



**Application for Planning Board Review**

Property Address: 7937 Westernville Road

County Tax ID #: 205.020-1-16+1

**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.*

City of Rome, New York  
Application for Planning Board Review

**Applicant Information**

Name: 7937 Ridge Hills Road LLC Address: 812 Beech St Rd  
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: MOORE LAND Surveying Address: 1721 Black River Blvd  
Phone: 315-336-9480 City: Rome State: NY Zip: 13440  
E-Mail: Jeff@MOORELANDSURVEYING.COM

Brief Project Summary/Description:

2 Lot Subdivision - See Attached Map

Property Zoning: R-1-6      Property Size: 79±A

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

**Site Plan Review Supplement**

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

**Proposed Building Square Footage:** N/A

**Proposed Building Height:** N/A

**Proposed Lot Coverage:** N/A

**Proposed Impervious Surface Coverage:** N/A

**Proposed Building Setbacks:** N/A (Front, Side, Side, Rear)

**Breakdown of Proposed Uses by Square Footage:** N/A

**Proposed Number of Residential Units:** N/A (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.*

**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.*

Subdivision Supplement

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

Existing parcel size(s): 49± A

New parcel sizes: 42± A 7± A

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 NA

**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)

**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



**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.

## 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: 21

Owner Signature: DN

Date: 5/15/25

Date: 5/15/25

**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.

<b>Part 1 – Project and Sponsor Information</b>			
2 Lot Subdivision Lands of 7937 Ridge Mills Road, LLC			
Name of Action or Project:			
7937 Ridge Mills Road, LLC			
Project Location (describe, and attach a location map):			
7937 Westernville Road Rome			
Brief Description of Proposed Action:			
2 Lot subdivision - See attached map			
Name of Applicant or Sponsor:		Telephone:	
7937 Ridge Mills Road, LLC		E-Mail:	
Address:			
812 Beech Street			
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?		NO	YES
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.		<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input checked="checked" type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		7.2 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?		99 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input checked="checked" type="checkbox"/> Rural (non-agriculture) <input checked="checked" type="checkbox"/> Industrial <input checked="checked" type="checkbox"/> Commercial <input checked="checked" type="checkbox"/> Residential (suburban)			
<input checked="checked" type="checkbox"/> Forest <input checked="checked" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:			
N/A _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
_____			
_____			



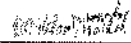
State of New York  
County of Oneida

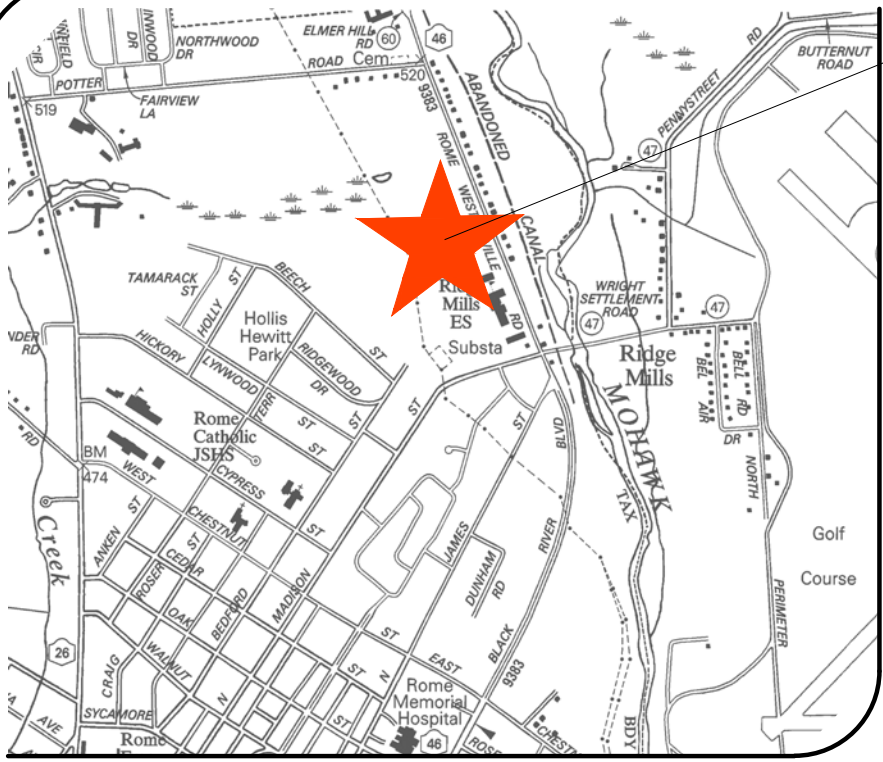
City of Rome Planning Board

In the Matter of:

Limited Power of Attorney

I 7937 Ridge Mills Road LLC, 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:  Dated: 5/15/2025  
7937 Ridge Mills Road LLC  
5/15/2025



**Location Map**  
(Not to Scale)

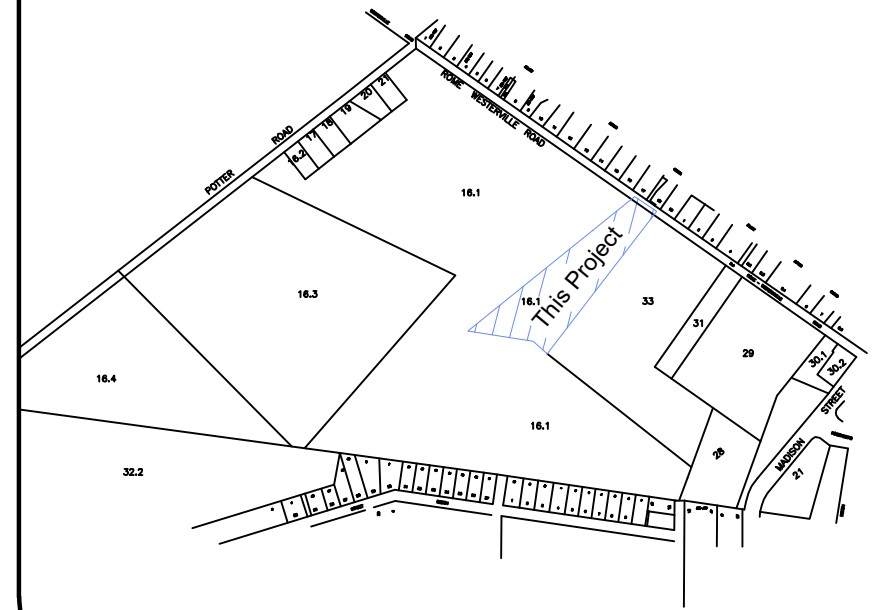
**Zoning Information**

District	R-1-8
Minimum Lot Size	8,000 Sq. Ft.
Minimum Lot Width	60 Ft.
Maximum Coverage	35%
Minimum Front Yard Setback	25 Ft.
Minimum Side Yard Setback	10 Ft.
Minimum Rear Yard Setback	30 Ft.

**This Project**

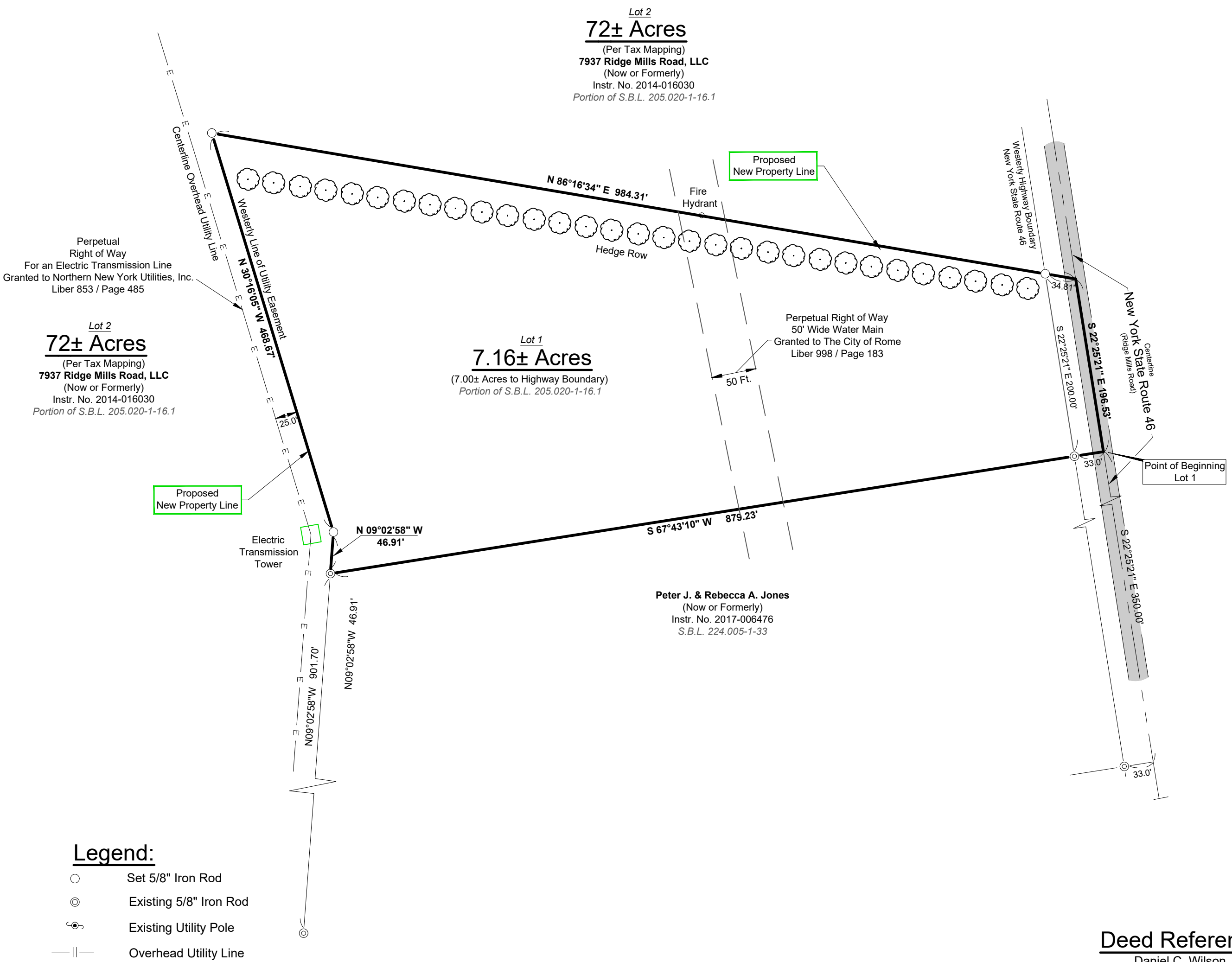
**Survey Notes:**

- 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 Clerk's Office.
- By graphical plotting only, this project is not located in a Federal regulated Freshwater Wetland as delineated on official freshwater wetland maps on 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 Rome Engineers Office.
- Lot 1 and Lot 2 will have access to municipal water and sanitary sewer services provided through The City of Rome.
- At time of field work no abstract of title was provided, as a result this survey is subject to any facts a current abstract of title may disclose.



**Tax Map**  
(Not to Scale)

North By Instr. No. 2017-006476



**Applicant:** 7937 Ridge Mills Road, LLC  
812 Beech Street  
Rome, NY 13440

**Approval:** City of Rome Planning Board Chairman Dated

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.

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

Jeffrey D. Moore, L.S. 051016

**Deed Reference**

Daniel C. Wilson  
To  
**7937 Ridge Mills Road, LLC**  
Executor's Deed - Dated: October 22, 2014  
Instrument Number 2014-016030  
S.B.L. 205.020-1-16.1

File No. 25-88

2 Lot Subdivision Portion of the Lands of  
**7937 Ridge Mills Road, LLC**  
New York State Route 46

**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: 315-829-5429

Dated: May 15, 2025  
Revised:  
Scale: 1" = 100 Ft.  
Drawn By: MK  
Checked By: JM