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### Site Plan Review Process and Schedule

Please note that to initiate the Site Plan Review (SPR) process you must first file a BUILDING PERMIT application with the Building Division. The Planning and Development Board (PDB) makes decisions on development proposals subject to Site Plan Review.

To allow enough time for your proposal to be reviewed, your complete SPR application is due approximately **six weeks prior** to the meeting at which you wish the Board to act on your proposal.

Applicants must submit **14** reduced-size copies of project plans and of all other project information, including a detailed narrative, as well as **two** full-scale sets of project drawings. See the SPR Application Checklist for a complete description of requirements.

Key dates are as follows:

<b>Pre-Application form and meeting</b>	<b>Pre-Application</b> forms are <b>due five days</b> before your Pre-Application meeting. Pre-Application meetings are held on the 2 <sup>nd</sup> Monday (from 10 a.m. to 1 p.m.) and the 3 <sup>rd</sup> Wednesday (from 12:30 to 4:30 p.m.) of every month. Call the Planning Office to schedule.
<b>15<sup>th</sup> day of the month prior to the month you wish to be on the PDB agenda</b>	<b>Complete application</b> (as described by the SPR Application Checklist) is <b>due</b> to the Planning Division. Submit 14 hard copies, two sets of full size drawings, and an electronic copy
<b>2<sup>nd</sup> Monday of the month</b>	<b>Parks, Recreation, &amp; Natural Resources Commission</b> meeting. This group may provide feedback or suggestions to the PDB regarding the potential environmental impacts of your proposed project.
<b>20 days before Public Hearing</b>	<b>Provide public notice</b> of your proposed project. One sign must be posted per each street frontage. Signs available for purchase in the Planning Division Offices (\$15.00 each). See the SPR Notice Requirements for instructions on notifying neighbors via mail.
<b>2<sup>nd</sup> Friday of the month</b>	<b>Project Review Committee</b> (of the PDB) reviews site plans and EAFs. Attendance by applicant or representative is required. <ul style="list-style-type: none"> <li>• 8:30 a.m., 2<sup>nd</sup> Floor Conference Room, City Hall</li> </ul>
<b>4<sup>th</sup> Tuesday of month</b>	<b>Planning and Development Board</b> meeting to provide preliminary review, conduct Environmental Review, and hold Public Hearing. Attendance by applicant or representative is required. <ul style="list-style-type: none"> <li>• 6:00 p.m., Common Council Chambers, City Hall</li> </ul>

**Documents Enclosed:**

- Site Plan Review Application Checklist
- Site Plan Review Application Form
- Short Environmental Assessment Form (SEAF)
- Full Environmental Assessment Form, part 1 (if required)
- Owner’s Authorization Form (if required)
- Site Plan Review Notice Requirements
- Notice of Application for Site Plan Approval
- Mailing Certification Form
- Site Plan Review Ordinance (Chapter 276 of City Code)