

Planning Commission Application
Sketch Plan Conference

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

- 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.
- All documentation (except this form) must also be submitted in digital format via email, cd, dvd, or usb flash drive.
- This application expires 6 months after the date submitted if incomplete.

Property Address: _____
Tax Map #: _____

Property Owner's Information:

Person's Name: _____
Company Name: _____

Business Owner's Information:

Business Name: _____
Person's Name: _____
Company Name: _____
If not the business name

Applicant's Information:

Property Owner's Representative

Potential Buyer

Person's Name: _____
Company Name: _____
Mailing Address: _____
Street _____ Apartment # _____ Suite # _____
PO Box # _____
City _____ State _____ Zip _____
Phone: _____
Email Address: _____
Signature: _____

PART I

1. Environmental Assessment Review (SEQR)

§ 300-75 B (7) (a) Site Plan Review applications require that an Environmental Assessment Review also be completed.

a. Has a SEQR form already been submitted & reviewed by the Planning Commission? Yes No

2. Describe all existing uses of this property:

Vacant Land

Residential: _____ Dwelling units

Commercial: _____

Other: _____

3. Explain your proposal:

PART II: Additional Documentation Required § 300-74

All documentation must include the property address.

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

FOR CODE ENFORCEMENT OFFICE USE ONLY

Documentation submitted:

- Map of site topography
- Map showing properties that surround this property

Zoning District: R-1 R-2 R-3 R-4 MU-1 MU-2 C/I U POS PUD

Meeting Date: _____ Expired Withdrawn by Applicant

Drawings:

- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> Site plan drawing | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Grading plan | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Utilities plan | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Building plans | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Detail plans | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Landscape plans | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |
| <input type="checkbox"/> Color renderings | <input type="checkbox"/> Required | <input type="checkbox"/> Waived by Commission |

Notes: _____

