TOWN OF CHENANGO
PLANNING BOARD APPLICATION

Application # _____ Application Date _____ Zoning:_____

********Application fee non-refundable if presented to the Board********

Application Fee (check fees schedule) cash____ check#_____

Purpose of Application:

Zoning Change _____ Sign permit _____ Subdivision _____

Site Plan _____ Ref. ZBA _____ Other _____

Applicant's name _____

Home #_____ Cell #_____ Email_____

Mailing address: _____

Property location:_____

Acreage:_____ Simple Plan _____ Full SWPPP_____ EAF Review_____

Tax Map# _____ Owner of record _____

Sign requirements given:_____

_____

REQUIRED SUBMISSIONS

_____ Site Plan (10) copies for changed commercial use or new commercial building

_____ Preliminary subdivision plans (10) copies

_____ Construction details of sign, building or other _____

_____ Letter of Intent to Town Planning Board

_____ Section §73-28 A (1) - (13) required (4) weeks prior to Planning Board meeting

_____ Meeting date 2nd Monday of every month at 7:00 p.m.

_____ : _____

Signature of Applicant Date

Form 2015

Submissions required for site plan review § 73-28 Final development plan.

A. For site plan reviews in A, R, NC and PDD Districts, the applicant shall submit a final development plan at a minimum scale of one inch equals 50 feet for review to the Town Planning Board prior to the issuance of a building permit. Plans and specifications shall bear the signature of the person responsible for the design and drawings and, where required by § 7302, as amended, of Article 147 of the Education Law of the State of New York, the seal of a licensed architect or licensed professional engineer or licensed land surveyor. The final development plan shall include:

[Amended 4-6-1998]

(1) Site plan showing location and dimensions of proposed buildings, signs, open spaces and land use areas, including any subdivision intended within the district.

(2) Location and dimensions of driveways and their intersections with streets and highway, traffic circulation, required parking and loading areas, pedestrian walks and lighting.

(3) A description of the proposed use, including hours of operation, number of employees, expected volume of business, and type and amount of traffic to be generated, shall be provided in writing.

(4) Landscaping plan, including site grading and type of landscape plantings and structures and necessary screening. This provision does not apply to single-family residential subdivision development.

(5) Final drawings of buildings to be constructed in the current phase, including floor plans, exterior elevations and sections. This provision does not apply to single-family residential subdivision development.

(6) Final engineering plans, including street improvements, water supply, waste disposal and drainage system (approved by the County Health Department) and other public utilities. All improvements shall comply where applicable with construction standards outlined in the Town of Chenango Subdivision Regulations.[1]

[1]:*Editor's Note: See Ch. **62**, Subdivision of Land.*

(7) Letters, in appropriate cases, directed to the Chairman of the Planning Board, signed by a responsible official of the agency, utility company, government authority or special district having jurisdiction in the area of public sewer, public water, telephone, electric or gas improvements, a responsible and qualified official of the Fire Department and School Board transmitting their findings concerning the plan.

(8) Engineering feasibility studies for the solution of any anticipated problem which might arise due to the proposed development, as required by the Planning Board.

(9) Need for performance bond for items in Subsection **A(2)**, **(4)** and **(6)** above and bond amount shall be determined by and at the option of the Town Board.

(10) Offers of cession and proposed restrictive covenants.

(11) Construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas, as applicable.

(12) Complete documentation of means for the continual maintenance of common open space and buildings.

(13) Any environmental quality review as may be required by New York State, Broome County or the Town of Chenango.

Town of Chenango Planning & Zoning Application Checklist

Project Board Date

	Submitted	Pending	Accepted	Comments
ARCHITECT				
Floor Plan				
Elevation View				
Zoning-Uses				
SITE PLAN				
Parking: spaces				
Parking: aisle width				
Parking: turning radius				
Parking: handicapped				
Drainage: MS4 Requirements				
Drainage: NOI Filed (DEC Acknowledgement)				
Drainage: SWMPP				
Aquifer District				
Landscape				
Lighting				
DOT Permit				
Dumpster: Enclosure Type, Pad				
Dumpster: Fit Vehicle Template				
Grades				
FLOOD DATA				
Located in Flood Plain?				
Flood Plain Plans				
UTILITIES				
ADMINSTRATIVE				
DOH Approval				
239 L&M Review				
SEQR Review				
Engineering Review Letter				
DOT Highway Work Permit				
Article 73-28, Applicant Letter				
Stamped Drawings				
MISCELLANEOUS				

ZBA Issues				
Water Device Backflow				
Sprinklers				
Restaurant-Grease Separator				
Vehicle-Oil/Grease Separator				

Form BRC 4-4-14

ADDITIONAL ITEMS	

§ 73-20 Off-street parking requirements.

Adequate number of off-street parking spaces shall be provided according to the design criteria set forth below:

A. Each vehicle parking space shall measure eight feet six inches in width by 18 feet in length and shall be reached by an access driveway at least 12 feet clear in width for one- and two-family residential and 20 feet wide for multifamily, subject to site plan review.

[Amended 11-6-1989]

B. No parking space shall be located on any public right-of-way, nor shall it obstruct access between the highway and the site.

C. Parking lots shall be provided with planter or dividing strips as determined by site plan review.

D. All parking areas shall be adequately lighted.

E. Off-site parking would allow any applicant to provide noncontiguous off-street parking on land nearby a given operation not more than 200 feet therefrom and on the same side of any given road or highway.

[Added 7-18-1983]

F. Shared parking. Parking that is contiguous to a given multiple use operation may be provided on a shared basis; 25% of the required parking for each use will be the maximum allowed, provided that no substantial conflict in the principal hours or periods of peak demand of the uses for which the shared parking is proposed will exist.

[Added 7-18-1983]

G. Vehicle parking space shall be provided for:

(1) Each family dwelling unit: two spaces.

(2) One space for each:

(a) Five seats in a church or place of worship.

(b) Two employees in a school or one per 200 square feet of gross floor area, whichever is greater.

[Amended 7-18-1983]

(c) One hundred square feet of an auditorium, theater, stadium or assembly hall.

(d) Restaurants, bars, etc.: one per two seats or 50 square feet of gross floor area (excluding kitchen and storage), whichever is greater.

[Amended 7-18-1983]

(e) One hundred fifty square feet of gross floor area in a retail or service establishment.

(f) Two hundred fifty feet of gross floor area in a business office, governmental or financial establishment, business school, private school or manufacturing, processing, fabricating, repair or other similar establishment.

(g) Five hundred square feet of gross floor area in public buildings (fire stations, museums, library, post office, etc.) or in a warehouse and wholesale establishment.

(h) Rental unit in a hotel, motel, boardinghouse or tourist home.

(i) Amusement center, parks and recreational facility: as determined by site plan review, evaluation of additional spaces with relation to the proposed use.

(j) Gasoline service stations and vehicle repair garages: one per employee and two stacking spaces per pump, two additional spaces for storage of vehicles being serviced; the total number to be determined at site plan review.

[Added 7-18-1983]

(k) Shopping center: one per 250 square feet of gross floor area.

[Added 7-18-1983]

§ 73-21 Off-street loading requirements.

An adequate number of off-street loading areas, determined at site plan review, shall be provided for loading and unloading of vehicles in uses for the purpose of business trade or industry. The design criteria for loading spaces are:

A. The required loading space shall measure 12 feet in width, 40 feet in length and shall have 14 feet vertical clearance.

B. No off-street loading area shall impinge upon required off-street parking spaces, public rights-of-way or means of general access to or circulation through the site.

C. Off-street loading space(s) located within 50 feet of a residential property shall be shielded by a wall, fencing or other suitable material, which shall serve to screen noise and fumes that originate in said loading.

D. Loading space shall be provided as follows:

(1) One space for each 7,500 square feet of gross floor area in a retail or service establishment, restaurant, eating and/or drinking establishment.

(2) One space for each 5,000 square feet of gross floor area in hotels, motels, etc.

(3) One space for each 10,000 square feet of gross floor area in wholesale and warehouse establishments, plus one additional space for each 10,000 square feet (or fraction thereof) thereafter.

(4) One space for each 10,000 square feet of gross floor area in manufacturing, processing, fabricating or repair establishments, plus one additional space for each 5,000 square feet (or fraction thereof) thereafter.

(5) One space for an auditorium, theater, stadium, assembly hall or other place of public assembly.

CHAPTER 19 FEES §19-3 Fee schedule
The fee schedule is hereby created and established as follows:

FEE SCHEDULE

Type	**Fee**
Site Plan Review Fees	
Demolition permits	$50.00
Commercial construction Ordinance Office Plaza	$0.15 per square foot
Re-occupancy application review	$75.00
Planning Board site plan review Re-occupancy	$75.00 plus $20.00 per required parking space
Planning Board site plan review New commercial development	$75.00 plus $45.00 per required parking space
Planning Board subdivision review	$200.00 plus $50.00 per lot
Planning & Zoning Special Meetings	$500.00
Town Board rezoning request	$250.00
Sign Permits	$50.00 per sign
Environmental Quality Review Fees	
Residential projects	Not to exceed 2% of total project cost
Nonresidential projects	Not to exceed ½ of 1% of total project cost
Stormwater Management Erosion & Sediment Control	
Full SWPPP review	$2,500.00
Basic review	$ 500.00
Site inspection fees	2% of the total estimated cost of all improvements, including all temporary and permanent stormwater erosion control measures as determined by Chenango Town personnel or Town consultants
New Wireless Telecommunications	
New Wireless Tower	$5,000.00
Collocate on Wireless Telecommunications Tower	$2,000.00
Recertify Wireless Telecommunication Tower	No fee
Recertified modified Wireless Telecommunications Tower	Fees per above

PERMISSION:
Is hereby granted to the Zoning Board and Planning Board Members authorization, upon showing proper credentials, to enter the above premises or building during reasonable working hours to discharge their duties.

_____
SIGNATURE

_____
PRINT NAME

_____
DATE

_____
EMAIL

Form 11/1/2014