



# City of Binghamton Planning Department

## Planning Commission Review Application

**Mayor, Richard C. David**  
Director, Dr. Juliet Berling

Dear Applicant,

Please review the following memo regarding the Planning Commission review and approval process. It is recommended that applicants review the Zoning Ordinance to ensure compliance and to facilitate the application. The Ordinance may be viewed by on the City's Website, [www.binghamton-ny.gov](http://www.binghamton-ny.gov).

1. Prior to submitting an application it is recommended that the applicant attend a Tuesday afternoon pre-development meeting to discuss the project with City Staff. Applicants may schedule an appointment by calling Planning Department at (607) 772-7028.  
The purpose of the pre-development meeting is to address technical issues, to identify potential concerns, to consider other involved or interested agencies (e.g. Broome County Planning Department, NYSDOT, NYSDEC, other City Boards/Commissions, etc.) and to review information likely to be necessary to refer the application to the appropriate City Board or Commission.
2. The deadline for application submittal, including all required documentation, is the first Wednesday of each month. This will place your application on the following month's meeting agenda. The Zoning Board of Appeals meets the first Monday of each month at 5:15pm and the Planning Commission meets on the second Monday of each month at 5:15pm.
3. Once the application is received, a Planning Department staff member will be assigned to review the application material. The staff member will then contact the applicant to open communication and to answer any questions the applicant may have. Staff may request any additional information, material, or documentation as deemed necessary.
4. Once the staff member is satisfied that all material has been submitted, they will write a staff report including all relevant information necessary for review of the application. This will be delivered to board members approximately 10 days prior to the meeting. The staff report can be made available to the applicant upon request.
5. If the subject property is within 500 feet of a municipal boundary, a County or State road, a County or State park or recreation area, a State or County owned facility, or the right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, then staff will file a 239 L, M, and N request with the Broome County Planning Department for comment. The County reserves the right to 30 days to respond to the request. The County's comments will be delivered to the applicant when they are received.
6. Approximately ten (10) days prior to a scheduled public hearing, Planning Department staff will execute legal notice. Staff will submit legal notice to the Press and Sun Bulletin, which will be published for one day in print 7 days prior to the public hearing. Staff will also mail all landowners within 200 feet of the subject parcel(s). Lastly, staff will prepare public notice signs. The applicant is responsible for paying all public notice fees and for posting the public notice sign on the property for 7 days prior to the public hearing.
7. At the public meeting, the applicant or their designee should appear to present information on the proposal and to answer any questions. This is not strictly required, however the City reserves the right to review or to table review of any application where the applicant is not in attendance.
8. A. Complete applications for the Zoning Board of Appeals will be set for immediate public hearing at the first available meeting.  
B. Complete applications for the Planning Commission generally take two meetings to complete review. Some minor projects may be reviewed in one meeting.
9. Within ten (10) days of a final decision, the official decision letter will be filed with the City Clerk. Staff will then email and/or mail a copy of the official decision letter to the applicant.

***Any questions may be directed to the Planning Department at (607) 772-7028.***

***Planning Department • City Hall • 38 Hawley St • Binghamton, NY 13901***



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## Planning Commission Review Application Checklist

- 1. Application Fee (see fee schedule below).
- 2. One (1) complete copy of this application.
- 3. One (1) complete copy of an EAF (short-form or long-form as identified by staff).
- 4. One (1) copy of a full size site plan (see attached checklist).
- 5. One (1) copy of a scaled site plan (11" x 17"). *See next page.*
- 6. One (1) copy of a scaled floor plan.
- 7. Digital files of all plans, drawing, graphics, and any other relevant material delivered electronically to Planning Department Staff via email.

***Applications will not be processed until all required items are submitted. Additional copies may be requested.***

## Fee Schedule

### Site Plan Review

- Lot(s) under 4000 square feet: \$100.00
- Lot(s) over 4000 square feet: \$250.00

### Special Use Permit

- \$50.00

### Site Plan Modification Review

- Lot(s) under 4000 square feet: \$100.00
- Lot(s) over 4000 square feet: \$250.00

### Request for Prohibited Activity

- \$100.00

## Public Notice Fee Schedule

Approximately 10 days prior to the public hearing, Planning Department staff will issue all necessary legal notices. The applicant is responsible for paying any applicable fees and is responsible for posting public notice sign on the property. Fees are as follows:

- **Legal Notice (printed in the Press & Sun Bulletin)** \$50.00
- **Mailings** \$2.00 per mailing
- **Signs** \$50.00 per sign (\$40.00 reimbursement upon return of sign)



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<b>Site Plan Checklist</b>					
Plan Component	For plans involving existing building (s)	For plans involving new construction	For plans involving a parking area	For plans involving landscaping	For plans involving site grading
Acceptable scale: ¼"=1'; 3/16" = 1'; 1/8" = 1'; 1" = 10'; 1" = 20'; 1" = 30'	X	X	X	X	X
Bulk table. Including all setbacks, lot coverage (%) and building height	X	X	X	X	X
Elevations (architectural renderings)		X			
Existing and proposed structures	X	X	X	X	X
Gross floor area of each land use	X	X			
Instrument Survey, including public rights-of-way and easements		X	X		X
Structures on adjacent properties	X	X	X	X	X
Parking layout including drive aisles	X	X	X		
Existing and proposed driveways, curbing, and curb cuts	X	X	X		
Snow storage for parking areas	X	X	X		
Bicycle parking		X	X		
Existing and proposed lighting	X	X	X		
Existing topography and proposed grading		X	X		X
Existing and proposed signage	X	X			
Property lines of all parcels in project site	X	X	X	X	X
Trash storage	X	X			
Proposed landscaping and fencing	X	X	X	X	X
Urban Runoff Reduction Plan (URRP)	<i>Please discuss with Planning Department staff.</i>				
Storm Water Pollution Prevention Plan (SWPPP)					

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**1. Property/Project Location Information:**

Address of Property: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Square Footage: \_\_\_\_\_ sf

Zoning District: \_\_\_\_\_

**2. Application for:** Please check all that apply

\_\_\_\_\_ Site Plan Review

\_\_\_\_\_ Special Use Permit

\_\_\_\_\_ Site Plan Modification Review

**3. Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's relationship to property: \_\_\_\_\_

**4. Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Engineer/Architect:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**7. Attorney:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



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8. List and describe all exterior alterations and additions proposed as part of the project.

9. List and describe all interior alterations and additions proposed as part of the project.

10. What is the estimated total cost of alterations? If this exceeds \$75,000, an engineer's estimate is required.

11. For commercial establishments, please complete the following:

		<u>Existing</u>	<u>Proposed</u>
a)	Number of customers per day:	_____	_____
b)	Number of employees:	_____	_____
c)	Hours of operation:	_____	_____
d)	Days of operation:	_____	_____
e)	Hours of deliveries:	_____	_____
f)	Frequency of deliveries (check one):		
	<input type="checkbox"/> Less than once a month	<input type="checkbox"/>	Monthly
	<input type="checkbox"/> Biweekly	<input type="checkbox"/>	Weekly
	<input type="checkbox"/> Several times a week	<input type="checkbox"/>	Daily

12. Is the site currently serviced by water, sanitary, and storm sewer lines? Yes  No   
If serviced, are the lines large enough to accommodate the water and sewer needs of your proposed use?  
Yes  No

If water and sewer lines are not present, how will they be provided?

13. Is the site within the 100-year floodplain? Yes  No

If yes, a floodplain development permit is required.

14. Is the site within a Historic District? Yes  No

If yes, design review from the Commission on Architecture and Design is required.



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**15. Is the site within the boundaries of the Local Waterfront Revitalization Program?** Yes  No   
If yes, Waterfront Advisory Committee Review is required.

**16. Involved and Interested Agencies:** Other than the Building & Construction Department of the City of Binghamton, list all other agencies from which a permit or approval will be required for this project:

- \_\_\_\_ City Council (specify \_\_\_\_\_)
- \_\_\_\_ Broome County (specify \_\_\_\_\_)
- \_\_\_\_ NYS Department of Environmental Conservation (specify \_\_\_\_\_)
- \_\_\_\_ NYS Department of Transportation (specify \_\_\_\_\_)
- \_\_\_\_ CAUD (specify \_\_\_\_\_)
- \_\_\_\_ Other (specify \_\_\_\_\_)

**17. Please complete on a separate sheet of paper the following questions if you are applying for a special use permit:**

- a) That the land use or activity is designed, located, and operated so as to protect the public health, safety, and welfare.
- b) That the land use or activity will encourage and promote a suitable and safe environment for the surrounding neighborhood and will not cause substantial injury to the value of other property in the neighborhood.
- c) That the land use or activity will be compatible with existing adjoining development and will not adversely change the established character or appearance of the neighborhood.
- d) That effective landscaping and buffering is provided as may be required by the Planning Commission. To this end, parking areas and lot areas not used for structures or access drives shall be improved with grass, shrubs, trees, and other forms of landscaping, the location and species of which shall be specified on the site plan.
- e) That a site plan shall be approved in accordance with applicable provisions of Article IX of the Zoning Ordinance.
- f) That adequate off-street parking and loading are provided in accordance with Article X of the Zoning Ordinance or other requirements as may be set forth in Section 410-41, and egress and ingress to parking and loading areas are so designed as to minimize the number of curb cuts and not unduly interfere with traffic or abutting streets.
- g) That site development shall be such as to minimize erosion and shall not produce increased surface water runoff onto abutting properties.
- h) That existing public streets and utilities servicing the project shall be determined to be adequate.
- i) That significant existing vegetation shall be preserved to the extent practicable.
- j) That adequate lighting of the site and parking areas is provided and that exterior lighting sources are designed and located so as to produce minimal glare on adjacent streets and properties.



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- k) That the land use or activity conforms with all applicable regulations governing the zoning district where it is to be located, and with performance standards set forth in Section 410-24 of the Zoning Ordinance, except as such regulations and performance standards may be modified by the Planning Commission or by the specific provisions of Section 410-41. Notwithstanding the above, the Planning Commission shall not be authorized to modify the land use regulations of the Zoning Ordinance.

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By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the variance(s). I/we also give the Planning Department staff and Planning Commission Members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

Date: \_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_  
Property Owner's Signature (if different than Applicant)