



CITY OF ITHACA
108 E. Green St. — Third Floor Ithaca, NY 14850-5690

JoAnn Cornish, Director
DEPARTMENT OF PLANNING, BUILDING, ZONING, & ECONOMIC DEVELOPMENT
Division of Planning & Economic Development
Planning & Development – 607-274-6550 Community Development/IURA – 607-274-6565
E-Mail: dgrunder@cityofithaca.org

New Requirements for Construction Projects Requiring Site Plan Review



PRE-APPLICATION REQUIREMENT FOR LIMITED, MODIFIED, & FULL SITE PLAN REVIEW

Beginning March 1, 2016, any applicant with a project requiring Site Plan Review, as specified in *City of Ithaca Municipal Code*, [Chapter 276](#) (“Site Plan Review”), must complete and submit 5 copies of the attached pre-application form and requested documentation to the following individual — *before* a Site Plan Review application will be accepted:

Anya Harris, Office Assistant
Planning, Building, Zoning, & Economic Development Department
3rd Floor, City Hall | 108 E. Green St. | Ithaca, NY 14850
(607) 274-6550 | aharris@cityofithaca.org

The required pre-application information will enable City staff to more quickly identify project-related concerns and verify compliance with City requirements, before the application is submitted to the Planning and Development Board.

— Pre-Application Meeting —

A pre-application meeting will also need to be scheduled. Pre-application materials should be submitted at least 5 business days before the pre-application meeting. (Pre-application meetings are held monthly at the Planning, Building, Zoning, & Economic Development Department, on the SECOND MONDAY and THIRD WEDNESDAY of every month.)

PROJECTS REQUIRING BOTH SITE PLAN REVIEW & ZONING VARIANCE(S)

Beginning March 1, 2016, Zoning Appeal applications — for projects needing both Site Plan Review and Zoning Variance(s) — will *not* be accepted until applicant has completed the pre-application form, submitted all required materials, and the pre-application meeting has been conducted.