



City of Binghamton Planning Department

Planning Commission Review Application

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.

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 Planning Commission meets on the first Tuesday of each month at 5:15pm and the Zoning Board of Appeals meets the second Tuesday 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: \$150.00
- 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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Site Plan Checklist					
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. State and describe the proposed use of the project area (e.g. full-service restaurant, light manufacturing facility, etc.)

12. For residential uses, how many total units and beds are proposed?

13. 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

14. 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?

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

If yes, a floodplain development permit is required.



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16. **Is the site within a Historic District?** Yes No

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

17. **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 _____)

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

- a) Is the land use or activity designed, located, and operated so as to protect public health and public safety?
- b) How will the land use or activity encourage and promote a suitable and safe environment for the surrounding neighborhood and not cause substantial injury to the value of other property in the neighborhood?
- c) Will the land use or activity be compatible with existing adjoining development and not adversely change the established character or appearance of the neighborhood?
- d) Will effective landscaping and buffering be 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) Is adequate off-street parking and loading being provided? Is egress and ingress to parking and loading areas designed as to minimize the number of curb cuts?
- f) How will site development minimize erosion and surface water runoff onto abutting properties?
- g) Have existing public streets and utilities servicing the project been determined to be adequate for the project?
- h) What measures are being taken to preserve significant existing vegetation to the extent practicable?
- i) Is adequate lighting of the site and parking areas being provided? Are exterior lighting sources designed and located so as to produce minimal glare on adjacent streets and properties?



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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)
