Department of Planning, Housing, & Community Development

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

Series A Site Plan / Special Use Permit Review Exception Application

§ 410-36 of the City of Binghamton Zoning Ordinance requires a Series A Site Plan review is conducted for all new construction, all commercial uses, all special permitted uses, all principal permitted and accessory uses, all changes of use, and as required by § 410.27 or § 410-29 of the Zoning Ordinance. An exception may be permitted when any change of use from one principal permitted or accessory use to another principal permitted or accessory use, including changes of use within a permitted multiple use, and where no exterior alterations or additions are proposed, provided the Planning Department and Building Inspector determine that the proposed change of use will not have any significant impact on any environmental or development issues on the parcel and/or the surrounding neighborhood.

A $50.00 application fee is required prior to review of this application.

Please complete this application and submit it to the Department of Planning, Housing, and Community Development. Completion and submission of this application does not guarantee that an exception will be granted.

1. Property/Project Location Information

   Address of Property: _____ Tax Map #: _____

   Dimensions: Frontage_____ ft. Depth _____ft. Square Footage: _____sf.

   Zoning District: _____

2. Applicant: _____

   Address: _____
   (Street) (City) (State) (Zip)
   Telephone: _____ Email: _____

   Applicant's relationship to property: ☐ Owner ☐ Contract Vendee ☐ Other _____

3. Property Owner: _____

   Address: _____
   (Street) (City) (State) (Zip)

   Telephone: _____ Email: _____

4. Contact Person: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email: _____

5. Engineer/Architect: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email: _____

6. Attorney: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email: _____

7. Please provide a description of the proposed project:

8. Please describe the land use history of the site:

9. For commercial establishments, please complete the following:

		Existing	Proposed
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):

- ☐ Less than once a month
- ☐ Monthly
- ☐ Biweekly
- ☐ Weekly
- ☐ Several times a week
- ☐ Daily

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

11. Is the site within a Historic District or listed as a Local Landmark? Yes ☐ No ☐

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

12. Is the site within the boundaries of the Local Waterfront Revitalization Program? Yes ☐ No ☐

If yes, Waterfront Advisory Committee review is required.

13. 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_____)

14. Please describe the anticipated traffic volume generated by the proposed project.

15. Please describe the impact the proposed project will have on existing site access, internal circulation and on-site & off-site parking.

16. Please describe the impact the proposed project will have on green space (landscaping, buffering, screening, etc.) and drainage.

17. Please describe how the proposed project may affect noise levels within the neighborhood.

18. Please describe any impact the proposed change of use will have on lighting.

19. Please describe the positive or negative effect(s) of this project on the character of the neighborhood, especially adjacent properties.

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 exception approval. I/we also give Planning Department & Building Department staff 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)