

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# 243.006 - 1 - 38

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 *[Signature]* DATE 4/10/26

*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#** Lands of Acchino Autobody, LLC Floyd Avenue

**APPLICANT INFORMATION**

NAME	<u>James Acchino</u>	ADDRESS	<u>1309 Floyd Avenue</u>		
PHONE	<u>315-336-1719</u>		<u>Rome NY 13440</u>		
			<i>City</i>	<i>State</i>	<i>ZIP</i>
FAX	<u></u>	E-MAIL	<u></u>		

**OWNER INFORMATION**

NAME	<u>James Acchino</u>	ADDRESS	<u>1309 Floyd Avenue</u>		
PHONE	<u>315.336.1043</u>		<u>Rome</u>	<u>NY</u>	<u>13440</u>
			<i>City</i>	<i>State</i>	<i>ZIP</i>
FAX	<u></u>	E-MAIL	<u></u>		

**AGENT INFORMATION**

NAME	<u>WATERS LAND SURVEYING</u>	ADDRESS	<u>1307 North James Street</u>		
PHONE	<u>315.334.9759</u>		<u>Rome</u>	<u>NY</u>	<u>13440</u>
			<i>City</i>	<i>State</i>	<i>ZIP</i>
FAX	<u></u>	E-MAIL	<u>watersls@earthlink.net</u>		



**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 4/10/26

Owner Signature WATERS LAND SURVEYING for  
Acchino Autobody, LLC Date 6/3/24

If you have any questions please contact the following:

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

PROPOSED DESCRIPTION

Lands of Acchino Properties, LLC

PARCEL NO. 1

ALL THAT TRACT, PIECE OR PARCEL OF LAND situate in the City of Rome, County of Oneida, and State of New; as shown on the Map entitled Map Showing Lands of Acchino Autobody, LLC, City of Rome, County of Oneida, State of New York, prepared by Michael P. Waters, P.L.S. No. 050027, and dated April 10, 2026 which said Tract, Piece, or Parcel being more particularly bounded and described as follows:

Beginning at the intersection of the northerly street boundary of Floyd with the division line between the herein described parcel on the west and the lands of KVM Park, LLC (reputed owner) on the east; said point being South 60° 43' 49" West 237.17 feet from a Concrete Monument located on the westerly boundary of the former Griffiss Air Force Base;

thence South 68° 56' 12" West along said northerly street boundary of said Floyd Avenue 93.08 feet to a point on said northerly street boundary of said Floyd Avenue;

thence the lands of Acchino Properties, LLC the following two (2) courses and distances:

1. North 21° 12' 54" West along, 123.01 feet to a point;
2. South 68° 56' 12" West, 110.77 feet to its intersection with the division line between the herein described parcel on the east and the lands of Revitalize Estates, LLC on the west;

thence North 21° 01' 22" West along said division line 169.70 feet to its intersection with the division line between the herein described parcel on the south and the lands of Bagnall Properties, LLC (reputed owner) on the north;

thence North 68° 49' 31" East along said division line 18.11 feet to its intersection with the division line between the herein described parcel on the east and said land of Bagnall Properties (reputed owner) on the west;

thence North 20° 04' 40" West along said division line 78.69 feet to its intersection with the division line between the herein described parcel on the south and said lands of Bagnall Properties (reputed owner) on the north;

thence North 69° 17' 51" East along said division line 174.04 feet to its intersection with the division line between the herein described parcel on the west and said lands of Bagnall Properties (reputed owner) on the east;

thence South 18° 16' 02" East along said division line and continuing along the first mentioned division line 326.53 feet to the place of beginning, being 64,490.3 ± square feet or 1.480 acres, more or less.

Together with a nonexclusive reciprocal easement in common others over that portion of Parcel No. 2 as required for ingress, egress and regress.

PROPOSED DESCRIPTION

Lands of Acchino Properties, LLC

PARCEL NO. 2

ALL THAT TRACT, PIECE OR PARCEL OF LAND situate in the City of Rome, County of Oneida, and State of New; as shown on the Map entitled Map Showing Lands of Acchino Autobody, LLC, City of Rome, County of Oneida, State of New York, prepared by Michael P. Waters, P.L.S. No. 050027, and dated April 10, 2026 which said Tract, Piece, or Parcel being more particularly bounded and described as follows:

Beginning at the intersection of the northerly street boundary of Floyd with the division line between the herein described parcel on the southeast and the lands of Vitalize Estates, LLC (reputed owner) on the northwest;

thence North 10° 34' 15" West along said division line 76.35 feet to its intersection with the division line between the herein described parcel on the east and said lands of Vitalize Estates, LLC on the west;

thence North 21° 01' 25" West along said division line 58.00 feet to its intersection with the division line between the herein described parcel on the south and said lands of Vitalize Estates, LLC (reputed owner) on the north;

thence North 68° 56' 12" East along said division line and continuing through the lands of Acchino Properties, LLC 128.77 feet to a point;

thence continuing South 21° 12' 45" East through said lands of Acchino Properties, LLC 123.01 feet to its intersection with the aforementioned northerly street boundary of Floyd Avenue;

thence South 68° 56' 12" West along said northerly street boundary of said Floyd Avenue 222.27 feet to the place of beginning, being 17,165.0 ± square feet or 0.394 acre, more or less.

Together with a nonexclusive reciprocal easement in common others over that portion of Parcel No. 1 as required for ingress, egress and regress.

Subject to an easement for ingress, egress, and regress over a portion of the southwest corner of said Parcel No. 2

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

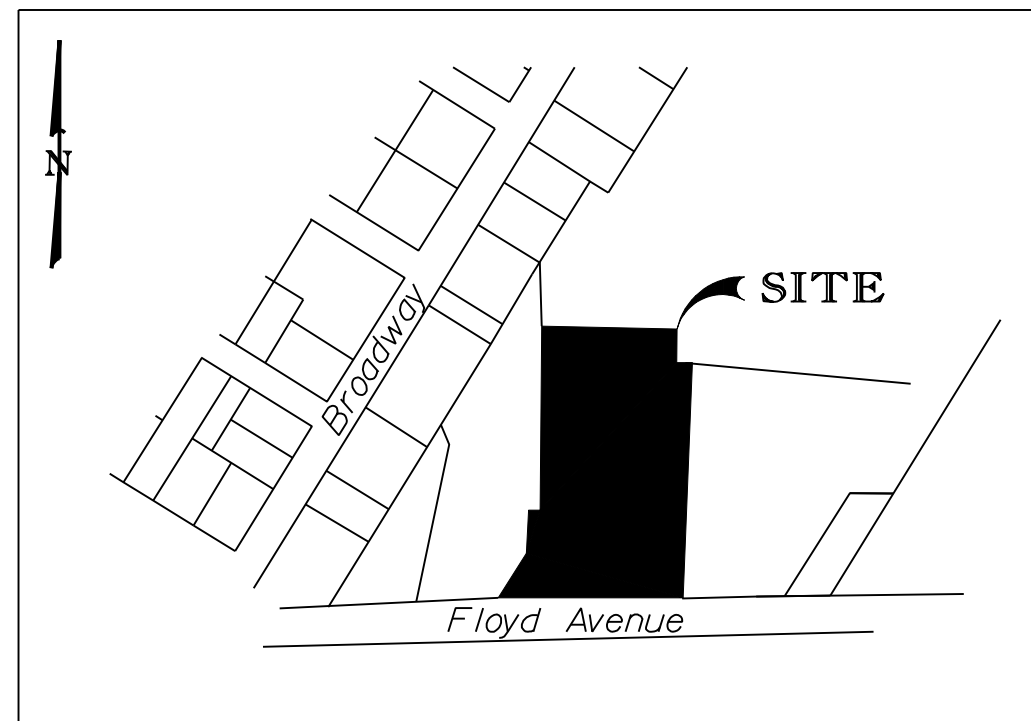
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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.

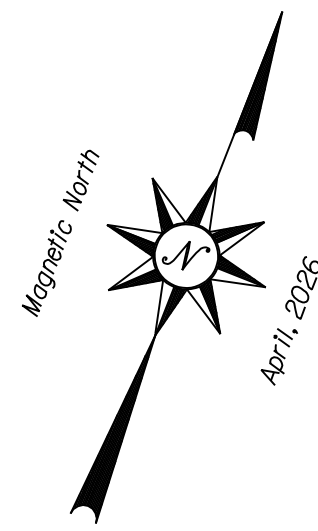
<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Acchino Autobody, LLC Subdivision			
Project Location (describe, and attach a location map): 1309 Floyd Avenue			
Brief Description of Proposed Action: Split a 1.7± acre parcel into 2 parcels			
Name of Applicant or Sponsor: James Acchino		Telephone: 315.336.1043	
		E-Mail:	
Address: 1309 Floyd Avenue			
City/PO: Rome		State: NY	Zip Code: 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"/>
			YES <input 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:			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ 1.7± 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?		_____ 1.7± acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): C-2 Mixed Commercial / Residential			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<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? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<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?  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?	NO	YES	
	<input checked="" type="checkbox"/>	<input 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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	





**LOCATION PLAN**  
Not To Scale



Existing Zoning  
C - 2 Commercial / Residential

OWNER  
Acchino Properties, LLC  
1309 Floyd Avenue  
Rome, New York 13440  
315.336.1043

Title Source  
Instrument Number  
2010 - 018529

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.  
The alteration of survey maps by anyone other than the original preparer is misleading, confusing and not in the general welfare of the public. Licensed land surveyors shall NOT alter maps, survey plans or survey plats prepared by others.

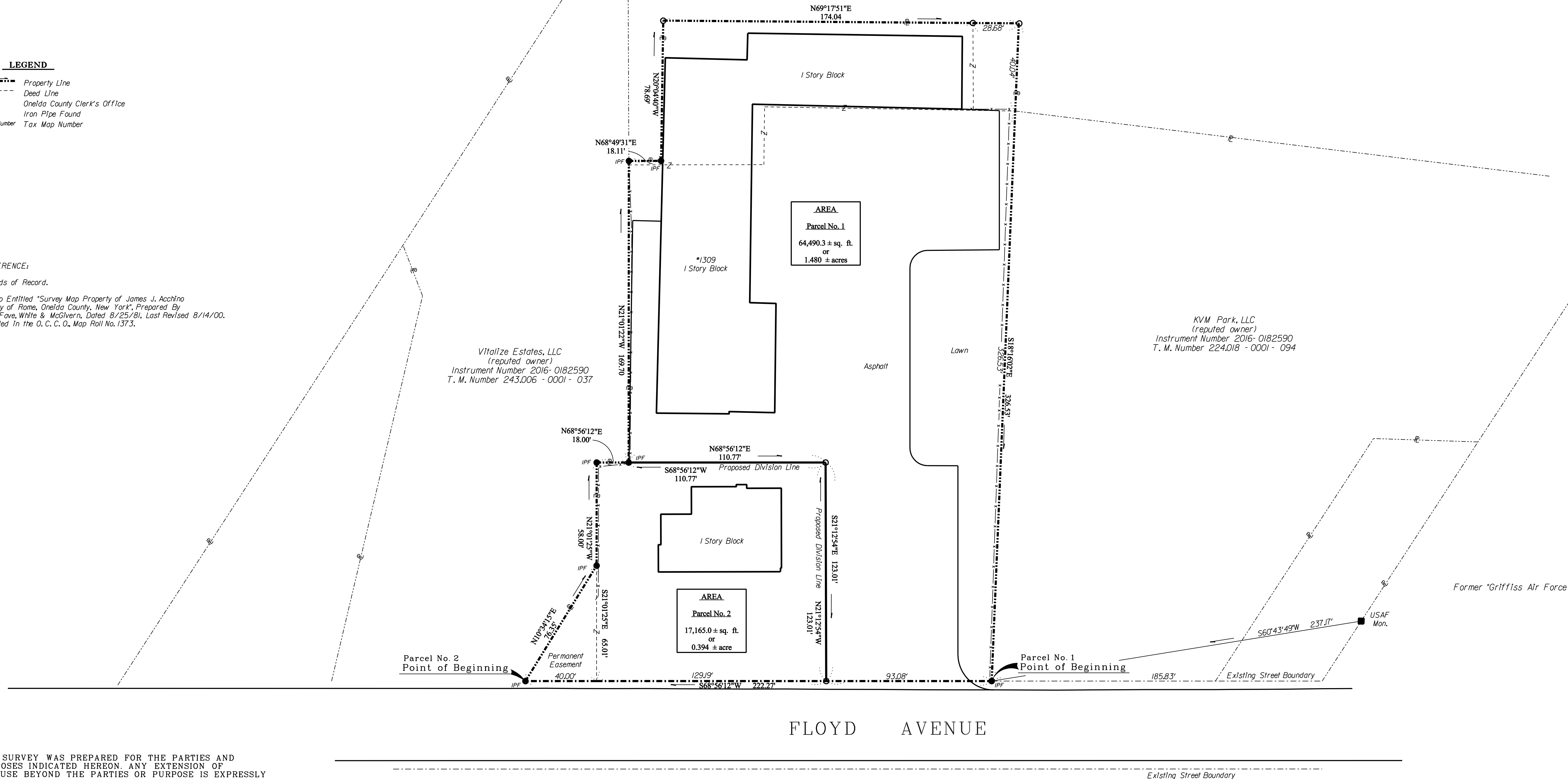
Bagnall Properties, LLC  
(reputed owner)  
Instrument Number 2016-0182590  
T. M. Number 224.018 - 0001 - 092.1

KVM Park, LLC  
(reputed owner)  
Instrument Number 2016-0182590  
T. M. Number 224.018 - 0001 - 094

Vitalize Estates, LLC  
(reputed owner)  
Instrument Number 2016-0182590  
T. M. Number 243.006 - 0001 - 037

- LEGEND**
- Property Line
  - - - Deed Line
  - OCCL Onondaga County Clerk's Office
  - IPF Iron Pipe Found
  - T. M. Number Tax Map Number

- REFERENCE:**
1. Deeds of Record.
  2. Map Entitled "Survey Map Property of James J. Acchino City of Rome, Onondaga County, New York", Prepared By LaFave, White & McSherv, Dated 8/25/91, Last Revised 8/14/00. Filed in the O. C. C. O., Map Roll No. 1373.



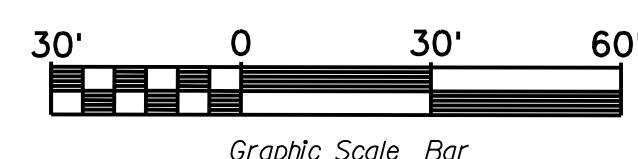
FLOYD AVENUE

THIS SURVEY WAS PREPARED FOR THE PARTIES AND PURPOSES INDICATED HEREON. ANY EXTENSION OF THE USE BEYOND THE PARTIES OR PURPOSE IS EXPRESSLY FORBIDDEN WITHOUT THE WRITTEN RELEASE OR PERMISSION OF WATERS LAND SURVEYING: Michael P. Waters P.L.S. No. 050027

Survey Completed 4/9/26

NOTE:

1. The Legal Width of Floyd Avenue is 49.5 Feet or 3 Rods.



WATERS LAND SURVEYING  
1507 North Ithaca Street  
Rome, NY 13440  
315.334.9729

P.L.S. No. 050027  
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PROPOSED SUBDIVISION  
Lands of  
**ACCHINO PROPERTIES, LLC**

CITY OF ROME  
COUNTY OF ONEIDA  
STATE OF NEW YORK

Revisions

Scale: 1"=30'  
4/10/26  
sub\_26

**FINAL PLAT**

Acchino Rome

TRUE COPIES SIGNED AND STAMPED IN RED

Only copies from the original of this survey marked with the surveyor's signature and an ORIGINAL embossed or Ink seal shall be considered valid true copies