



# City of Ithaca SITE PLAN REVIEW (SPR) APPLICATION

Building Permit Number: \_\_\_\_\_  
**REQUIRED**

**CONTACT:**  
Lisa Nicholas, Senior Planner  
DIVISION OF PLANNING & ECONOMIC DEVELOPMENT  
108 E. Green Street, 3<sup>rd</sup> Floor  
Ithaca, NY 14850-5690  
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[lnicholas@cityofithaca.org](mailto:lnicholas@cityofithaca.org)

**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 OWNER:** 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: \_\_\_\_\_

Type (check one):  Residential  Commercial  Industrial  Institutional

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 Planting	\$ _____
<input type="checkbox"/> New Structure	\$ _____	<input type="checkbox"/> Structure Expansion	\$ _____	<input type="checkbox"/> Accessory Structure	\$ _____

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

## — OTHER INFORMATION —

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

\_\_\_\_\_  
\_\_\_\_\_

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

**Note:** Owner must include with this application a written statement authorizing the applicant to serve as the agent of Site Plan Review (SPR).

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 Div.		
Building	Building Div.		
	Board of Zoning Appeals		
	Board of Public Works		

3. Describe any existing restrictions relevant to developments on this property:

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4. Please append/attach any additional information you feel is important for a full understanding of proposed development.

**— APPLICATION FEE —**

The application fee is based on the 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

\* Fee Schedule for Modified Site Plan Review only applies to modifications to approved site plans 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. This determination will be made at the time of application.

**— APPLICATION CHECKLIST —**

Item	No. of Copies
<input type="checkbox"/> Application Form (completely filled out)	25
<input type="checkbox"/> Short Environmental Assessment Form (SEAF)	25
<input type="checkbox"/> Full Environmental Assessment Form (FEAF) — Part 1 [if required]	25
<input type="checkbox"/> Full-Size Drawings	3
<input type="checkbox"/> Reduced Drawings (11"x17") [see "Site Plan Review Requirements," "Submittal Process"]	25
<input type="checkbox"/> Site Plan Review Application Fee	

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

**E-MAILING LARGE FILES:** Incoming e-mails to the City must be under 10 MB in size (incl. the message envelope itself), so please either provide a CD-ROM 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.

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

*By signing this application form, the applicant acknowledges that City of Ithaca Planning & Economic Development Division staff may visit the site in order to fully understand the proposed development.*