

CITY OF ROME PLANNING BOARD
CARE OF: 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



Application for Planning Board Review

Property Address: Lamphear Rd

County Tax ID #: 258.003-1-271

Type of Action Requested

- Site Plan Review Site Plan Revision Minor Subdivision (less than 5 lots)
 Major Subdivision (5 lots or more)
 Preliminary Plat Final Plat

Please fill out all the application forms completely and ensure that you are submitting all required supporting documentation. Review and complete the application checklist form prior to submission to confirm that your application is complete.

A complete application must include, at minimum:

- *Completed Application Form*
- *Application Fee*
- *All Required Submittals*
- *Digital Copy of All Documents*
- *10 Paper Copies of All Documents Printed to Full Original Scale*

A complete application package 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 to be placed on an agenda. Please note that for review items which require a State Environmental Quality Review (SEQR), by law, each agency that is part of the project review has up to thirty (30) days for comment. With this in mind, if an item subject to SEQR is submitted at the deadline (16 days prior to the meeting), it is unlikely that the review item will be able to be acted on at the following regular meeting of the planning board.

The Planning Board generally meets on the first Tuesday of each month, but consult the publicly posted schedule as this can vary as a result of public holidays.

Office Use	Date Received:	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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City of Rome, New York
Application for Planning Board Review

Applicant Information

Name: Patricia Busyczak

Address: 6327 Lamphere Road

Phone: _____

City: Rome State: NY Zip: 13440

E-Mail: _____

Property Owner Information (Check if same as applicant)

Name: _____

Address: _____

Phone: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Agent Information

Name: Jeffrey Moore

Address: 1721 Black River Boulevard

Phone: 315-336-4980

City: Rome State: NY Zip: 13440

E-Mail: jeff@moorelandsurveying.com

City of Rome, New York
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Brief Project Summary/Description:

2 Lot Subdivision of vacant property

Property Zoning: RR _____

Property Size: 5+/- Acres _____

Current Land Use: AG _____

Are there any easements or rights-of-way on the property? Yes No

Utility Right-of-Way Access Other

Are there any known archaeological or historically significant features on the property? Yes No

If yes, please explain: _____

Are there any federal or state wetlands located on the property? Yes No

Federal Wetlands New York State Wetlands

Is the property located within a floodplain? Yes No

100-Year 500-Year

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Site Plan Review Supplement

Please complete this section if you are applying for site plan review

Proposed Building Square Footage: _____

Proposed Building Height: _____

Proposed Lot Coverage: _____

Proposed Impervious Surface Coverage: _____

Proposed Building Setbacks: _____ (Front, Side, Side, Rear)

Breakdown of Proposed Uses by Square Footage: _____

Proposed Number of Residential Units: _____ (If Applicable)

Does the proposed project involve the construction of wireless telecommunication facilities or infrastructure?

Yes No

Does the proposed project involve the construction of a Tier 2 or Tier 3 Solar Energy Project as defined in the City of Rome Zoning Code?

No Yes, Tier 2 Yes, Tier 3

Additional information is required for projects involving wireless telecommunication facilities and infrastructure, as well as Tier 2 and 3 solar arrays. For these types of project, please contact the Department of Community and Economic Development for assistance.

City of Rome, New York
Application for Planning Board Review

Application Submittals Checklist (Site Plan Review)

This checklist must be completed if you are applying for Site Plan Review in order for your application to be considered complete.

- Completed Application for Planning Board Review
- Application Fee (\$50 Minor Site Plan, \$250 Major Site Plan) (Make Checks Payable to City of Rome)
- Completed Short or Long Form Environmental Assessment Form, Part 1, As Applicable
- Project Drawings including the following and scaled to no more than 1"=100':
 - Project Title (cover page)
 - Name and address of applicant (all drawings)
 - Name and address of person/firm who prepared the drawings (all drawings)
 - North Arrow and scale (all drawings)
 - Date of drafting and most recent revision (all drawings)
 - Boundaries of property (all drawings)
 - Grading and drainage plan, including both existing and proposed contours
 - Location, type of construction, and exterior dimensions of all buildings
 - Elevations and design of all proposed buildings
 - Location, design, and type of construction of all parking and loading areas
 - Access and egress for all buildings and parking and loading areas
 - Location, design, and construction details for all existing and proposed site improvements
 - Pedestrian access and circulation
 - Emergency vehicle access and circulation
 - Location, design, and construction details for all utilities provisioning and connection
 - Location, design, and construction details for all proposed signs
 - Landscaping plan and planting schedule, including proposed buffer areas and vegetative cover
 - Outdoor lighting plan, including photometrics
 - Estimated project construction schedule
 - List of all state and county permits required for the project and their status

Please note that the Planning Board or City departments may, at their discretion, require the submission of additional information beyond what is listed above.

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Subdivision Supplement

Please complete this section if you are applying for property subdivision.

Existing parcel size(s): 5+/- Acre

New parcel sizes: 2.5+/- Acre

Proposed number of parcels to result from subdivision: 2

Will all parcels have frontage on a public right-of-way and take access from it?

Yes No

Does the proposed subdivision anticipate the creation of new roads, power lines, or water and sewer infrastructure that will be maintained by the City of Rome?

No

For major subdivision - have copies of the proposed plat been sent to the Oneida County Department of Health for approval?

Yes No

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Application Submittals Checklist (Preliminary Plat, Minor Subdivision)

This checklist must be completed if you are applying for property subdivision in order for your application to be considered complete.

- Completed Application for Planning Board Review
- Application Fee (\$50 base fee plus \$35 per lot)(Make checks payable to City of Rome)
- Completed Short or Long Form Environmental Assessment Form, Part 1, as applicable
- Legal description of the parcels resulting from the proposed subdivision
- A preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - North arrow and scale bar
 - Name and address of applicant
 - Name, address, and stamp of the Engineer or Land Surveyor who prepared the drawing
 - Layout, number, dimensions, and area of each lot within the proposed subdivision
 - Boundary lines of the proposed parcels, including angles and distances, and a statement of the total areas of those parcels
 - The location, dimensions, and layout of rights-of-way, blocks, easements, improvements, and utilities within and contiguous to the proposed subdivision, as well as the location and dimensions of such major features as railroad lines, waterways, and exceptional topography
 - The location of all existing and proposed connections with existing and proposed water, sewer, and other utility lines, and an indication of provisions for and location of stormwater management facilities
 - If applicable - location, dimensions, and layout of all parcels of land intended to be dedicated for public use or reserved as common space for subdivision property owners (such as parks or walking trails)
 - If applicable - outline and description of all public improvements (such as roads), together with preliminary drawings

Please note that the Planning Board or City departments may, at their discretion, require the submission of additional information beyond what is listed above. Commonly requested information includes, but is not limited to, the following:

- Topography map with contours at specified intervals
- Cross-section of proposed rights-of-way, showing roadway widths and grades, bicycle and pedestrian facilities, green infrastructure, and street trees
- The proposed location of water, gas, electric, cable, data delivery, and telephone outlets or lines
- Elevation drawing(s)

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Application Submittals Checklist (Pre-Application Conference, Major Subdivision)

- Sketch plan showing a general layout of proposed streets, lots, and other improvements
- Location map indicating the proposed subdivision in relation to the surrounding area.
- Depiction of land to be reserved for streets, stormwater management, sewers, water, fire protection, public buildings, utilities, and other facilities
- Map of general locations of obvious conservation features
- Conservation Features Inventory (required only if the proposed subdivision contains previously undeveloped or agricultural land)

Application Submittals Checklist (Preliminary Plat, Major Subdivision)

This checklist must be completed if you are applying for property subdivision in order for your application to be considered complete.

- Completed Application for Planning Board Review
- Application Fee (\$150 base fee plus \$35 per lot)(Make checks payable to City of Rome)
- Completed Short or Long Form Environmental Assessment Form, Part 1, as applicable
- Legal description of the parcels resulting from the proposed subdivision
- A preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - North arrow and scale bar
 - Name and address of applicant
 - Name, address, and stamp of the Engineer or Land Surveyor who prepared the drawing
 - Layout, number, dimensions, and area of each lot within the proposed subdivision
 - Boundary lines of the proposed parcels, including angles and distances, and a statement of the total areas of those parcels
 - The location, dimensions, and layout of rights-of-way, blocks, easements, improvements, and utilities within and contiguous to the proposed subdivision, as well as the location and dimensions of such major features as railroad lines, waterways, and exceptional topography
 - The location of all existing and proposed connections with existing and proposed water, sewer, and other utility lines, and an indication of provisions for and location of stormwater management facilities
 - If applicable - location, dimensions, and layout of all parcels of land intended to be dedicated for public use or reserved as common space for subdivision property owners (such as parks or walking trails)
 - If applicable - outline and description of all public improvements (such as roads), together with preliminary drawings

City of Rome, New York
Application for Planning Board Review

Application Submittals Checklist (Final Plat, Major Subdivision)

This checklist must be completed if you are applying for property subdivision in order for your application to be considered complete.

- Completed Application for Planning Board Review
- Formal offers of dedication, when not set forth on the final plat, of any public rights-of-way or parks, accompanied by the appropriate deeds bearing a certification of approval by the City Corporation Counsel.
- An endorsement from abstract or title company certifying that there are no liens against the land to be subdivided arising from nonpayment of City taxes, water or sewer charges, or fines
- A preliminary plat map prepared by a Professional Engineer or Licensed Land Surveyor at a scale not exceeding 1"=100' and showing the following:
 - All information from the approved preliminary plat
 - Date of preparation of the final plat and by whom it was prepared
 - The boundary of the plat, based on accurate traverse, with angles and linear dimensions
 - The exact location, width, and name of all rights-of-way within and adjoining the plat
 - True angles and distances to the nearest established right-of-way line or official monuments (no less than three)
 - Municipal, township, county, and section lines accurately tied to the lines of the subdivision by distances and angles
 - Radii, internal angles, points, curvatures, tangent bearings, and lengths of all arcs
 - All easements established for public use and utilities
 - All lot numbers and lot lines, with accurate dimensions given in hundredths of a foot
 - Accurate outlines of all areas dedicated or reserved for public use, with the proposed uses indicated, and all areas to be reserved for the common use of the property owners, with the proposed uses indicated
- A certification by all who have an interest in the property to be subdivided, authorizing and acknowledging the preparation of the subdivision plat and the dedication of any thoroughfares and other public areas
- Documentation of the approval of the City Engineer that the subdivision agrees with the City survey and is mathematically correct
- Certification from the Oneida County Health Department and any other applicable authorities that the final plat meets required specifications.

City of Rome, New York
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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.

Please note that you *must* have a representative in attendance at the meeting in order for your application to be considered.

All required supporting documentation including 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. Please refer to the relevant application checklist to confirm that you are submitting all necessary information.

Failure to provide complete information may result in unnecessary delays or revocation of approvals.

I do hereby state that the information submitted is an accurate representation of my request and complete to the best of my knowledge:

Applicant Signature: Patricia Busygal

Date: 6/21/2024

Owner Signature: Patricia Busygal

Date: 6/21/2024

State of New York
County of Oneida

City of Rome Planning Board

In the Matter of:

Limited Power of Attorney

I, Patricia Busyczak, as **principal** am a party to a proceeding before the Planning Board and have authorized Moore Land Surveying, P.C., as **my agent**, whose address is 1721 Black River Boulevard Rome, NY to act for me in all proceedings in this matter. I understand that the Board will consider the representations and submissions by my agent to be representations in furtherance of this proceeding before the Planning Board, nothing else.

Signature: Patricia Busyczak Dated: _____

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.


Part 1 – Project and Sponsor Information			
2 lot Subdivision Lands of Busyczak - Lamphear Road.			
Name of Action or Project:			
2 lot Subdivision Lands of Busyczak - Lamphear Road			
Project Location (describe, and attach a location map):			
Lamphear Road - See attached mapping.			
Brief Description of Proposed Action:			
2 lot Subdivision Lands of Busyczak Lamphear Road - See attached mapping			
Name of Applicant or Sponsor:		Telephone:	
Patricia Busyczak		E-Mail:	
Address:			
6327 Lamphear Road			
City/PO:		State:	Zip Code:
Rome		NY	13440
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 2.2 acres			
b. Total acreage to be physically disturbed? _____ 0 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 5 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (Specify):			
<input type="checkbox"/> Parkland			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Bald Eagle	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

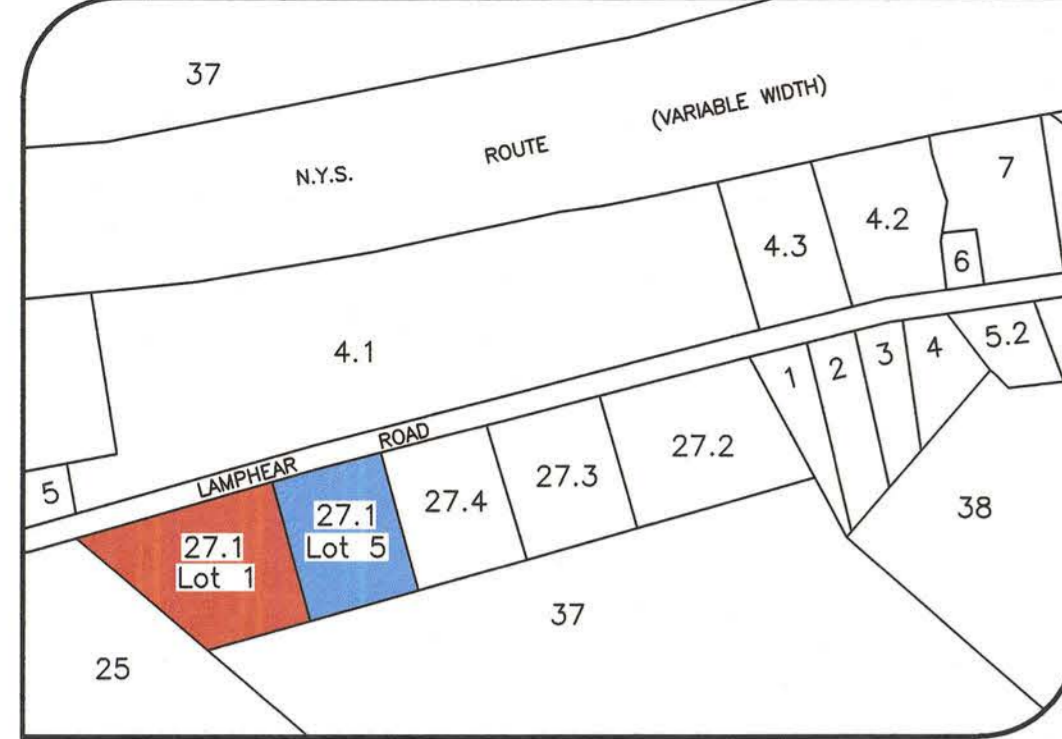
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Jeffrey Moore</u> Date: <u>6/21/2024</u>		
Signature: <u></u> Title: <u>Land Surveyor</u>		

PRINT FORM



Tax Map
(Not to Scale)

Zoning Information	
District	RR - Rural Residential
Item	RR - Rural Residential
Minimum Lot Size	One Half Acre
Minimum Lot Width	N/A
Maximum Coverage	25%
Maximum Impervious Surface	40±
Maximum Building Height	35 Ft.
Minimum Front Yard Setback	30 Ft.
Minimum Side Yard Setback	15 Ft.
Minimum Rear Yard Setback	30 Ft.
Accessory Structure Side Setback	3 Ft. and not allowed in Front Yard

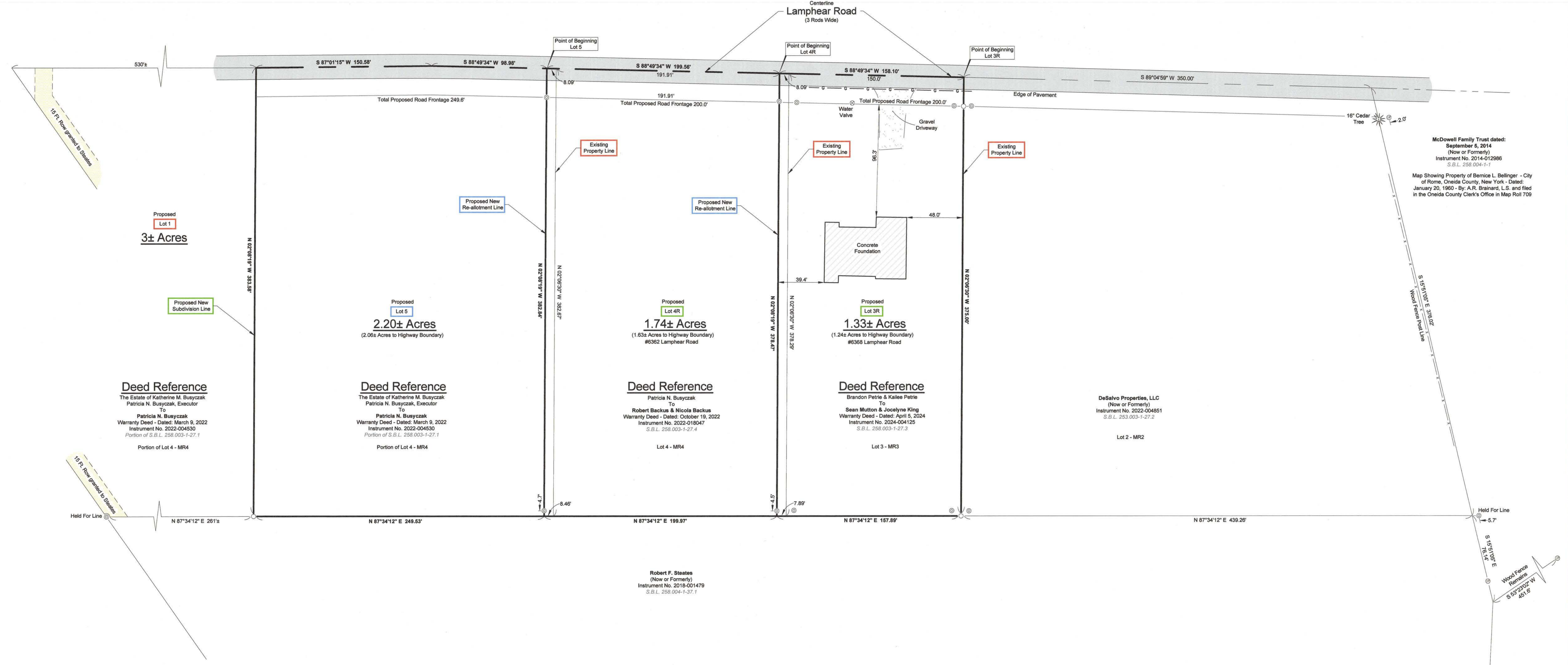
Survey Notes:

- Underground facilities, structures and utilities have been plotted from a combination of field measurements, available maps, records and information provided by the owner, therefore their location should be considered approximate only. There also may be other facilities, structures or utilities, the existence of which is presently unknown.
- By graphical plotting only, this project IS NOT located in a N.Y.S.D.E.C. Regulated Wetland as delineated on official freshwater wetland maps on file with the City of Rome Engineers.
- By graphical plotting only, this project IS NOT located in a Federal regulated Freshwater Wetland as delineated on official freshwater wetland maps on file with the U.S. Fish and Wildlife Service National Wetlands Inventory.
- By graphical plotting only, this project IS NOT located within a 100 year Flood Zone as delineated on official flood plain maps on file with the City of Engineers Office.
- Lots 1-5 shown on the plot herein have the ability to be serviced by The City of Rome municipal water services.
- Always call DigSafe New York (1-800-962-7962) 2-10 working days prior to your dig or excavation. Dig with care! Always hand dig when within 2 feet of any marked lines. If damaged, contacted or disturbance of any underground utility line occurs, immediately notify the affected facility operator, utility or pipeline company. If damage to an underground facility creates an emergency, take immediate steps to safeguard health and property, contact 911.
- No Abstract of title was provided at time of survey, this survey is subject to any states of facts a current abstract of title may show.



This Project

Location Map
(Not to Scale)



McDowell Family Trust dated:
September 5, 2014
(Now or Formerly)
Instrument No. 2014-012986
S.B.L. 258.004-1-1

Map Showing Property of Bamice L. Bellinger - City of Rome, Oneida County, New York - Dated: January 20, 1960 - By: A.R. Brainard, L.S. and filed in the Oneida County Clerk's Office in Map Roll 709

- Legend:**
- Existing 1/2" Iron Rebar
 - Set 5/8" Iron Rebar
 - Existing Iron Pipe

Applicant: Patricia N. Busyczak
6327 Lamphear Road
Rome, NY 13440

Approved:
City of Rome Planning Department Dated

PRELIMINARY
It is hereby certified that this is a correct map made from an actual Field Survey

Jeffrey D. Moore, L.S. #051016

File No. 24-87

2 Lot Subdivision and Boundary Line Adjustment Lands
Busyczak, Backus, Mutton & King
Lamphear Road

City of Rome
Oneida County - New York

Moore Land Surveying, P.C.

1721 Black River Boulevard
Rome, New York 13440
Office: 315-336-9480
Fax: 315-929-5429

Dated: June 18, 2024
Revised:
Scale: 1" = 40 Ft.
Drawn By: MK
Checked By: JM

Unauthorized alteration or addition to a survey map bearing a Licensed Land Surveyor's Seal is a violation of Section 7209, subdivision 2 of the New York State Education Law.
It is a violation of the State Education Law for any person, unless acting under the direction of a licensed land surveyor, to alter an item in any way.