

**Submit 5 copies of application form & accompanying materials (1 copy must include FULL-SIZE SET of drawings to scale) at least 5 business days before Pre-Application Meeting.**



**CONTACT:**

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City of Ithaca

## SITE PLAN REVIEW (SPR) — PRE-APPLICATION FORM

**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):

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

— ZONING & ENVIRONMENTAL REVIEW INFORMATION —

Project is in which Zoning District(s)? \_\_\_\_\_

What is the primary use of the proposed development? \_\_\_\_\_

Does proposal include extending or enlarging a non-conforming use or structure?  Yes  No

Is proposed action consistent with adjacent land uses?  Yes  No

Does proposal require a Use Variance?  Yes  No

Does project require a Special Permit or Temporary Special Permit?  Yes  No

Will project need Zoning Variance(s) for bulk or area regulations?  Yes  No

Will project meet off-street parking and/or loading regulations?  Yes  No

Does the project require a Subdivision?  Yes  No

Is project a national/local landmark or located in an Historic District?  Yes  No

Is project within 100 feet of wetlands?  Yes  No

Is project within 100 feet of Cayuga Inlet, Fall Creek, Cascadilla Creek, Six Mile Creek, or Silver Creek?  Yes  No

Is project in a 100-Year Flood Zone or in an area designated by FEMA as a Floodway?  Yes  No

— PROJECT NARRATIVE —

Applicant must attach a written project narrative describing the proposed development in detail. If a 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. For new multiple dwellings and commercial buildings, 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 impact on surrounding properties.

— ADDITIONAL SUBMISSION REQUIREMENTS —

**All applications must include the following information for required pre-application review (except off-street parking proposals).**

**1. SITE PLAN:** Site Plan of parcel(s) to be developed, drawn to scale at no less than 1"=20'. Site Plan shall show the following:

- A. Address or tax parcel number of lot(s) to be developed; and name and location of existing street(s) adjacent to the property. It should also show property lines and easements, and water courses or other natural features, located on the site to be developed and adjacent to the area to be developed.

B. Location and building footprint of proposed and existing building(s), locations of proposed and existing landscape elements, location of vehicular access and circulation, and location of any open space(s) on the land to be developed.

C. Topography showing spot elevations and using contour intervals of no more than five feet.

**2. ZONING ANALYSIS:** A summary describing how the proposed project will conform to Zoning District Regulations and other applicable Zoning requirements.

**3. SITE SURVEY:** The most *recent* site survey, showing EXISTING SITE CONDITIONS, drawn by a NYS Licensed Land Surveyor, on which all property lines, footprints, and landscape elements are drawn to scale and with dimensions that can be verified with an engineering scale.

**4. DRAWING OF PROPOSED PROJECT:** One drawing showing PROPOSED CONDITIONS, overlain on site survey, including location and footprint of existing building(s) remaining on site, and all new buildings or building additions. It must show required zoning setbacks, proposed greenspace areas and parking areas, and other relevant details, to demonstrate compliance with Zoning District Regulations and other pertinent Zoning requirements.

### — REQUIRED SUBMISSION FOR OFF-STREET PARKING PROPOSALS REQUIRING SPR —

1. Applicant must submit two-dimensioned plans, drawn to scale: (1) one showing EXISTING SITE CONDITIONS; and (2) one showing PROPOSED SITE CONDITIONS, including locations of all greenspace areas, parking areas, associated maneuvering areas and driveways, any required screening, direction of ground slope, and drainage provisions, including a calculation in square feet of the area of paving and the area of the yard in which paving already exists, or is proposed to be constructed. All drawing dimensions must be easily verified with an engineering scale or architectural scale, at no less than 1/8"=1 foot. All plans must identify property addresses and adjacent streets, as well as the date of each drawing.

2. Applicant must also provide sufficient information to determine amount of required off-street parking related to the development proposal.

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

**LARGE FILES:** Incoming e-mails to City must be under 10 MB in size (incl. msg. envelope), so 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: [lnicholas@cityofithaca.org](mailto:lnicholas@cityofithaca.org) or [aharris@cityofithaca.org](mailto:aharris@cityofithaca.org).

### — MONTHLY SITE PLAN REVIEW PRE-APPLICATION MEETING SCHEDULE —

Pre-Application meetings with City staff take place the SECOND MONDAY (10:00 a.m.-1:00 p.m.) and THIRD WEDNESDAY (12:30-4:30 p.m.) of every month. Applicants will be asked to identify their preference/availability for a one-hour block of time within those timeframes (i.e., 10:00-11:00, 11:00-12:00, 12:00-1:00 / 12:30-1:30, 1:30-2:30, 2:30-3:30, 3:30-4:30). Pre-application materials should be submitted at least 5 business days before the pre-application meeting (not including the day of the meeting).

**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.*