensed Surveyor and which includes the following items:
  - A. Property lines with metes and bounds and with North arrow indicated.
  - B. Centerline and edge of pavement
  - C. Street right of way
  - D. Use of all adjacent properties
  - E. Location of all existing trees of greater than a six (6) inch caliper\*
  - F. Proposed and existing contour lines at one (1) foot intervals (Identify all slopes in excess of 10%. Contours to be to USGS Datum.\*
  - G. Location of Federal Floodway or Federal Floodplain\*
  - H. All existing easements
  - I. All existing structures

J. Dimensions of all proposed structure(s) and/or those to be modified.

1. Show distances from front side and rear property lines

K. Parking areas with dimensions, including:

1. Size of proposed spaces\*
2. Proposal of striping\*
3. Number of existing and proposed spaces\*
4. Number of existing and proposed handicapped spaces\*
5. Loading areas\*
6. Aisles\*
7. Extent and type of curbing\*
8. Location of curb cuts, exits and entrances\*
9. Proposal for snow storage\*

L. Sidewalks and provisions for pedestrian access\*

M. Any existing or proposed outside storage\*

1. Location of any outside trash receptacles, including recycling containers and proposed screening

N. Location of all overhead and underground services for power, telephone and cable including locations where services are not underground\*

O. Location, size and type of all proposed utilities: water, sewer, etc.\*

P. Proposed signage to include signage both on the building and any existing or proposed freestanding signage and the type of illumination proposed, including all directional signs to be used on site\*

Q. Location of any outside equipment including generators, HVAC and the like\*

R. Location of closest fire hydrant\*

2. Detail drawings sufficient to provide complete information on all planned new or modified elements of the site including:

- A. Fence details\*
- B. Curbing sizes and types\*
- C. Paving materials, thicknesses, etc.\*
- D. Under ground and above ground utility structures\*

3. A landscaping plan with:

- A. All existing and/or proposed landscaping and planters\*
- B. Planting schedules with number, type and sizes\*

4. A drainage plan including all existing and proposed drainage structures.

- A. Show inverts and pipe sizes\*
- B. Details of proposed structures\*
- C. Storm water management structures\*
- D. Storm water management plan (meeting NYS Phase II SPDES) including erosion and sedimentation control\*

5. A lighting plan with all existing and/or proposed site lighting, both on the building and on the site.
  - A. Include pole types and pole height\*
  - B. Fixture and lamp type and wattage\*
  - C. Provide a photometric plan with foot-candle levels when light extends to ten (10) feet onto adjacent property\*
  
6. Elevations to scale of all sides of structure(s) to be added or modified including:
  - A. Building materials and colors
  - B. Any rooftop HVAC or other equipment
  - C. Height of building from lowest grade
  
7. Attach a Short Environmental Assessment Form (EAF). (Type I and some unlisted actions will require a long form.)

STATUTORY ZONING REQUIREMENTS REVIEWED BY CODE OFFICE

Proposed

Required

Number of Parking Spaces  
 Lot Coverage  
 Front Yard Setback  
 Rear Yard Setback  
 Maximum Building Height

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____