

City of Rome, NY

Site Plan Review Application Checklist

Consult Chapter 80 of the City of Rome Code of Ordinances.

**Note: For specific information regarding development within the Griffiss Business Redevelopment District, please refer to the Rome Zoning Code Article 8.*

**Note: Form-Based Development (Including Bellamy Harbor Waterfront Development and Woodhaven Redevelopment Areas) are subject to review under SEQ, in accordance with Rome Zoning Code Article 19.10 Environmental Review. For specific information regarding development in the Form-Based Development Areas, please refer to the Rome Zoning Code Article 9.*

Site Plan Review Application Requirements

Pre-Application Conference with the Planning Board (Optional)

(Sketch Plan Review Fee = \$ 50.00)

An optional sketch plan conference may be held between the Planning Board and the applicant prior to the preparation and submission of a formal site plan. The intent of such a conference is to enable the applicant to inform the Planning Board of the proposal prior to the preparation of a detailed site plan, and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns, and to generally determine the information to be required on the site plan.

Pre-Application Submittals:

Preliminary project sketch plans:

- A sketch or map of the area which clearly shows the location of the site with respect to nearby streets, rights-of-way, properties, easements, and other pertinent features
- Locations and dimensions of principal and accessory structures and parking areas
- Access signs (with descriptions)
- Existing and proposed vegetation
- Any other planned features
- A topographic or contour map of adequate scale and detail to show existing site topography and anticipated changes in the existing topography and natural feature
- Measures and features to comply with flood hazard and flood insurance regulations (where applicable)

Project proposal statement:

- Description of project
- Parcel number(s) and address of proposed site
- Proposed land uses
- Square footage(s) and height(s)
- Description of the character of the proposed development

Any other information as the planning department and/or the applicant deems is relevant for such sketch plan

Application Submittal (Required)

(Minor Site Plan Application Fee (less than 1 acre and less than 5,000 square feet) = \$ 50.00)

(Major Site Plan Application Fee (more than 1 acre or more than 5,000 square feet) = \$ 250.00)

An application for site plan approval must be made in writing to the Planning Board, accompanied by the required fee, and include the information listed below. If the sketch plan conference was held, the accompanying information must be drawn from the following checklist as determined necessary by the Planning Board at said sketch plan conference.

Application Submittals:

- Request for Planning Board Review form completed
- Planning Board Application form completed
- A location map and/or drawing including the following information:
 - Project title, name and address of applicant, name and address of person/firm responsible for preparation of drawing/map, North arrow, scale, and date

- Boundaries of property plotted to scale
 - Existing watercourses identified
 - Grading and drainage plan, showing existing and proposed contours
 - Location, design, type of construction, proposed use, and exterior dimensions of all buildings
 - Location, design, and type of construction of all parking and truck loading areas, showing access/egress
 - Provision for pedestrian access
 - Location of outdoor storage (if applicable)
 - Location, design and construction materials of all existing or proposed site improvements including drains culverts, retaining walls, and fences
 - Description of the method of securing public water and location, design and construction materials
 - Location of fire and other emergency zones, including the location of fire hydrants
 - Location, design, and construction materials of all energy distribution facilities, including electrical, gas, wind energy, and solar energy
 - Location, size, and design and type of construction of all proposed signs
 - Location and proposed development of all buffer areas, including existing vegetative cover
 - Location and design of outdoor lighting
 - Identification of location and amount of building area proposed for retail sales/similar commercial activity
 - General landscaping plan and planting schedule
 - An estimated project construction schedule
 - Record of application for and approval status of all necessary permits from state and county officials
 - Identification of any state or county permits required for the project's execution
 - Other elements integral to the proposed development as considered necessary by the planning board
- ***The following exceptions to these requirements apply:***
- **For solar arrays of ten acres or more, the site plan review application must include the following:**
 - A site plan prepared to scale that includes:
 - Project title, name and address of applicant, name and address of person/firm responsible for preparation of drawing/map, North arrow, scale, and date
 - Boundaries of the property plotted to scale
 - Location and arrangement of the proposed solar array, inverter, disconnects, and point of interconnection
 - Array azimuth and tilt
 - For ground-mounted solar arrays:
 - Length and location of trenches
 - Location of any proposed or existing substation, inverter, transformer, disconnects, point of interconnection, or equipment enclosures
 - Location of proposed and existing overhead and underground utilities and transmission lines
 - Location of all proposed and existing utility easements and access roads
 - Location, proposed use, and exterior dimensions of all existing and proposed buildings
 - Location of all existing and proposed fencing, landscaping, buffering, and screening
 - Proof of landowner's consent (if applicant does not own the property)
 - An electrical wiring diagram that includes:
 - Solar electric module array information:
 - Number of modules in series
 - Number of strings
 - Quantity, make, and model of UL-listed solar PV modules
 - All conductor types, ratings, and conduit type (if applicable). Solar electric source circuit conductors are USE-2 or solar PV wire (NEC 690.31(B))
 - Max voltage of 600 VDC (NEC 690.7(C)) (1,000 VDC wire may be used on 600 VDC systems)
 - Rating (voltage and current) for all disconnects
 - Voltage drop is minimized (NEC 210.19(A), Informational Note No. 4)
 - Provision for rapid shutdown per 690.12 in the 2014 NEC
 - DC disconnect is present (may be integral to inverter) (NEC 690.13)

- Quantity, make, and model of UL-listed inverter provided
- AC disconnect appropriately sized for inverter output (690.8(A)(3), 690.8(B)(1))
- Conductor type, rating, and conduit type (if applicable) provided for all conductors
- If supply-side connection, that the system meets all requirements of NEC 705.12. If load side connection, that the system meets all requirements of NEC 705.12
- Equipment grounding conductor (EGC) present at all components likely to become energized, and sized according to NEC 250.122
- If not using an isolated/ungrounded/transformer-less inverter, grounding electrode conductor (GEC) present and continuous from inverter to service disconnect, sized according to NEC 250.66
- A description of any necessary upgrades or modifications to existing substations or the necessity for a new substation
- A description of how the facility's generated energy will connect to the electrical distribution or transmission system or the intended user's electrical system
- For solar energy facilities at or over two megawatts, the location and elevations of all transmission lines, support structures, and attachments to the substation(s)
- For building/roof-mounted systems, a structural analysis that includes:
 - Weight of the existing roofing (composition shingle, metal, masonry, etc.)
 - Number of layers of roof covering
 - Method of waterproofing penetrations (flashing is required by the 2015 International Residential Code and International Building Code)
 - Type of racking system (engineered product) and height of solar PV modules from surface of roof
 - Location-specific wind load and snow load
 - Type, dimensions, and spacing of roof structural framing
 - Calculations must be provided if any of the following apply:
 - Roofing is not lightweight, or roof has multiple layers of covering
 - Racking system is not engineered for mounting of solar PV modules
 - Modules will be mounted more than 18 inches above roof surface
 - Modifications must be made to framing to strengthen roof structure
 - Solar electric system and racking will add more than five pounds per square foot to dead load, or more than 45 pounds per attachment point, calculated as follows:
 - $A = \text{Total weight of solar PV modules, racking, and mounting hardware in pounds}$
 - $B = \text{Total number of attachment points to roof}$
 - $C = \text{Total area of solar PV array in square feet}$
 - To calculate pounds per square foot to dead load (the distributed weight of solar PV array on roof): $A \text{ divided by } C$
 - To calculate pounds per attachment point: $A \text{ divided by } B$
- A lighting plan (if applicable)
- A landscape plan that demonstrates how the groundcover and screening plantings will be maintained
- An interconnection agreement with the regional electricity transmission organization for projects over two megawatts
- Documentation detailing the available capacity of the region's existing electric infrastructure and the effect of the proposed facility will have on this infrastructure
- A decommissioning plan documenting how the property will be restored once the facility has been removed, an estimate of the cost of decommissioning, and a form of financial surety for the decommissioning
- **For wireless telecommunication towers, antennas, and supporting facilities, the site plan review application must include the following:**
 - An environmental assessment form (long form) with the visual addendum
 - A site plan prepared to scale and in sufficient detail and accuracy showing the following:

- The exact location of the proposed telecommunications facility, together with any guy wires and guy anchors (if applicable)
 - The maximum height of the proposed telecommunications facility
 - A detail of tower type: monopole, guyed, freestanding, or other (if applicable)
 - Location, type and intensity of any lighting on the tower (if applicable)
 - Property boundaries and names of adjacent land owners
 - Proof of the landowner's consent (if the applicant does not own the property)
 - The location of all other structures on the property and all structures on any adjacent property within ten feet of the property lines, together with the distance of those structures to any proposed telecommunications facility
 - The location nature and extent of any proposed fencing, landscaping and/or screening
 - The location and nature of proposed utility easements and access roads (if applicable)
 - A written report certifying that the applicant has made substantial effort to locate on municipal or governmental property, including the following information; the availability of any municipal or governmental property; the extent to which the municipal or governmental properties do or do not meet the applicant's needs, supported by engineer's certifications; and the reason why the subject site was chosen
 - A certification from a qualified licensed engineer that the telecommunications facility meets applicable structural safety standards
 - A certification from a qualified licensed engineer that the telecommunications facility will not interfere with local radio and/or television frequencies or with public safety communications.
 - An engineering analysis of radio emissions. The analysis must be prepared and signed by a New York State licensed professional engineer specializing in electrical engineering with expertise in radio communication facilities. The results from the analysis must clearly show that the power density levels of the electromagnetic energy generated from the proposed facility are within the allowable limits established by the FCC. If the telecommunications facility will be co-located with an existing facility, the cumulative effects of all facilities must also be analyzed. The power density analysis must be based on the assumption that all co-located antennas are simultaneously transmitting radio energy at a power level equal to the maximum antenna power rating specified by the manufacturer.
 - A "search ring" prepared, signed and sealed by a qualified radio frequency engineer registered in New York State and overlaid on an appropriate background map demonstrating the area within which the wireless communication facility needs to be located in order to provide the proper signal strength and coverage to the target area
 - An agreement in writing, signed by the applicant and the owner of the property, stating that the applicant will remove the facility if it becomes obsolete or ceases to be used for its intended purpose for 12 consecutive months. The agreement must state that if the facility is not removed after the 12-month abandonment period and after the City has given 90 days' notice and an opportunity for a hearing to the applicant and the owner, the City may remove the facility and may charge any costs plus 50 percent to the applicant.
- ***The following additional procedural regulations apply to site plan review for wireless telecommunications:***
 - *The applicant must notify adjacent property owners within 500 feet by first class mail of the filing of any application for site plan and expanded site plan review.*
 - *The Planning Board must conduct a public hearing within 62 days from the day an application is received for either site plan or expanded site plan review. The applicant must notify adjacent property owners within 500 feet by first class mail of the public hearing. Said notices must be mailed at least ten days prior to the public hearing.*
 - *The Planning Board may retain technical consultants as it deems necessary to provide assistance reviewing the site plan or expanded site plan application. The applicant will bear the reasonable costs associated with such consultation, to be assessed as an application fee. In no case may the fee be more than 5 percent of the total project cost as determined for building permit fee assessment purposes.*

- ***Expanded site plan review application for wireless telecommunications:***

Each applicant for expanded site plan review must include the submittal requirements above and the following additional submittal requirements:
- A written report inventorying existing towers and/or structures within a reasonable distance of the proposed site and outlining opportunities for shared use of existing facilities as an alternative to a proposed new structure. The applicant must submit documentation demonstrating good faith efforts to secure shared use on existing towers and structures as well as documentation of the technical, physical, and/or financial reasons why shared usage is not proposed. Written requests for shared use must be provided where applicable.
- A written agreement stating that the applicant is committed to colocation of telecommunications facilities and that the applicant will negotiate in good faith for shared use of the proposed tower in the future. The applicant shall also agree to the following:
 - To respond in a timely comprehensive manner to a request for information from a potential shared use applicant
 - To negotiate in good faith concerning future requests for shared use of the new tower
 - To allow shared use of the new tower if another applicant agrees in writing to pay charges
 - To make no more than a reasonable charge for shared usage, based on generally accepted accounting principles