

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

ROME CITY HALL, 198 N. WASHINGTON STREET

ROME, NEW YORK 13440-5815

Telephone: (315) 339-7643 Fax: (315) 838-1167

www.romenewyork.com



REQUEST FOR PLANNING BOARD REVIEW

PROPERTY ADDRESS or COUNTY TAX MAP ID# _____

TYPE OF ACTION REQUESTED

- Site Plan Review (General)
- Site Plan Review (Wireless Telecommunications)
- Site Plan Review (Solar Array)
- Site Plan Review (Waterfront or Woodhaven Redevelopment)
- Site Plan Review (Griffiss)
- Administrative Subdivision (Preliminary Plat)
- Minor Subdivision (Preliminary Plat)
- Major Subdivision: Preliminary Plat Final Plat

MATERIALS SUBMITTED

- Application and applicable fees
- Environmental Assessment Form
- Map of Location
- Drawings
 - Site Plan
 - Sketch Plan (Minor and Major Subdivision only)
 - Preliminary Plans (Subdivision only)
 - Final Plans (Subdivision only)
 - Other Illustrative Drawings (Optional or if requested)
- 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. 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.

OFFICE USE ONLY

DATE/TIME RECEIVED _____ **AGENDA DATE** _____

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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 applicable Site Plan Review or Subdivision Checklists 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.

PROPERTY ADDRESS or COUNTY TAX MAP ID# _____

APPLICANT INFORMATION

NAME _____ ADDRESS _____

PHONE _____

FAX _____ E-MAIL _____

City State ZIP

OWNER INFORMATION

NAME _____ ADDRESS _____

PHONE _____

FAX _____ E-MAIL _____

City State ZIP

AGENT INFORMATION

NAME _____ ADDRESS _____

PHONE _____

FAX _____ E-MAIL _____

City State ZIP

**City of Rome, New York
PLANNING BOARD APPLICATION**

DESCRIPTION OF PROPOSED ACTION

PROPERTY SIZE _____

EXISTING ZONING _____

EXISTING LAND USE _____

SURROUNDING LAND USE _____

• Does the property contain any easement or rights of way? Yes _____ No _____

• Is this parcel in a flood plain and/or wetlands? Yes _____ No _____

 If yes, please specify _____

• Does this parcel contain features of archeological or historical significance? Yes _____ No _____

 If yes, please specify _____

• Project size less than 1 acre 1 acre or larger

Tax Map Parcel Number
(If unknown, call the Assessor's Office at 339-7614)

Map # _____ **Block #** _____ **Lot #** _____

Map # _____ **Block #** _____ **Lot #** _____

**City of Rome, New York
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 requesting 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:

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

If you have any questions please contact the following:

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