



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT**

**Division of Planning & Economic Development**

Telephone: Planning & Development – 607-274-6550

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**FROM:** Lisa Nicholas, Senior Planner  
**DATE:** July 14, 2016  
**SUBJECT:** Site Plan Review Application Process & Schedule

Thank you so much for your inquiry into the Site Plan Review (SPR) process. Please note your application will not be acted on until a BUILDING PERMIT application has been filed with the Building Division. The Planning & Development Board (P&D) makes decisions on development proposals subject to Site Plan Review. To allow enough time for your proposal to be reviewed by staff, and other government and advisory bodies as required, your complete SPR application is due **approx. six (6) weeks** prior to the meeting at which you wish the Board to act on your proposal. Applicants must submit twenty-one (21) reduced-size copies of project plans and 21 copies of all other project information, including a detailed narrative, as well as two (2) full-scale sets of project drawings. The Planning Board meets every fourth Tuesday of each month. The application deadline and other key dates are as follows:

Pre-Application Form & Meeting	You should already have submitted a Pre-Application Form and other documents by the time you submit a Site Plan Review Application.
	Submit Building Permit application to Building Division.
<b>15<sup>th</sup> Day</b> of month prior to month you wish to be on agenda	Complete application (as described in Site Plan Review Application Checklist) is due to Planning Division. Also, call Building Division (274-6508 or 274-6510) to arrange to be on Project Coordinating Committee (PCC) agenda.
2 <sup>nd</sup> Monday of month	CONSERVATION ADVISORY COUNCIL (CAC) meets to review Environmental Assessment Form (EAF). ▪ 6:00 p.m., 3 <sup>rd</sup> Floor Conference Room, City Hall
20 days before Public Hearing	SPR notification sign to be posted on site. Signs are available for purchase (\$10.50 each) in Planning Division, 3 <sup>rd</sup> Floor, City Hall. (One sign for each street of property.)
3 <sup>rd</sup> Tuesday of month	PROJECT REVIEW COMMITTEE (of P&D Board) reviews site plans and EAFs. Attendance by applicant or representative is required. ▪ 9:30 a.m., 3 <sup>rd</sup> Floor Conference Room, City Hall
4 <sup>th</sup> Tuesday of month	PLANNING & DEVELOPMENT BOARD MEETING to conduct Environmental Review, Public Hearing, and Preliminary Review of Project. Attendance by applicant or representative is required. ▪ 6:00 p.m., Common Council Chambers, 3 <sup>rd</sup> Floor, City Hall

The enclosed materials are for your use. Please call if you need more information and good luck on your project.

Documents Enclosed:

- Application Checklist
- Application Form
- Short Environmental Assessment Form (SEAF)
- Full Environmental Assessment Form (FEAF), Part 1 [if required]
- Owner's Authorization Form [if required]
- Notice Requirements & Notice of Site Plan Approval Application Form
- Mailing Certification Form
- Supplementary Bicycle Parking Standards
- Site Plan Review Ordinance (Chapter 276 of City Code)



City of Ithaca

CONTACT:

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SITE PLAN REVIEW (SPR) APPLICATION CHECKLIST

[ ] SITE PLAN REVIEW PRE-APPLICATION FORM — You should already have submitted a Pre-Application Form and other documents by the time you submit a Site Plan Review Application.

EVERY SITE PLAN REVIEW APPLICATION MUST CONTAIN THE FOLLOWING ITEMS TO BE CONSIDERED COMPLETE:

[ ] Completed & signed SITE PLAN REVIEW APPLICATION form — 21 copies. NOTE: BUILDING PERMIT NUMBER REQUIRED.

[ ] PROJECT NARRATIVE — 21 copies. Project Narrative should describe proposed development in detail. If Zoning Variance(s) is needed from the Board of Zoning Appeals, the narrative should explain what variance(s) is needed and why the proposal would be infeasible without relief from requirements.

[ ] Completed & signed SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF) OR FULL ENVIRONMENTAL ASSESSMENT FORM (FEAF), PART I, if required — 21 copies.

[ ] SPR APPLICATION FEE (payable by check to: "City of Ithaca").

Table with 3 columns: Type of Approval, Project Cost, Application Fee. Rows include Site Plan Review and Modified Site Plan Review with various cost brackets and fees.

Icon of a binder. Application materials should be stapled or bound in sets — no loose-leaf uncollated sets. Do not submit paper heavier than 20 lbs. (75 g/m2) standard. Reduced (11"x17") drawings should be folded into 8.5"x11" dimensions.

— DRAWINGS & OTHER INFORMATION —

[ ] Two (2) full-size sets and 21 reduced (11"x17") sets of the required drawings and documents listed on p. 2.

Drawings should be clear, legible, accurate, and contain sufficient information to evaluate the project. The Planning Board or Director of Planning and Development may require licensed architects, engineers, and/or landscape architects be engaged in the design of the project. SITE PLAN, GRADING & DRAINAGE PLAN, PLANTING PLAN, and UTILITIES PLAN may be combined, as appropriate.

All drawings should contain the following:

- [ ] Project title and address.
[ ] Preparer's name and address.
[ ] Date (including revision dates).
[ ] North arrow, numeric and graphic scale.
[ ] Current Zoning District and zoning boundaries of the site.

- SITE SURVEY** showing property lines with dimensions and angles, easements, Rights-of-Way (ROWS), and existing curb-cuts within 25' of the proposed access to the development site. Survey should also show existing contours, and hydrologic and topographical features within 50' of the site, including drainage and run-off patterns, flood hazard areas (100-Year Flood Plain), and wetlands.
- CONTEXT MAP** [1"=50' or larger, as appropriate] showing property boundaries, general land use, streets, current zoning of the site and zoning boundaries, and significant features within a minimum of 100' of the site.
- ZONING ANALYSIS** describing how the proposed project will conform to Zoning District Regulations and other applicable Zoning requirements.
- LAYOUT PLAN** [1"=20' minimum] that shows:
  - Dimensions of proposed and existing paved areas, including roads, sidewalks, parking, and loading area(s). Contiguous sidewalks must meet City standards, by the completion of the project.
- SITE PLAN** [1"=20' minimum] that shows location of:
  - Proposed building(s), accessory structure(s), and major site elements.
  - Materials of proposed site improvements, such as walls, fences, gates, and major landscape elements.
  - Design of proposed curb-cuts.
  - Limits of disturbance.
  - Bicycle racks.
  - Dumpster(s) and/or trash handling.
  - Types of existing and proposed lighting.
  - Types and dimensions of existing and proposed signs (if available at time of submission).
  - Details sheets for all above-listed items, when applicable.
- DEMOLITION PLAN** that includes:
  - Everything to be demolished, including buildings and other structures.
  - Limits of construction, including removal of vegetation, and survey showing trees over 8 inches Diameter Breast Height (DBH). (Removal of City trees requires Tree Work Permit from the City Forester.)
  - Tree protection (see Appendix II, Standard Tree Planting Details, *Master Plan, Inventory, & Arboricultural Guidelines for the Public Trees of the City of Ithaca, New York*).
  - Erosion-control devices during and after construction.
- BUILDING ELEVATIONS** that include architectural elevations with dimensions, and rendered elevations showing all façades keyed to building materials. Building materials and colors should be specified (if available at time of submission) and keyed to rendered drawings. Physical materials samples required, to be presented to Planning Board prior to Final Site Plan Approval.
- GRADING & DRAINAGE PLAN** [1"=20' minimum] showing proposed contours and spot elevations, proposed drainage swales, catchments, and other stormwater management measures. (Can be combined with another plan.)

- UTILITIES PLAN** [1"=20' minimum] that shows:
  - Existing and proposed utilities, including location, size, and flow direction of sewers, water supply lines, and culverts. Electric, gas, and telephone lines, and appurtenances (e.g., transformer boxes, valves).
  - Location of existing and proposed fire hydrants.
  
- LANDSCAPE PLAN** [1' =20' minimum] that includes:
  - Planting schedule.
  - Types and locations of existing trees within 8" Diameter Breast Height (DBH) and above, and the outside dimension and location of any large shrub mass on or within 20' of the site.
  - Planting specifications as per City standards (see Appendix II, Standard Tree Planting Details, *Master Plan, Inventory, & Arboricultural Guidelines for the Public Trees of the City of Ithaca, New York*)
  - Planting plan. Plant species and variety, size, and quantity should be specified.
  
- CONSTRUCTION PLAN & RELATED INFORMATION** that shows:
  - Work in the City's or State's right-of-way requires Street Permit application form from Engineering Division (Department of Public Works).
  - Construction phasing diagram, if applicable.
  - Construction staging and parking plan, when available.
  - Construction plan and related details (e.g. mud maps, fencing).
  - Tree-protection devices during construction.
  - Truck routes.
  
- OTHER INFORMATION**
  - Planting plan. Plant species and variety, size, and quantity should be specified. Native soil characteristics and any soil amendment should be noted.
  - Any soil study, drainage calculation, and/or other engineering reports deemed necessary by a City Engineer.
  - Foundation type and construction method (may require geotechnical report)
  - Phase I Environmental Site Assessment (ESA), or equivalent, if necessary.
  - Vehicular delivery routes.

— PROJECT REVIEW CRITERIA —

The complete list of Project Review Criteria can be found in §276-7 of the City of Ithaca Municipal Code (and on p. 8 of the Site Plan Review Ordinance included in the Site Plan Review Application Packet).

**CONTACT:**

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108 E. Green St., 3<sup>rd</sup> Floor  
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**City of Ithaca**

**SITE PLAN REVIEW (SPR)  
APPLICATION**

**BUILDING PERMIT NUMBER:**

\_\_\_\_\_ (REQUIRED)

**APPLICANT:** Name: \_\_\_\_\_ Title/Role: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CONSULTANT:** Name: \_\_\_\_\_ Title/Role: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROJECT SPONSOR:** Name: \_\_\_\_\_ Title/Role: \_\_\_\_\_  
(if *other* than applicant)

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**— PROJECT DESCRIPTION —**

Project Title: \_\_\_\_\_ Project Address: \_\_\_\_\_

Project Type (check one):  Residential  Commercial  Industrial  Institutional  Mixed-Use

Scope of Work (check *all that apply* & indicate approximate operation/construction cost):

- |   |          |  |          |  |          |
|---|----------|--|----------|--|----------|
| <input type="checkbox"/> Vegetation Removal             | \$ _____ | <input type="checkbox"/> Façade Change       | \$ _____ | <input type="checkbox"/> Demolition          | \$ _____ |
| <input type="checkbox"/> New Paving                     | \$ _____ | <input type="checkbox"/> Earthwork           | \$ _____ | <input type="checkbox"/> New Plantings       | \$ _____ |
| <input type="checkbox"/> New Structure                  | \$ _____ | <input type="checkbox"/> Structure Expansion | \$ _____ | <input type="checkbox"/> Accessory Structure | \$ _____ |
| <input type="checkbox"/> Tree Removal                   | \$ _____ | <input type="checkbox"/> New Parking         | \$ _____ | <input type="checkbox"/> Landscaping         | \$ _____ |
| <input type="checkbox"/> Addition to Building/Structure | \$ _____ |  |          |  |          |

Total Construction Cost: \$ \_\_\_\_\_ Anticipated Construction Period: \_\_\_\_\_ to \_\_\_\_\_  
(best estimate) (best estimate)

**— OWNER INFORMATION —**

**1.** If the development site is leased property, list the property owner's name and address below:

\_\_\_\_\_  
\_\_\_\_\_  
Length of Lease: \_\_\_\_\_

**Note:** If property is not owned by Project Sponsor, OWNER'S AUTHORIZATION FORM required.

2. Please record the application date and approval status of any required federal, state, and/or local permits or approvals for this project:

Type	Approval Agency	Application Date	Approval Status
Demolition	Building Division	_____	_____
Building	Building Division	_____	_____
_____	Ithaca Landmarks Preservation Commission (ILPC)	_____	_____
_____	Board of Zoning Appeals (BZA)	_____	_____
_____	Board of Public Works (BPW)	_____	_____
_____	_____	_____	_____

3. Identify any existing restriction(s) relevant to development of this property:

- Deed Restriction(s)  
  Lien(s)  
  Easement(s)  
  License Agreement(s)  
  Other: \_\_\_\_\_

**— APPLICATION FEE —**

Application fee is based on total construction, site work, and landscaping costs, charged in accordance with the following schedule. The fee is payable by check to the “City of Ithaca,” upon submission of this application.

Type of Approval	Project Cost	Application Fee
Site Plan Review	less than \$10,000	\$75
	\$10,000 to \$49,999	\$150
	\$50,000 to \$100,000	\$300
	over \$100,000	\$1.50 per \$1,000
* Modified Site Plan Review	less than \$50,000	\$150
	\$50,000 or more	\$250

\* Modified Site Plan Review fee only applies to modifications to approved site plans that *do not* trigger reconsideration of Determination of Environmental Significance. Modifications that require additional environmental review should follow fee schedule for full Site Plan Review. This determination will be made at time of application.

**— QUICK APPLICATION CHECKLIST —**

Item	No. of Copies
<input type="checkbox"/> Application Form (completely filled out and signed)	21
<input type="checkbox"/> Short Environmental Assessment Form (SEAF) (completely filled out and signed)	21
<input type="checkbox"/> Full Environmental Assessment Form (FEAF) — Part 1 [ <i>if required</i> ] (completely filled out and signed)	21
<input type="checkbox"/> Full-Size Drawings: (1) scalable site survey with building footprint(s); and (2) height elevations	2
<input type="checkbox"/> Reduced Drawings (11”x17”) [see “Site Plan Review Application Checklist”]	21
<input type="checkbox"/> Site Plan Review Application Fee	

**ELECTRONIC SUBMISSIONS:** You must provide electronic versions of ALL submitted documents.

LARGE FILES: Incoming e-mails to the City must be under 10 MB in size (incl. message envelope), so please either provide a CD-ROM, flash/thumb drive, or use a free file-sharing web site, like: [www.hightail.com](http://www.hightail.com), [www.dropbox.com](http://www.dropbox.com), [www.google.com/drive](http://www.google.com/drive), etc. You can also split documents into smaller parts and send multiple e-mails/files to: [nicholas@cityofithaca.org](mailto:nicholas@cityofithaca.org) or [dgrunder@cityofithaca.org](mailto:dgrunder@cityofithaca.org).

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

*By signing this application form, the applicant acknowledges City staff may visit the site in order to fully understand the proposed development.*



# CITY OF ITHACA SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)

## Project Information

(to be completed by applicant or project sponsor)

1. Applicant/Sponsor:	2. Project Name:
3. Project Location:	
4. Is Proposed Action: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/Alteration	
5. Describe project briefly:	
6. Precise Location (road intersections, prominent landmarks, etc., or provide map):	
7. Amount of Land Affected: Initially: _____ Acres or Sq. Ft.                      Ultimately: _____ Acres or Sq. Ft.	
8. Will proposed action comply with existing zoning or other existing land use restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, describe briefly:	
9. What is present land use in vicinity of project: <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Parkland/Open Space <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____ Describe:	
10. Does action involve a permit/approval or funding, now or ultimately, from governmental agency (federal/state/local): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval type:	
11. Does any aspect of the action have a currently valid permit or approval? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval type:	
12. As a result of proposed action, will existing permit/approval require modification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><i>I certify the information provided above is true to the best of my knowledge.</i></p> PREPARER'S SIGNATURE: _____ DATE: _____ PREPARER'S TITLE: _____ REPRESENTING: _____	



# FULL ENVIRONMENTAL ASSESSMENT FORM (FEAF)

## PART 1—PROJECT INFORMATION

(prepared by project sponsor/applicant)

**NOTE:** This document is designed to assist in determining whether proposed action may have a significant effect on the environment. Please complete the *entire* form: Parts A through E. Answers to these questions will be considered part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3. It is expected that completion of the FEAF will depend on information currently available and will not involve new studies, research, or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action:		
Location of Action:		
Name of Applicant/Sponsor:		
Address:		
City/Town/Village:	State:	ZIP:
Business Phone:	E-Mail:	
Name of Owner (if different from applicant/sponsor):		
Address:		
City/Town/Village:	State:	ZIP:
Business Phone:	E-Mail:	
Description of Action:		



— PLEASE COMPLETE EVERY QUESTION. INDICATE “N/A,” IF NOT APPLICABLE. —

## A. SITE DESCRIPTION

Physical setting of overall project, both developed and undeveloped areas.

<b>1. Present Land Use:</b> <input type="checkbox"/> Urban <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Public <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural <input type="checkbox"/> Other: _____		
<b>2. Total area of project area:</b> _____ acres _____ square feet. (Chosen units also apply to following section.)		
<b>Approximate Area</b> (Units in Question 2 above apply to this section.)	<b>Currently</b>	<b>After Completion</b>
<b>2a. Meadow or Brushland (non-agricultural)</b>		
<b>2b. Forested</b>		
<b>2c. Agricultural</b>		
<b>2d. Wetland</b> [as per Article 24 of Environmental Conservation Law (ECL)]		
<b>2e. Water Surface Area</b>		
<b>2f. Public</b>		
<b>2g. Unvegetated (i.e., rock, earth, or fill)</b>		
<b>2h. Roads, Buildings, &amp; Other Paved Surfaces</b>		
<b>2i. Other (indicate type):</b> _____		
<b>3a. What is the predominant soil type(s) on project site (e.g., HdB, silty loam, etc.):</b> _____		
<b>3b. Soil Drainage:</b> <input type="checkbox"/> Well-Drained: _____% of Site <input type="checkbox"/> Moderately Well-Drained: _____% of Site <input type="checkbox"/> Poorly Drained: _____% of Site		
<b>4a. Are there bedrock outcroppings on project site?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>4b. What is depth of bedrock?</b> _____ (feet)		
<b>4c. What is depth to the water table?</b> _____ (feet)		
<b>5. Approximate percentage of proposed project site with slopes:</b>	<input type="checkbox"/> 0-10% _____% <input type="checkbox"/> 10-15% _____% <input type="checkbox"/> 15% or greater _____%	
<b>6a. Is project substantially contiguous to, or does it contain, a building, site, or district listed on or eligible for the National or State Register of Historic Places?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>6b. Or a designated local landmark or located in a local landmark district?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>7. Do hunting and/or fishing opportunities currently exist in the project area?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If “Yes,” identify each species: _____	

## A. SITE DESCRIPTION (concluded)

<p><b>8.</b> Does project site contain any species of plant and/or animal life identified as threatened or endangered?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>According to: _____</p> <p>Identify each species: _____</p>
<p><b>9.</b> Are there any unique or unusual landforms on project site (i.e., cliffs, other geological formations)?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>Describe: _____</p>
<p><b>10.</b> Is project site currently used by community or neighborhood as an open space or recreation area?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>If yes, explain: _____</p>
<p><b>11.</b> Does present site offer or include scenic views known to be important to the community?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>Describe: _____</p>
<p><b>12.</b> Is project within or contiguous to a site designated a Unique Natural Area (UNA) or critical environmental area by a local or state agency?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>Describe: _____</p>
<p><b>13.</b> Stream(s) within or contiguous to project area:</p> <p>_____</p> <p>_____</p>	<p>a. Names of stream(s) or river(s) to which it is a tributary: _____</p> <p>_____</p>
<p><b>14.</b> Lakes, ponds, or wetland areas within or contiguous to project area:</p>	<p>a. Name(s): _____</p> <p>b. Size(s) in acres: _____</p>
<p><b>15.</b> Has site been used for land disposal of solid and/or hazardous wastes?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p>Describe: _____</p>
<p><b>16.</b> Is site served by existing public utilities?</p> <p>a. If “Yes,” does sufficient capacity exist to allow connection?</p> <p>b. If “Yes,” will improvements be necessary to allow connection?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p>

## B. PROJECT DESCRIPTION

<b>1.</b> Physical dimensions and scale of project (fill in dimensions as appropriate): _____
<b>1a.</b> Total contiguous area owned by project sponsor either in acres: _____ or square feet: _____
<b>1b.</b> Project acreage developed: _____ Acres, initially: _____ Acres, ultimately: _____
<b>1c.</b> Project acreage to remain undeveloped: _____
<b>1d.</b> Length of project in miles (if appropriate): _____ or feet: _____
<b>1e.</b> If project is an expansion, indicate percentage change proposed: _____%
<b>1f.</b> Number of existing off-street parking spaces: _____ Proposed: _____
<b>1g.</b> Maximum vehicular trips generated (on completion of project) per day: _____ Per hour: _____
<b>1h.</b> Height of tallest proposed structure in feet: _____
<b>1i.</b> Linear feet of frontage along a public street or thoroughfare that the project will occupy: _____
<b>2.</b> Specify what type(s) of natural material (i.e., rock, earth, etc.) and how much will be removed from the site: _____ Or added to the site: _____
<b>3.</b> Specify what type(s) of vegetation (e.g., trees, shrubs, ground cover) and how much will be removed from the site: Acres: _____ Type(s) of Vegetation: _____
<b>4.</b> Will any mature trees or other locally important vegetation be removed for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____
<b>5.</b> Are there any plans for re-vegetation to replace vegetation removed during construction? _____
<b>6.</b> If single-phase project, anticipated period of construction: _____ months (including demolition)
<b>7.</b> If multi-phase project, anticipated period of construction: _____ months (including demolition)
<b>7a.</b> Total number of phases anticipated: _____
<b>7b.</b> Anticipated date of commencement for first phase: _____ month _____ year (including demolition)
<b>7c.</b> Approximate completion date of final phase: _____ month _____ year.
<b>7d.</b> Is phase one financially dependent on subsequent phases? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>8.</b> Will blasting occur during construction? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____
<b>9.</b> Number of jobs generated during construction: _____ After project is completed: _____
<b>10.</b> Number of jobs eliminated by this project: _____ Explain: _____
<b>11.</b> Will project require relocation of any projects or facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____

## B. PROJECT DESCRIPTION (concluded)

<b>12a.</b> Is surface or sub-surface liquid waste disposal involved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, explain: _____
<b>12b.</b> If #12a. is "Yes," indicate type of waste (e.g., sewage, industrial, etc.): _____
<b>12c.</b> If surface disposal, where specifically will effluent be discharged? _____
<b>13.</b> Will surface area of existing lakes, ponds, streams, or other surface waterways be increased or decreased by proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, explain: _____
<b>14a.</b> Will project or any portion of project occur wholly or partially within or contiguous to the 100-year flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>14b.</b> Does project or any portion of project occur wholly or partially within or contiguous to: <input type="checkbox"/> Cayuga Inlet <input type="checkbox"/> Fall Creek <input type="checkbox"/> Cascadilla Creek <input type="checkbox"/> Cayuga Lake <input type="checkbox"/> Six Mile Creek <input type="checkbox"/> Silver Creek? (Check all that apply.)
<b>14c.</b> Does project or any portion of project occur wholly or partially within or contiguous to wetlands as described in Article 24 of the ECL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>14d.</b> If #14a., b., or c. is "Yes," explain: _____
<b>15a.</b> Does project involve disposal of solid waste? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>15b.</b> If #15a. is "Yes," will an existing solid waste disposal facility be used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>15c.</b> If #15b. is "Yes," give name of disposal facility: _____ and location: _____
<b>15d.</b> Will there be any wastes that will not go into a sewage disposal system or into a sanitary landfill? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____
<b>15e.</b> Will any solid waste be disposed of on site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____
<b>16.</b> Will project use herbicides or pesticides? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," specify: _____
<b>17.</b> Will project affect a building or site listed on or eligible for the National or State Register of Historic Places, or a local landmark, or in a landmark district? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," explain: _____
<b>18.</b> Will project produce odors? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, explain: _____
<b>19.</b> Will project produce operating noise exceeding the local ambient noise-level during construction? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A After construction? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>20.</b> Will project result in an increase of energy use? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, indicate type(s): _____
<b>21.</b> Total anticipated water usage per day in gals./day: _____ Source of water: _____

## C. ZONING & PLANNING INFORMATION

<p>1. Does proposed action involve a planning or zoning decision? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, indicate the decision(s) required: <input type="checkbox"/> Zoning Amendment <input type="checkbox"/> Zoning Variance <input type="checkbox"/> New/Revision of Master Plan <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Resource Management Plan <input type="checkbox"/> Other: _____</p>
<p>2. What is the current zoning classification of site? _____</p>
<p>3. If site is developed as permitted by <b>current</b> zoning, what is the maximum potential development? _____</p>
<p>4. Is proposed use consistent with present zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>5. If #4 is "No," indicate desired zoning: _____</p>
<p>6. If site is developed by <b>proposed</b> zoning, what is the maximum potential development of the site? _____</p>
<p>7. Is proposed action consistent with the recommended uses in adopted local land use plans? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: _____</p>
<p>8. What is the dominant land use and zoning classification within a ¼-mile radius of the project? (e.g., R-1a, R-1b) _____</p>
<p>9. Is proposed action compatible with adjacent land uses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explain: _____ _____</p>
<p>10a. If proposed action is the Subdivision of land, how many lots are proposed? _____</p>
<p>10b. What is the minimum lot size proposed? _____</p>
<p>11. Will proposed action create demand for any community-provided services? (e.g., recreation, education, police, fire protection, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explain: _____ If "Yes," is existing capacity sufficient to handle projected demand? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explain: _____</p>
<p>12. Will proposed action result in the generation of traffic significantly above present levels? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, is existing road network adequate to handle additional traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Explain: _____</p>

## D. APPROVALS

1. Approvals: _____					
2a. Is any Federal permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Specify: _____					
2b. Does project involve State or Federal funding or financing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "Yes," specify: _____					
2c. Local and Regional Approvals:					
Agency	Yes	No	Type of Approval Required	Submittal Date	Approval Date
Common Council	<input type="checkbox"/>	<input type="checkbox"/>			
Board of Zoning Appeals (BZA)	<input type="checkbox"/>	<input type="checkbox"/>			
Planning & Development Board	<input type="checkbox"/>	<input type="checkbox"/>			
Ithaca Landmarks Preservation Commission (ILPC)	<input type="checkbox"/>	<input type="checkbox"/>			
Board of Public Works (BPW)	<input type="checkbox"/>	<input type="checkbox"/>			
Fire Department	<input type="checkbox"/>	<input type="checkbox"/>			
Police Department	<input type="checkbox"/>	<input type="checkbox"/>			
Director of Code Enforcement	<input type="checkbox"/>	<input type="checkbox"/>			
Ithaca Urban Renewal Agency (IURA)	<input type="checkbox"/>	<input type="checkbox"/>			
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>			

## **E. INFORMATIONAL DETAILS**

Attach any *additional information* that may be needed to clarify your project. If there are, or may be, any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

## **F. VERIFICATION**

*I certify the information provided above is true to the best of my knowledge.*

Applicant/Sponsor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Role: \_\_\_\_\_

**\*\*\*\*\* END OF PART 1 \*\*\*\*\***



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT**

**Division of Planning & Economic Development**

Telephone: Planning & Development – 607-274-6550

Community Development/IURA – 607-274-6565

E-Mail: [dgrunder@cityofithaca.org](mailto:dgrunder@cityofithaca.org)

If property is not owned by the Applicant or Project Sponsor, this OWNER'S AUTHORIZATION FORM will be required.

**OWNER'S AUTHORIZATION FORM**

DATE: \_\_\_\_\_

TO PLANNING & DEVELOPMENT BOARD, Ithaca, New York:

I (We) \_\_\_\_\_ of \_\_\_\_\_  
(Name of Property Owner) (Street Address)

\_\_\_\_\_, \_\_\_\_\_  
(Municipality) (State/Zip)

Owner of the property at \_\_\_\_\_  
(Street & Number)

I am the sole owner of the above-mentioned property.

This property is also owned by \_\_\_\_\_  
and I have a Power of Attorney to authorize this application (attach POA).

*I hereby authorize \_\_\_\_\_ to submit a Site Plan Review/Subdivision  
(Name)  
application on my (our) behalf. I (we) understand the application will be heard at the \_\_\_\_\_  
(Date)  
meeting of the Planning & Development Board.*

\_\_\_\_\_  
(Signature)

STATE OF NEW YORK)  
COUNTY OF TOMPKINS)

Sworn to on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**Special Note:**

(1) Owners authorizing another to present an application on their behalf should be aware the Planning Board may, in granting the application, add reasonable conditions — which then become binding on the property.

(2) The owner may be the only person with detailed information about the property that is essential to the application. In such a case, authorizing another person to submit a Site Plan Review or Subdivision application may be detrimental to the application, unless the owner is either present at the hearing or sends another person fully prepared to answer questions about the property and the feasibility of using it consistent with the Site Plan Review Ordinance or Subdivision Ordinance.





## City of Ithaca

# SITE PLAN REVIEW NOTICE REQUIREMENTS

All Site Plan Review applicants are required to provide two forms of public notice: (1) a MAILED LETTER to all property owners within 200 feet of the project site; and (2) a POSTED SIGN(S) on the property. The City requires this notice to ensure owners of nearby properties and other interested community members are informed of proposed projects. This public notice supplements the administrative notice given to government agencies that may be concerned with various aspects of the proposal. The Planning & Development Board is particularly interested in receiving information regarding the possible effects the proposed plan may have on nearby properties, so any adverse effects may be avoided or minimized. Any information or comments received help the Board evaluate the proposal, and may lead to modifications that both protect the public interest and improve the project.

### — MAILED NOTICE —

Attached to this document is a sample format for the mailed notice. It may be added to, or modified — as long as it contains essential information about the proposed project and guidance on where to get additional information. A proposed Site Plan drawing must also accompany the notice.

This notice must be mailed at least **20 days** before the Planning Board meeting at which either a Determination of Environmental Significance or Preliminary Site Plan Approval will be considered. It must go to the owners of all properties within 200 feet of the project site, in any direction, including any that lie *outside* the City, but within 200 feet of the site. You must provide the Planning & Economic Development Division with: (1) a copy of the mailed notice; (2) the mailing list; and (3) a signed MAILING CERTIFICATION FORM. The Planning Board will not consider the application until this information has been received.

### — POSTED SIGN(S) —

In addition to notification by mail, applicants must post a sign at the center of each property line of the project site that fronts on a public or private roadway, or public right-of-way, to give the general public notice of the application. This notice must be posted at least **20 days** before the Planning Board meeting at which either a Determination of Environmental Significance or Preliminary Site Plan Approval will be considered — and must remain *in place* until final action has been taken. Signs can be obtained from the Planning & Economic Development Division at a cost of \$10.50 per sign (checks payable to "City of Ithaca"). Proof that the sign(s) has been posted will be required in the form of a DATE-STAMPED PHOTOGRAPH(S).

The Planning & Economic Development Division will publish the legal notice of the Public Hearing, which must be held before the Board takes final action on the proposed project.

If you have any questions about notice requirements, dates, deadlines, or any other aspect of the Site Plan Review process, please contact the Planning & Economic Development Division, 108 E. Green St., Ithaca, NY 14850 (Phone: 607-274-6550).

**NOTICE OF SITE PLAN APPROVAL APPLICATION**

**CITY OF ITHACA, NY**

(to be completed and mailed by applicant)

**TO:** Owners of Property within 200 feet of \_\_\_\_\_  
(street address of project site)

**FROM:** \_\_\_\_\_  
(project owner or owner's agent)

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I/We have applied to the City of Ithaca's Planning & Development Board for Site Plan Approval for the following project:

Project Location: \_\_\_\_\_  
(complete street address)

Owned by: \_\_\_\_\_  
(owner of property)

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Ithaca regulations require you be notified of this application, in case you have questions/comments, or wish to attend the Public Hearing at the Planning & Development Board meeting scheduled on:

\_\_\_\_\_ at 6:00 p.m. in Common Council Chambers, Third Floor,  
(date)  
108 E. Green St., Ithaca, NY 14850

Anyone may speak to the Planning Board at the scheduled meeting. Written comments can also be submitted at that time or mailed to the Planning & Development Board at: Planning & Economic Development Division, 108 E. Green St., Ithaca, NY 14850.

Attached is the proposed Site Plan. You may view the complete application either: (1) at the Planning & Economic Development Division, Third Floor, City Hall, 108 E. Green St., Ithaca; or (2) on the City's website, in the "Document Center" ([www.cityofithaca.org/DocumentCenter](http://www.cityofithaca.org/DocumentCenter)), under "Planning & Development" > "Site Plan Review Project Applications," and in the relevant year/month folder.

For further information on the application, please contact either:

\_\_\_\_\_ ; or  
(name of applicant or agent) (phone number of applicant or agent)

the Planning & Economic Development Division at (607) 274-6550.



**CITY OF ITHACA**

**108 E. Green St. — Third Floor Ithaca, NY 14850-5690**

**DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT**

**Division of Planning & Economic Development**

Telephone: Planning & Development – 607-274-6550

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E-Mail: [dgrunder@cityofithaca.org](mailto:dgrunder@cityofithaca.org)

MAILING CERTIFICATION FORM

**RE:** City of Ithaca Site Plan Review / Subdivision Application

**Project Title:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

I, \_\_\_\_\_, affirm that all property owners within two hundred (200) feet of the boundaries of the site under consideration have been mailed a copy of the enclosed notice on or before the following date: \_\_\_\_\_. I affirm the notice was mailed to the property owners at the addresses shown on the attached list of property owners, by depositing a copy in a post-paid properly addressed envelope, in a post office or official depository under the exclusive care and custody of the United States Postal Service. I further affirm the names and addresses of the property owners are the same as the most recent Tompkins County Assessment Roll.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)

**PLEASE SUBMIT THIS FORM TO:**

City of Ithaca Planning Division

108 E. Green St., 3<sup>rd</sup> Floor

Ithaca, NY 14850

Phone: (607) 274-6550

Fax: (607) 274-6558

[lnicholas@cityofithaca.org](mailto:lnicholas@cityofithaca.org)



## Chapter 276, “Site Plan Review” — Supplementary Bicycle Parking Standards

As stated in Sec. 276-7 (D):

*“Bicycle parking shall be required for all uses requiring site plan review as per Sec. 276-3(A)(1) except as may be determined by the Board or the Transportation Engineer. Covered bicycle parking is strongly recommended.”*

### Detailed Bicycle Parking Standards:

Bicycle parking facilities shall normally be required for all uses requiring site plan review, as listed in Sec. 276-3.

- 1. Statement of purpose.** It is the intent of the following standards to provide for the regulation and provision of safe, secure, convenient, and appropriate bicycle parking facilities. The Planning and Development Board shall use the following standards in its consideration of the location and the type/design of bicycle parking facilities.
- 2. Definitions.** The term “bicycle parking facility” includes the bicycle parking spaces, one or more bicycle racks, and, when applicable, the access aisle(s) between groups of bicycle racks. Bike lockers and other secure, enclosed areas that can accommodate bicycle storage may be considered bicycle parking facilities. A “bicycle parking space” refers to a location for which the parking of one bicycle is intended. A “bicycle rack” is an element of the bicycle parking facility that supports one or more bicycles and to which one or more bicycles may be locked.
- 3. Standards** for the number of bicycle parking spaces to be provided for various uses. See chart below.

Use	Bicycle Parking Space Standards <sup>1,2,3</sup>
Adult day-care home or group adult day-care facility	1 for client use, plus 1 per 20 employees
Dormitory	1 per 5 persons housed (6 min.)
Dwelling unit	1 per 5 bedrooms or sleeping rooms (single-family and duplex encouraged but excepted)
Fraternity, sorority, or group house	1 per 5 persons housed (2 min.)
Rooming or boarding house	1 per 5 sleeping rooms (2 min.)
Auditorium or theater	1 per 50 seats (4 min.)
Bar, tavern, or restaurant	1 per 500 square feet of net floor area of the assembly space (2 min.)
Bed-and-breakfast home or bed-and-breakfast inn	1 per 10 sleeping rooms (2 min.)
Bowling alley	1 per 2 bowling lanes
Church, funeral home, or mortuary	2 min. (spaces for 2% of expected attendance recommended)
Fitness center or health club	1 per 20 persons allowed, as determined by the maximum occupancy load (6 min.)

Home occupation requiring special permit	None
Hospital, or nursing or convalescent home	1 per 20 employees <sup>4</sup> (6 min.)
Hotel or motel	1 per 20 employees <sup>4</sup> (6 min.)
Medical or dental office	1 per 2,500 square feet of net assignable floor area (2 min.)
Nursery school, child day-care center, or private elementary or secondary school	1 per 20 employees <sup>4</sup> plus 1 per 20 pupils enrolled (4 min.)
Office or bank	1 per 2,500 square feet of net assignable floor area (4 min.)
Retail store or neighborhood commercial facility	1 per 2,500 square feet of net assignable floor area (2 min.)
Wholesale or industry	1 per 30 employees <sup>4</sup> (2 min.)
Boat launch	4 min.
Boat storage or repair	4 min.
Boatel	4 min.
Marina	4 min.
Yacht club	4 min.
Human service agencies and centers	1 per 2,500 square feet of floor area (4 min.)
Other uses, not listed above	Whichever is greatest: 1 per 20 employees <sup>4</sup> OR 1 per 2,500 square feet OR 1 per 10 motor vehicle spaces (2 min.)

**NOTES:**

1. In the case of mixed-use of a building or property, the bicycle parking space standards shall be computed for each use, and the total for all uses shall be provided in accordance with this section.
2. The Planning and Development Board may, upon consideration of relevant factors, including, but not limited to, the easy availability of adequate proximate bicycle parking or the expectation that a lesser number of bicycle parking spaces will meet the parking needs of the use, determine that a lesser number of bicycle parking spaces is appropriate.
3. Bicycle parking facilities may be located inside or outside of structures.
4. Calculation to be based on the number of employees during the maximum work shift.
5. Location of bicycle parking facilities.
  - A. Bicycle parking facilities should be located close to building entrances. Bicycle parking facilities to be in a public right-of-way shall require approval by the Office of the City Engineer & the Board of Public Works.
  - B. Bicycle parking facilities that are not located within a building shall be located in highly visible and well-lighted areas to minimize theft and vandalism.
  - C. Bicycle parking facilities shall not intrude into pedestrian or vehicular circulation paths.
  - D. At least 25% of a bicycle parking facility intended primarily for residential uses shall be located within a garage and other secure indoor or covered areas.

- E. Bicycle parking facilities shall be covered or otherwise protected from the elements whenever practical, especially where long-term (over 4 hours) residential and/or employee parking is anticipated.
  - F. A minimum clear distance of 24 inches shall be between bicycle racks and walls, other obstructions, and/or any unpaved surface. Vertical clearance of seven feet minimum is required for all bicycle parking facilities. There shall be a convenient, paved access route between the roadway network and the bicycle parking area. (For example, bicyclists shall not be required to cross lawns or carry bicycles up stairways to reach bicycle parking facilities.)
6. Type/design of bicycle parking facilities.
- A. Bicycle parking facilities shall be designed in such a way so as to accommodate a standard bicycle (six feet in length, minimum). An eight-foot-long parking space is highly recommended to account for irregularly parked bicycles.
  - B. Bicycle racks shall be securely anchored to concrete. The entire footprint of the bicycle parking facility shall be constructed of concrete. (Asphalt, brick, or other durable surface may be acceptable at the discretion of the Planning and Development Board.) The footprint shall be as level as practical.
  - C. Bicycle racks should be the standard “inverted-U” rack design, approximately 36 inches high and with vertical elements 20 to 30 inches apart. When multiple “inverted-U” racks are grouped together, they shall be oriented parallel to one another and should be spaced 30 inches on center (exceptions for spacing as narrow as 24 inches on center and as wide as 36 inches on center shall be allowable in some instances at the discretion of the Planning and Development Board). Though the standard “inverted-U” rack design is highly recommended, other innovative and/or creative rack designs may be allowed at the discretion of the Planning and Development Board.
  - D. Bicycle racks shall support the frame of each bicycle in TWO or more places, separated horizontally by 20 to 30 inches. (Designs that support bicycles by one wheel only, or at only one point of the bicycle, are NOT acceptable.)
  - E. All rack designs shall permit the appropriate use of standard “U”-locks.
  - F. Enclosed bicycle parking facilities, such as bike lockers and indoor storage rooms, do not necessarily require the inclusion of a bicycle rack element, depending on the design of the facility. Such enclosed facilities shall be lockable and otherwise secure.
7. Variations and exemptions to bicycle parking standards.
- A. Any property owner required to provide bicycle parking may propose to establish a shared bicycle parking facility with an adjacent property owner to meet the combined standards. Such a proposal requires approval by the Planning and Development Board.
  - B. Possible variation from above standards under site plan review. The Planning and Development Board may, at its discretion, allow variations from the above standards.

*Original Publication Date: January 14, 2010. Revised: November 9, 2012*

## **Site Plan Review Ordinance**

**PLEASE TAKE NOTICE** that the Common Council of the City of Ithaca, New York, at a Regular Meeting on August 7, 2013 adopted the following ordinance:

### **ORDINANCE 2013-12**

**BE IT ORDAINED AND ENACTED** by the Common Council of the City of Ithaca, as follows:

#### **Section 1:**

##### **§ 276-1. Intent.**

The intent of this chapter is to provide for the review of site plans for certain land uses in the City of Ithaca for the purpose of:

- A. Preserving and enhancing neighborhood character.
- B. Achieving compatibility with adjacent development and uses.
- C. Mitigating potentially negative impacts on traffic, parking, drainage, the landscape and similar environmental concerns.
- D. Improving the design, function, aesthetics and safety of development projects and the overall visual and aesthetic quality of the city.
- E. Promoting environmental sustainability in new development, redevelopment and long term planning.

##### **§ 276-2. Definitions.**

- A. Definitions of specific terms or words as used in this chapter shall conform to the definitions of the same terms in the Zoning Ordinance, Chapter 325, § 325-3.
- B. In addition to the definitions in Chapter 325, the following terms shall be used in this chapter as they are defined in this section:

**AFFECTED SITE AREA** -- Any area (including new and modified gross floor space) that is physically changed as a result of the proposed development. Such changes do not have to be permanent or irreversible for the area to be considered affected. For example, a construction staging area will be considered an affected area if tree damage or significant soil compaction is likely to result.

**BICYCLE PARKING FACILITY** -- includes the bicycle parking spaces, one or more bicycle racks, and, when applicable, the access aisle(s) between groups of bicycle racks. Bike lockers and other secure, enclosed areas that can accommodate bicycle storage may be considered bicycle parking facilities. "Bicycle parking space" refers to a location for which the parking of one bicycle is intended. A 'bicycle rack' is an element of the bicycle parking facility that supports one or more bicycles and to which one or more bicycles may be locked.

**BOARD** -- The Planning and Development Board, unless otherwise specified.

**COMMISSIONER** -- The Building Commissioner for the City of Ithaca, New York.

**DEVELOPMENT** -- Any land use activity or project which requires a permit from the Building Department and will result in changes to the physical condition, appearance or type of use, or intensity of use, of property.

(1) Development projects include but are not limited to:

- (a) New construction, reconstruction, modification or expansion of existing structures or site improvements.
- (b) Landfilling, excavation, grading, parking lot construction or any other disturbances to the natural or existing topography or vegetation of the site.
- (c) Demolition of structures or site improvements.

(2) A project shall not be considered a development if it is one or a combination of the following:

- (a) Replacement in kind only; or
- (b) Interior construction only; or
- (c) Infrastructure maintenance only.

**DIRECTOR** -- The Director of Planning and Development for the City of Ithaca, New York or his/her designee.

**EXPANSION** -- An enlargement of, or addition to, an existing structure or a paved area, including driveways, parking areas and sidewalks.

**MODIFICATION** -- Rearrangement of site layout or an exterior alteration to an existing structure (including any changes to a building facade, except replacement in kind).

**PERFORMANCE GUARANTY** -- Any security that may be accepted by the city as a guarantee that the improvements required as part of site plan approval will be satisfactorily completed.

**RECONSTRUCTION** -- Construction of buildings or site plan improvements following total demolition of a previous development.

**REPLACEMENT IN KIND** -- Replacement of materials (for maintenance purposes) which does not have an effect on the appearance of the existing building and site.

**SITE IMPROVEMENT** -- Features including but not limited to planting, paving, retaining walls, drainage culverts and swales, fences and gates, lighting, site furniture, fountains, pools, bridges, dams, decks, boardwalks, pergolas, signs and any other accessory structures, devices or landscape materials on the site.



SITE PLAN -- The development plan showing the existing and proposed conditions, including but not limited to topography, vegetation, drainage, floodplains, marshes and waterways; open spaces, walkways, means of ingress and egress, utility services, landscaping, structures and signs, lighting and screening devices; submitted along with building plans, elevations and building materials; and any other information that may be reasonably required to allow an informed decision to be made by the Board or the Director.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) –A plan to identify and mitigate stormwater impacts as defined in Chapter 282.

**§ 276-3. Applicability; exceptions.**

A. General applicability.

- (1) Site plan review (SPR) applies to all new construction and reconstruction of both residential and non residential development (except that excluded by §276-3C), including parking areas of three or more spaces in residential zoning districts.
- (2) Upon the concurrence of the Director and the Superintendent of Public Works or upon the direction of Common Council, site plan review (SPR) applies to construction of landscape and infrastructure improvements which do not normally require a building permit, but nevertheless have an extensive public use, prominent visibility, or a potentially large environmental impact, such as construction of trails or trailheads, development of, or improvements to, existing parks; construction or reconstruction of bridges; and rebuilding of public or private streets that involve streetscape improvements.

B. Projects of limited scope.

- (1) The Director shall have the authority to review and act on a development proposal if the proposed project meets the description in § 276-3A but is below the thresholds described below. For such projects of limited scope, reviewed by the Director, a public hearing is not required. The Planning and Development Department shall be the lead agency in the environmental review of such projects, except for projects that meet the description in § 276-3A(2), which shall follow environmental review laws or regulations for determination of lead agency. There shall be no requisite review of the environmental assessment forms (EAF) by the Conservation Advisory Council (CAC) in these cases. See § 276-5C for situations when projects of limited scope will be referred to the Board for a full review. The upper thresholds for projects of limited scope are:
  - (a) All new construction and reconstruction of single-lot residential development of a single-family detached or semidetached dwelling or a two-family dwelling.
  - (b) Modification and expansion of residential development involving 4,000 square feet (sf) of total affected site area.

- (c) New construction, reconstruction, modification or expansion of nonresidential development in residential zones involving 3,000 sf of total affected site area.
  - (d) Modification and expansion of nonresidential development in nonresidential zones, involving 10,000 sf of total affected site area.
  - (e) Construction of landscape and infrastructure improvements as described in § 276-3A(2).
- (2) When an application is received for site plan review under the provisions for projects of limited scope as noted above, the Director shall, within 10 working days of the date of the submission of the application, notify the Council members in whose ward the project is to be located.

C. Exemption:

- (1) Existing uses and developments which in their present configuration and use are legally authorized as of the date of this legislation shall not be subject to SPR.
- (2) Exterior modifications to an existing single-lot residential development of a single-family detached or semidetached dwelling or a two-family dwelling, including additions, porches, façade changes, landscaping and site improvements, excluding the development of parking areas for 3 or more cars as required under §325-20.

D. City and other government projects. For city and other government projects, the threshold of applicability, the review procedure and the review criteria shall be the same as for all SPR applicants unless the Common Council decides that any particular government project shall be reviewed on an advisory basis only. However, even if a project is subject to advisory review only, no construction shall begin until the Board or the Director has completed the review, including the issuance of any findings and recommendations that the Board or the Director determines to be appropriate. Projects subject to advisory SPR only shall be presented to the Board for review beginning as early as possible, and in any case no later than when the environmental review is started. The Board may or may not be the Lead Agency of the environmental review of projects subject to advisory SPR only.

**§ 276-4. Other permits and approvals.**

An approved site plan shall be binding on all further permits and approvals needed for the project. The Board or the Director's decision to approve a site plan does not excuse an applicant from complying with all other permits and approvals that may be needed, including but not limited to street and sidewalk permits, utility permits and tree permits.

A. Permits from Building Department. For projects subject to SPR, a permit from the Building Department shall be issued only after SPR approval has been granted. In a case where a conditional SPR approval has been given, no certificate of occupancy or completion shall be issued until final SPR approval has been given and all conditions of such final approval have been met. See also § 276-9.

B. Variances.

- (1) Any required variance must be obtained from the Board of Zoning Appeals before the Planning Board will issue preliminary or final site plan approval.
- (2) For projects that require both a variance and site plan approval, the Planning Board will act as Lead Agency in the environmental review for both actions. The BZA cannot grant a variance until the the Planning Board has completed the environmental review.

C. Storm Water Pollution Prevention Plans (SWPPP). All Storm Water Pollution Prevention Plans must be approved by the Stormwater Management Officer (SMO) in accordance with §282 before final site plan approval is granted.

**§ 276-5. Authorization to review site plans.**

- A. The Planning and Development Board is authorized to conduct SPR according to the procedures described in § 276-6.
- B. The Director is authorized to conduct SPR of projects of limited scope as defined in § 276-3B.
- C. In projects of limited scope the Board shall conduct SPR according to the procedures described below in § 276-6, when the following conditions arise:
  - (1) There is public controversy concerning the proposed development, as determined by the Board or the Director.
  - (2) The application is referred to the Board by the Director.
  - (3) The applicant appeals to the Board after decision by the Director is made.

**§ 276-6. Site plan review (SPR) procedures.**

A. Process initiation.

- (1) The Building Commissioner shall determine whether SPR is required when an application for a building permit, a demolition permit, or a fill permit is filed. Such determinations may be appealed to the Planning and Development Board within 30 days of the written notification that SPR is required.
- (2) For projects which do not require a building permit, as described in § 276-3A (2), the Director may request of the Superintendent of Public Works that a project be subject to SPR. If the Superintendent and Director concur, then the project shall be subject to SPR. If they do not agree, the Director may request that Common Council decide if SPR shall apply. The Director shall, in accordance with § 276-5C, determine if the project requires review by the Board.

B. The following procedures are required for both full site plan review and projects of limited scope:

- (1) Sketch plan conference with planning staff, or when appropriate, with the Board as a whole. This step may occur before the application for a building permit if it

can be reasonably assumed that SPR would be required, in order to inform the applicant of the SPR process and to explain the standards for approval, before substantial time and effort are invested in the preparation of plans. The Director should determine at this stage whether the proposal is a project of limited scope as defined in § 276-3B.

- (2) Submission of application materials.
  - (a) Applicants must submit a complete site plan review application, including all applicable materials as described in the *Site Plan Review Checklist*, which may be obtained from the Department of Planning and Development.
  - (b) Additional application materials may be required by the Board. Depending on the scope and complexity of the project, the Board has the discretion to require applicants to engage the services of licensed design professionals and other experts such as architects, landscape architects, engineers, ecologists or surveyors.
  - (c) For all new construction and reconstruction of single-lot residential development of a single-family detached or semidetached or a two-family dwelling, applicants must complete the *Residential Infill Neighborhood Compatibility Review Application*, which may be obtained from the Department of Planning and Development
- (3) Environmental review. An environmental review of the proposed development shall be conducted prior to SPR approval in accordance with § 176 of the City Code.

C. The following procedures are required for full Site Plan Review and not required for projects of limited scope:

- (1) Public notice
  - (a) By mail. At least 20 days before the first meeting at which the Planning and Development Board considers either a determination of environmental significance or preliminary site plan approval, the applicant shall notify the record owners by mail of all properties within 200 feet of the project site. Such notice shall be in the form approved by the Board, briefly state essential facts about the proposal, include the proposed site plan, and inform recipients of the date, time and place of the meeting and the place where further information about the proposal and the review process may be obtained. Applicant shall provide the Board with certification of compliance for notice procedures.
  - (b) By posting. At least 20 days before the first meeting at which the Planning and Development Board considers either a determination of environmental significance or preliminary site plan approval, the applicant shall post a sign at the center of each property line of the

project site which fronts on a public or private roadway or public right-of-way. Such signs shall be continuously maintained and displayed facing the roadway until final action has been taken by the Board to approve or deny the site plan. The required signs shall be obtained from the Department of Planning and Development, and a nonrefundable fee shall be paid for each sign or replacement obtained. At the time such signs are obtained, the applicant or the applicant's representative shall indicate, in writing, the date on which the signs are to be erected.

- (c) By newspaper. The hearing on the preliminary site plan shall be advertised in a newspaper of general circulation in the city at least five days before the hearing.
- (2) Coordination and consultation. SPR projects requiring the review and approval of the Board may also be reviewed by the Building Department, the Engineering Office, the Fire Department, the City Forester and any other city officials or non-city consultants deemed appropriate by the Planning Board or the Director. Any comments from these reviewers shall be summarized and forwarded to the Board to aid its decision on the proposal.
- (3) Planning and Development Board meeting. Following timely receipt of a complete application for site plan approval, the Board shall schedule consideration of the application at its earliest possible scheduled meeting. The Board may establish its procedures and requirements, within the framework provided by this chapter, for conducting site plan review.
- (4) Public hearing. Prior to rendering any decision on a SPR application, the Board shall first hold a public hearing on the proposed development. This may begin concurrently with any required public hearing for the purpose of environmental review of the same project and may continue after any such environmental review public hearing is closed. Public hearings are not required for projects of limited scope as defined in § 276-3B, unless the project is referred to the Board for SPR
- (5) Action on application for site plan approval.
  - (a) Within 65 days after completion of environmental review on a complete SPR application, the Board (or the Director if it is a project of limited scope as defined in § 276-3B) shall render one of the following decisions:
    - [1] Preliminary approval only.
    - [2] Preliminary approval with conditions.
    - [3] Preliminary and final approval.
    - [4] Preliminary and final approval with conditions.

[5] Disapproval of the site plan.

(b) In the case where a Board's action is required and where preliminary approval only is granted, final approval shall be considered at the earliest scheduled Board meeting subsequent to the applicant's submittal of an adequately revised site plan, whereupon the Board shall render one of the following decisions:

[1] Final approval.

[2] Final approval with conditions.

[3] Disapproval of the site plan.

(6) Communication of decision. The Building Commissioner and the applicant shall be notified, in writing, of a site plan review decision no later than 10 working days after the date of decision. When a site plan is approved, a stamped copy of the approved site plan, including any conditions of approval, shall accompany the notification to the Building Commissioner.

D. Changes to approved site plan. Proposed changes (whether before or after construction) to approved site plans must be submitted to the Commissioner for review to determine whether the effect of the proposed changes warrants reconsideration of the project's approval status. The Commissioner in consultation with the Director shall make one of the following determinations:

(1) That the proposed changes do not affect the approval status of the site plan.

(2) That the changes are significant and shall require a reopening of the review.

(3) That the proposed changes are likely to have such an extensive or significant effect on the project that a new SPR application is required.

E. Extension of deadlines. All deadlines for decisions on an SPR application may be extended upon mutual agreement by the Board and the applicant.

#### **§ 276-7. Project review criteria.**

A. General criteria:

(1) Avoidance or mitigation of any negative impacts. The following shall be emphasized in particular:

(a) Erosion, sedimentation and siltation control in accordance with §282 of the City Code.

- (b) Protection of significant natural features and areas, including but not limited to trees, views, watercourses or bodies of water and land forms, on or near the site. The protection of existing mature vegetation, especially trees over eight inches DBH (diameter-breast-height) may be required unless a justification for their removal can be made by the applicant.
  - (c) Protection of, and compatibility with, other nearby features and areas of importance to the community, including but not limited to parks, landmarks, neighborhoods, commercial areas, and historic districts.
- (2) Compliance with all other regulations applicable to the development. These include, but are not limited to, the Zoning Ordinance, Sign Ordinance, Subdivision Regulations, Storm Water Regulations Ordinance, Landmarks Preservation Ordinance, Exterior Property Maintenance Ordinance and Environmental Quality Review Ordinance of the City of Ithaca,<sup>iEN</sup> and the State Environmental Quality Review Act.<sup>ii</sup>[Amended 6-13-2001 by Ord. No. 2001-8]
- (3) Improvement of the visual quality of the site and its vicinity through:
- (a) The presence of a perceivable form and order in the basic layout of the major architectural and landscape elements.
  - (b) The proper and effective use of landscape architectural elements such as plantings, land forms, water features, paving and lighting, including the location and appearance of proposed signage. [Amended 3-5-2003 by Ord. No. 2003-8]
  - (c) An appropriate arrangement, form, scale, proportion, color, pattern and texture of buildings and other site improvements.
  - (d) An appropriate relationship between the proposed development and the nearby streetscape, landscape, and the built environment.
  - (e) The integration of works of art on the site where appropriate and possible. [Added 3-5-2003 by Ord. No. 2003-8]
  - (f) The appropriate arrangement of landscape and architectural elements to preserve existing views both to, from and through the site.
- (4) Adequate wastewater and sewage disposal facilities. Calculations of the existing and estimated increased loads on the system may be required.
- (5) Adequacy of fire lanes and fire and emergency access and the availability of fire hydrants.
- (6) Safe arrangement of vehicular access, circulation, intersections and traffic controls. Analysis of the project's impact on parking and traffic may be required, including sight lines at curb cuts.
- (7) Handicap accessibility of buildings, pathways and parking in accordance with ADA standards.

- (8) Safe and convenient pedestrian and bicycle access and circulation, including provision for bicycle parking facilities and sidewalks along public streets, unless applicant demonstrates that a sidewalk is not feasible due to site constraints. This criterion is subject to the authority of the Board of Public Works as defined in the City Charter and City Code.
  - (9) Open space for play areas and informal recreation in the case of a residential development.
  - (10) Provisions for energy efficiency, renewable energy, and green design as determined by the Board
  - (11) Conformance to any endorsed or adopted urban design plan or comprehensive plan relevant to the proposed site.
  - (12) For new construction of multiple dwellings, commercial buildings and office buildings, adequate and appropriately located facilities for the storage and collection of solid waste and recyclable materials shall be required. Developers of new commercial and mixed-occupancy buildings must design a waste management system that can support the needs of any allowable use in the building, including those uses that could result in maximum garbage generation. Screening of these facilities, as well as other actions relating to the appearance of the facilities, may be required in accordance with the Exterior Property Maintenance Ordinance, §178 of the City of Ithaca Municipal Code. [Amended 6-13-2001 by Ord. No. 2001-8; 3-5-2003 by Ord. No. 2003-8]
  - (13) Shielding or reduction of noise from mechanical equipment and other sources to the extent reasonably practicable.
  - (14) Screening or architectural integration of a building's or structure's exterior mechanical equipment.
  - (15) The scope and definition of the proposed development shall include all previous development on the property occurring within the past two years within 200 feet of the proposed development which, when considered together, may have a substantial aggregate effect on the surrounding properties. (See definitions of "development" and "affected site area" in § 276-2B.)
- B. Criteria for plant materials and maintenance. All projects shall provide for adequate types and arrangements of landscaping, both to enhance the site and to complement the architectural components of the development and to screen or buffer adjacent uses in public ways. Use of invasive species should be avoided. Where possible and reasonable, trees shall be planted in an 8' tree lawn adjacent to the road. The City Forester shall, when appropriate, be consulted regarding specifications governing tree species, size, spacing and method and location of planting. Appropriate guaranties for tree health may be required. Where possible and reasonable, any trees greater than 8 inches in diameter at breast height of



desirable species and in good health and sound structure, as determined by the City Forester, should be retained on the site and protected during development per the requirements of § 306-7B Trees and Shrubs.

- (1) Deciduous trees shall have a caliper of at least 2 1/2 inches at breast height (DBH) at the time of planting. Size of evergreen trees and shrubs may vary depending on location and species.
- (2) All plant materials shall be installed to the following standards:
  - (a.) All planting beds to be excavated to a minimum depth of two feet.
  - (b.) Tree pits in lawn to be excavated to depth of root ball plus 6" and shall be 3X the width of the root ball.
  - (c.) All trees in lawn areas to receive 5' diameter mulch rings.
  - (d.) Only nursery-grown plant materials shall be acceptable. All trees, shrubs and ground cover shall comply with applicable requirements of ANSI Z60.1 "American Standard for Nursery Stock".
  - (e.) No plants or trees shall be located beneath building overhangs.
  - (f.) Depending on site design and soil conditions, structural soil may be required under sidewalks and in planting beds contiguous to paved areas. The City Forester and/or the Director shall work with the applicant to determine the need for structural soil and the extent of its use.
- (3) Dead, dying and/or seriously damaged plant materials of the approved site plan shall be replaced, by the owner, within a reasonable time period during the current (or immediate next) planting season. Any other damaged or missing elements, including but not limited to fences, bollards, signs, shrubs, street furniture, etc., of the approved plan must be similarly replaced by the owner. This will assure that landscaping remains in compliance with the final site plan as approved by the Planning and Development Board.
- (4) For projects on City property, the City Forester and the Shade Tree Advisory Committee shall be consulted in plant species selection and planting soil specification.
- (5) Notwithstanding any provision in this chapter or any other City ordinance or regulation to the contrary, an approved site plan may not be modified without express written approval of the Planning and Development Board except as approved by the Building Commissioner upon consultation with the Director as specified herein above.

C. Criteria for automobile parking areas. All parking areas shall be designed in conformance with §325.20 of the City Ordinance. The Board may make such additional reasonable stipulations as it deems appropriate to carry out the intention of this chapter.

(1) Parking areas in Residential Zoning Districts. In order to protect the character of residential areas, plans for parking areas with the capacity of three or more cars within residential zoning districts must conform to either the setback compliance method or, at the discretion of the Planning Board, the landscaping compliance method described respectively in § 325-20E(5)(a) and (b). Such plans must also comply with all other general and specific standards of § 325-20. Where turnarounds, or other maneuvering spaces not required for access to parking spaces, are provided that meet minimum size for a parking space, they shall be counted as a parking space for the purposes of this subsection.

(2) There shall be screening with a minimum five-foot-wide planting area or fences between a motor vehicle parking area and adjacent properties and public ways, except where there is motor vehicle parking that is shared by more than one property or where commercial properties abut. In such cases the Board may require landscaping as it deems appropriate.

(3) In motor vehicle parking areas a minimum of 12% of the interior ground area (i.e., excluding any peripheral planting area) shall be planting areas that include trees with a potential mature height of at least 50 feet and a caliper of at least 2 1/2 inches at the time of planting.

(4) Interior planting areas shall be a minimum of 80 square feet with no dimensions being less than eight feet. The planter shall be curbed and have a minimum three-foot-deep excavation.

(5) Applicants are encouraged to design parking areas with pervious paving when feasible.

D. Criteria for Bicycle parking facilities. Bicycle parking shall be required for all uses requiring site plan review as per § 276-3(A)(1) except as may be determined by the Board or the Transportation Engineer. Covered bicycle parking is strongly recommended. The Planning and Development Board may make such additional reasonable stipulations as it deems appropriate to carry out the intention of this chapter. The Planning and Development Board shall use the following standards in its consideration of the location and the type/design of bicycle parking facilities.

(1).Standards for the number of bicycle parking spaces to be provided for various uses. See chart below.

<u>Use</u>	<u>Bicycle Parking Space Standards</u> <sup>1,2,3</sup>
Adult day-care home or group adult day-care facility	1 for client use, plus 1 per 20 employees <sup>4</sup>
Dormitory	1 per 5 persons housed (6 min.)
Dwelling unit	1 per 5 bedrooms or sleeping rooms (single family and duplex encouraged but excepted)
Fraternity, sorority or group house	1 per 5 persons housed (2 min.)
Rooming or boarding house	1 per 5 sleeping rooms (2 min.)
Auditorium or theater	1 per 50 seats (4 min.)
Bar, tavern or restaurant	1 per 500 square feet of net floor area of the assembly space (2 min.)
Bed-and-breakfast home or bed-and-breakfast inn	1 per 10 sleeping rooms (2 min.)
Bowling alley	1 per 2 bowling lanes
Church, funeral home or mortuary	2 min. (spaces for 2% of expected attendance recommended)
Fitness center or health club	1 per 20 persons allowed as determined by the maximum occupancy load (6 min.)
Home occupation requiring special permit	none
Hospital or nursing or convalescent home	1 per 20 employees <sup>4</sup> (6 min.)
Hotel or motel	1 per 20 employees <sup>4</sup> (6 min.)
Medical or dental office	1 per 2500 square feet of net assignable floor area (2 min.)
Nursery school, child day-care center or private elementary or secondary school	1 per 20 employees <sup>4</sup> plus 1 per 20 pupils enrolled (4 min.)
Office or bank	1 per 2500 square feet of net assignable floor area (4 min.)
Retail store or neighborhood commercial facility	1 per 2500 square feet of net assignable floor area (2 min.)
Wholesale or industry	1 per 30 employees <sup>4</sup> (2 min.)
Boat launch	4 min.
Boat storage or repair	4 min.
Boatel	4 min.
Marina	4 min.
Yacht club	4 min.
Human service agencies and centers [Added 6-5-1996 by Ord. No. 96-9]	1 per 2500 square feet of floor area (4 min.)

Other uses not listed above	Whichever is greatest: 1 per 20 employees <sup>4</sup> OR 1 per 2500 square feet OR 1 per 10 motor vehicle spaces (2 min.)
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**NOTES** (on chart):

1. In the case of mixed use of a building or property, the bicycle parking space standards shall be computed for each use, and the total for all uses shall be provided in accordance with this section.
2. The Planning and Development Board may, upon consideration of relevant factors, including but not limited to, the easy availability of adequate proximate bicycle parking or the expectation that a lesser number of bicycle parking spaces will meet the parking needs of the use, determine that a lesser number of bicycle parking spaces is appropriate.
3. Bicycle parking facilities may be located inside or outside of structures.
4. Calculation to be based on the number of employees during the maximum work shift.

(2) Location of bicycle parking facilities.

- (a) Bicycle parking facilities should be located close to building entrances, and should be located at least as close and convenient to building entrances as the nearest non-handicapped motor vehicle parking space. Bicycle parking facilities to be in a public right of way shall require approval by the Office of the City Engineer & the Board of Public Works.
- (b) Bicycle parking facilities that are not located within a building shall be located in highly visible and well-lighted areas to minimize theft and vandalism.
- (c) Bicycle parking facilities shall not intrude into pedestrian or vehicular circulation paths.
- (d) At least 25% of a bicycle parking facility intended primarily for residential uses shall be located within a garage and other secure indoor or covered areas.
- (e) Bicycle parking facilities shall be covered or otherwise protected from the elements whenever practical; especially where long-term (over 4 hours) residential and/or employee parking is anticipated.
- (f) A minimum clear distance of 24 inches shall be between bicycle racks and walls, other obstructions, and/or any unpaved surface. Vertical clearance of seven feet minimum is required for all bicycle parking facilities. There shall be a convenient, paved access route between the roadway network and the bicycle parking area. (For example, bicyclists shall not be required to cross lawns or carry bicycles up stairways to reach bicycle parking facilities.)

(3). Type/design of bicycle parking facilities.

- (a) Bicycle parking facilities shall be designed in such a way so as to accommodate a standard bicycle (six feet in length, minimum). An eight-foot-long parking space is highly recommended to account for irregularly parked bicycles.
- (b) Bicycle racks shall be securely anchored to concrete. The entire footprint of the bicycle parking facility shall be constructed of concrete. (Asphalt, brick, or other durable surface may be acceptable at the discretion of the Planning and Development Board.) The footprint shall be as level as practical.

- (c) Bicycle racks should be the standard “inverted-U” rack design, approximately 36 inches high and with vertical elements 20 to 30 inches apart. When multiple “inverted-U” racks are grouped together, they shall be oriented parallel to one another and should be spaced 30 inches on center (exceptions for spacing as narrow as 24 inches on center and as wide as 36 inches on center shall be allowable in some instances at the discretion of the Planning and Development Board). Though the standard “inverted-U” rack design is highly recommended, other innovative and/or creative rack designs may be allowed at the discretion of the Planning and Development Board.
  - (d) Bicycle racks shall support the frame of each bicycle in TWO or more places, separated horizontally by 20 to 30 inches. (Designs that support bicycles by one wheel only, or at only one point of the bicycle, are NOT acceptable.)
  - (e) All rack designs shall permit the appropriate use of standard “U”-locks.
  - (f) Enclosed bicycle parking facilities, such as bike lockers and indoor storage rooms, do not necessarily require the inclusion of a bicycle rack element, depending on the design of the facility. Such enclosed facilities shall be lockable and otherwise secure.
- (4). Variations and exemptions to bicycle parking standards.
- (a) Any property owner required to provide bicycle parking may propose to establish a shared bicycle parking facility with an adjacent property owner to meet the combined standards. Such a proposal requires approval by the Planning and Development Board.
  - (b) Possible variation from above standards under site plan review. The Planning and Development Board may, at its discretion, allow variations from the above standards.

**§ 276-8. Fees.**

- A. Application fees. The application fees shall be based on the total construction, site work, and landscaping cost and shall be charged in accordance with the following schedule.

<b>Type of Approval</b>	<b>Project Cost</b>	<b>Application Fee</b>
<b>Full Site Plan Review</b>	<b>Less and \$10,000</b>	<b>\$75</b>
	<b>\$10,000 to \$50,000</b>	<b>\$150</b>
	<b>\$50,000 to \$100,000</b>	<b>\$300</b>
	<b>Over \$100,000</b>	<b>\$1.50 per \$1,000</b>
<b>*Modified Site Plan Review</b>	<b>Less than \$50,000</b>	<b>\$150</b>
	<b>\$50,000 or more</b>	<b>\$250</b>

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Limited Site Plan Review	Any Amount	\$50
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**\*The Fee Schedule for Modified Site Plan Review applies only to modifications to the approved site plan that *do not* trigger reconsideration of the determination of environmental significance. Modifications that require additional environmental review shall follow the fee schedule for Full Site Plan Review .**

- B. Payment of Fees. For site plan review projects that require a use or area variance from the BZA, 50% of the fee is due at the time of application and 50% is due after the Planning Board completes environmental review. For all other projects, the full fee is due at the time of application.
  
- C. For all government projects and projects that fit the description in Section 276-3A(2), the site plan review fee shall be waived.

**§ 276-9. Performance guaranty.**

No certificate of occupancy or certificate of completion shall be issued until all improvements required by site plan approval are installed, and including any conditions placed on such approval are fulfilled, or until a sufficient guaranty, in the form of a performance bond, letter of credit or other security, is in place. The Building Commissioner shall be responsible for the overall inspection of site improvements.

**§ 276-10. Expiration of approval; extension of approval. [Amended 12-12-2001 by Ord. No. 2001-12]**

If the construction of a development has not commenced within two years of the date of the site plan approval, such approval shall expire, unless an extension has been granted by the Board following a written request by the applicant. An application for an extension of SPR approval shall not be considered a new SPR application. This regulation does not apply to government projects and projects that fit the description in Section 276-3A(2).

**§ 276-11. Enforcement; inspections; penalties for offenses.**

Development projects may be periodically inspected for conformance to the approved site plan, including the maintenance of the viability of the planting required as part of the site plan approval. If there is nonconformance, or if any conditions of SPR approval are not fulfilled, no certificate of occupancy or certificate of completion shall be issued. Where a development reverts to nonconformance after the issuance of a certificate of occupancy or certificate of completion, current owners of the development shall be notified, in writing, and given the opportunity to correct the situation. If the Director determines that the corrective measures are inadequate, the city shall implement any necessary changes to the site to bring it into conformance, the cost of which shall be charged to the property owner. In addition, a fine of \$50/day may be imposed for any

violations of the provisions of this chapter or of any conditions imposed by a permit issued pursuant to site plan approval. Development projects shall be inspected at least once two years after the issuance of a certificate of occupancy or certificate of completion.

**§ 276-12. Appeals.**

- A. The determination (by the Building Commissioner) of whether a development proposal is subject to SPR may be appealed to the Board within 30 days of the written notification that SPR is required.
- B. Any person aggrieved by any decision of the Director may appeal to the Board.
- C. Any person aggrieved by any decision of the Board, or any officer or agency of the city, regarding SPR, may apply to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules.

**Section 2:**

**§ 276-13. Severability.**

If any section, paragraph or provision of this chapter shall be determined to be invalid, such invalidity shall apply only to the section, paragraph or provision adjudged invalid, and the rest of this chapter shall remain valid and effective.

**Section 3.**

Effective date. This ordinance shall take effect immediately and in accordance with law upon publication of notices as provided in the Ithaca City Charter.

Publish Date: August 20, 2013