

City Of Oneonta
Parking Area Zoning Review Form

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

ONE (1) PROPERTY PER FORM

THERE IS NO FEE FOR THIS FORM

Zoning Review Purpose: (check all that apply)

- Existing Driveway Change Dimensions Resurface/Pave
 New Parking Lot/Area Change Layout

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: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

Driveways and parking spaces must meet the following criteria: (a) Spaces shall be no smaller than 9 feet by 18 feet. (b) Spaces shall have independent, direct & usable driveway access to a street or alley. (c) Spaces shall not be located in the front yard. (d) Spaces shall not be located closer to a sidewalk than 10 feet. This does not include driveways for ingress and egress to a parking area. (e) Spaces shall not be located closer to a lot line than 5 feet. This does not include driveways for ingress and egress to a parking area.

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, buildings, asphalt driveways, sidewalks, patios, and parking areas.

1. Describe all proposed uses of this property:

Residential: # of dwelling units: _____ # of 1 bedroom apartments: _____
of studio apartments: _____ # of 2+ bedroom apartments: _____

Public Assembly: _____

Commercial: _____

Industrial: _____

Other: _____

2. What is the area of all existing & proposed buildings on this lot? _____ Square Feet

3. What is the area of all existing & proposed impervious surfaces on this lot, excluding buildings, driveways & parking lots?

_____ Square Feet

4. How many parking spaces are at this property?

a. Existing: _____ b. Proposed: _____

5. Describe proposed drainage of surface runoff:

6. Is there an existing driveway at this property? Yes No

a. What are the dimensions of this driveway?

1) Length: _____ Feet 3) Area: _____ Square Feet

2) Width: _____ Feet

b. Is this driveway covered with an impervious surface? Yes No

1) If no, are you covering this driveway with an impervious surface now?

Yes No

c. Is this driveway being removed? Yes No

7. Is a new driveway being created at this property? Yes No
- a. What are the dimensions of this driveway?
- 1) Length: _____ Feet 3) Area: _____ Square Feet
 2) Width: _____ Feet
- b. Is this driveway going to be covered with an impervious surface? Yes No
8. Is there an existing parking lot at this property? Yes No
- a. What are the dimensions of this parking lot?
- 1) Length: _____ Feet 3) Area: _____ Square Feet
 2) Width: _____ Feet
- b. Is this parking lot covered with an impervious surface? Yes No
- 1) If no, will this parking lot be covered with an impervious surface?
 Yes No
- c. Is this parking lot being removed? Yes No
9. Is a new parking lot being created at this property? Yes No
- a. What are the dimensions of this parking lot?
- 1) Length: _____ Feet 3) Area: _____ Square Feet
 2) Width: _____ Feet
- b. Is this parking lot going to be covered with an impervious surface? Yes No

REQUIRED DRAWINGS

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.

PROVIDE FOR ALL APPLICATIONS:

1. **Plot Plan:**
- a. One (1) drawing of the entire property showing:
- 1) The location and name of every street that borders the property.
 - 2) The location, dimensions, and distance to each property line of all driveways, parking lots/areas (including parking spaces, maneuvering lanes, etc), etc.
 - 3) The location and area of all buildings (including sheds, carports, decks, stairs, ramps, etc).
 - 4) The location of all signs, fences, retaining walls, etc.

Please note:

- 1) When measuring from a building (etc) to a street, show the distance to the inside of the City sidewalk. If there is no City sidewalk, then measure to the City right-of-way. If you do not know where the right-of-way is, please contact the Engineering Department at 607-432-6465.
- 2) A survey can be submitted in lieu of the existing drawing only if no changes have been made to the property since the survey was completed. A sheet of paper with any required information that is not listed on the survey must also be submitted.

PLEASE NOTE

- A site plan review may be required.
- A zoning variance may be required.
- A variance from the State of New York may be required.
- Approval of this form does not negate the need to get approval for permits (building permit, sign permit, special use permit, etc).

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____ Zoning District: _____

Does Comply With Zoning Code Does Not Comply With Zoning Code

Board Review: Planning Commission Meeting Date: _____

Zoning Board

Common Council

Not Required

Parking Area Zoning Review Form Approved Denied Withdrawn By Applicant

SEQR Application: Approved Denied Not Required

Site Plan Review Application: Approved Denied Not Required

Special Use Permit Application: Approved Denied Not Required

Zoning Board of Appeals Application: Approved Denied Not Required

Date

Code Enforcement Officer Signature