

City of Rome, New York
Department of Community & Economic Development
REQUEST FOR PLANNING BOARD REVIEW



Type of Action Requested

- | | | |
|--|--|--|
| <input type="checkbox"/> Subdivision
(Sketch Plan) | <input type="checkbox"/> Subdivision
(Preliminary Plan) | <input type="checkbox"/> Subdivision
(Final Plan) |
| <input type="checkbox"/> Site Plan Review
(Historic District) | <input type="checkbox"/> Site Plan Review
(Planned Development) | <input type="checkbox"/> Site Plan Review
(Other) |

Materials Submitted

- Application
- Environmental Assessment Form
- Drawings
 - Location Plan
 - Site Plan
 - Sketch Plan (Subdivision only)
 - Preliminary Plans (Subdivision only)
 - Final Plans (Subdivision only)
 - Work Plan (Historic) and/or other illustrative drawings:
 - Samples of proposed materials and/or photos

Signature: _____

Date: _____

The Planning Board meets the first Tuesday of every month in which there is an agenda. Agenda items are due at least 16 days before the date of the meeting in which they are to be considered. Petitioners must be present. Applicants are encouraged to submit all completed applications and required materials prior to the final application due date for each month to allow for adequate distribution and review time for all involved departments and agencies. If a completed request for planning board review is submitted by the final due date, that item will appear on the agenda. However, for **review items which require a State Environmental Quality Review (SEQR), by law, each involved or interested agency that is part of the project review requires a minimum of thirty (30) days for review.** With this in mind, if an item which requires a SEQR review is submitted on the final due date (16 days prior to the meeting), it is unlikely that the review item will be acted on at the following regular meeting of the planning board.

Date Received by City _____

Agenda Date _____

City of Rome, New York
PLANNING BOARD APPLICATION

A complete application consists of the following forms and documentation. All application materials must be collated into **individual packets** (**please refer to the Site Plan Review, Subdivision, or Historic Handout to verify the number of packets required and associated application fee **).

Application Packets must include:

- Request for Planning Board Review form filled out
- Application filled out completely and accurately
- Location Map identifying property
- Plans (**folded** with project name showing)
- Environmental Assessment Form
- Application Fee
- All submitted materials must be also delivered in Portable Document Format (PDF) by way of a flash drive or compact disk. No individual file sizes can exceed 14MB.

Project Name: _____

Location: _____

Owner: _____

Address: _____

Email: _____

Phone Number: _____ Fax: _____

Applicant: _____

Address: _____

Email: _____

Phone Number: _____ Fax: _____

Agent: _____

Address: _____

Email: _____

Phone Number: _____ Fax: _____

PLANNING BOARD APPLICATION

Requested Action: _____

Size of Property: _____

Existing Zoning: _____

Existing Use: _____

Surrounding Land Use: _____

Does the property contain any easements or rights of way?

Yes _____ No _____

Is this parcel in a flood plain and/or wetlands, or does it contain features of archaeological or historical significance? Yes _____ No _____

Please specify _____

Tax Map Parcel Number: (Call the Assessor's Office at 339-7614)

Map # _____ Block # _____ Lot # _____

Map # _____ Block # _____ Lot # _____

PLANNING BOARD APPLICATION

Compliance Checklist

Zoning Designation

Is proposed development an allowable use in the zone? Yes No
 Please contact the Office of Code Enforcement.

Wetland Impacts

Is proposed development within 100-500 feet of a classed wetland? Yes No
 Please consult the DEC's Environmental Resource Mapper.
<http://www.dec.ny.gov/imsmaps/ERM/viewer.htm>

Floodplain Impacts

Is proposed project located within a Flood Hazard Area? Yes No
 Please consult the Office of Code Enforcement for FEMA maps.

Historical Impacts

Is proposed project located within an archeological sensitive area? Yes No
 Please consult OPRHP archeological sensitive areas map layer.
<https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>

Stormwater Impacts

Is project development \geq 1 acre in size? Required DEC permits? _____
 Is project development \geq 5 acres in size? Required DEC permits? _____
 Is the project classified as redevelopment or new development? _____

Is the project increasing the amount of impervious surface at the project location? Yes No
<http://www.dec.ny.gov/chemical/43133.html>

Zoning Standards for _____ Zone *(Please insert development area zone classification)*
<http://romenewyork.com/city-of-rome-code-of-ordinances/>

<u>Standard</u>	<u>Zone</u>	<u>Proposed Development</u>	<u>Conforming?</u>
Minimum lot size			
Maximum lot coverage			
Minimum front setback			
Maximum front setback			
Minimum side setback			
Minimum rear setback			

PLANNING BOARD APPLICATION

General Information and Certification:

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting. Although a record of the proceeding will be mechanically reproduced, the Planning Board will not guarantee its accuracy or quality. Applicants wishing a record of the proceedings must make appropriate provisions themselves.

The required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet in order for it to be considered complete. These drawings must clearly reflect both existing and proposed structures, rights of way, easements and any other deed restrictions on which the proposal impacts including any other specifications discussed on the handout. ***Failure to provide complete information may result in unnecessary delays or revocation of approvals.***

It is essential to remember that you or your representative must be in attendance at the meetings in order for your petition to be reviewed by the Planning Board.

I do hereby state that the information submitted is an accurate representation of my request:

Signature: _____ Date: _____

Signature: _____ Date: _____

If you have any questions please contact the following:

Department of Community and Economic Development (315) 339-7643
Planning Coordinator (315) 339-7628
Corporation Counsel (315) 339-7670