

Village of East Syracuse

Development Office

204 N. Center Street
E. Syracuse, NY 13057

Phone (315) 437-3541
Fax (315) 463-2150

Planning Board Site Review Submissions

Welcome to the Village of East Syracuse Planning Board. The following directions provide most of the basic information you will need to complete your application. Additionally, the help of a skilled design professional will aid you in obtaining project approval in the most time efficient manner. Please call the Development office at 437-3541 if you need additional assistance.

SUBMISSIONS:

1. Provide **fifteen (15) copies** of all stamped and signed plans, stamped survey, Environmental Assessment Form and the application, (**five full sets & ten – 11” x 17” sets**) **SUBSEQUENT** submissions shall also consist of **fifteen (15) copies**.
2. Complete applications must be submitted at least ten (10) days prior to the requested Board meeting. Meetings are held at 4:30 PM at the Village Office, 204 N. Center Street on the **SECOND** Monday of each month. **County Planning Board approval is required for all properties within 500 feet of a state or county highway prior to the Village Planning Board making a determination. The Village will forward applications to the County. An owner or an authorized agent should attend to answer any questions the Board may have. Any NEW information provided by the owner/agent could cause the process to be delayed.**
3. A stamped site plan should be prepared at an appropriate scale and with sufficient detail to illustrate fully the proposed project including, but not limited to pavement, curbing, walkways, lighting, storage, grades, drainage and other improvements or conditions of the site (existing and proposed) together with appropriate material description and installation details.

FEES:

Application Fee: **\$200 – to be paid when the application is submitted.**

Review Fees: **A cost reimbursement agreement is required for all commercial projects (i.e. engineering, legal, etc.). All fees must be paid in full before a Building Permit is issued.**

A Cost Reimbursement Agreement may be required for a residential project requiring extensive professional review.

SITE APPLICATION
Village of East Syracuse Planning Board

DATE _____

Applicant must submit: 1. Fifteen (15) copies of all site plans, surveys and supporting data (five full sets & ten – 11" x 17" sets) 2. \$200.00 Site Plan Review fee 3. Completed Cost Reimbursement Agreement BEFORE a Planning Board meeting can be scheduled.

1. Name of Project: _____

2. Property Location: _____

3. Tax Map Number: _____ Zoning: _____ Total Area: _____

4. Name of Applicant: _____

Address: _____ Telephone No: _____

5. Contact Person: _____ Position: _____

Address: _____ Telephone No: _____

6. Is property in floodway or floodplain? Yes _____ No _____

7. Is property in Federal or State wetlands? Yes _____ No _____

8. Briefly describe the project including existing facilities and use(s) and intended improvement(s) and intended use(s):

REQUIRED: Answer all inquiries. Check yes/no to indicate information included with the application. Insert "NA" if item is not applicable.

1. **Current survey** of the property stamped and signed by a New York State licensed surveyor including the following:

Yes No

___ ___ Property lines.

___ ___ Street rights of way

___ ___ Adjacent use and ownership on all sides.

___ ___ Dimensions of all structures on the site.

Yes No

- ___ ___ Location of all existing trees of greater than a 6" caliper.
- ___ ___ Existing topographical information @ 0.5' contours or as needed extending to 10 feet off property.
- ___ ___ Location of: State Wetlands, Federal Wetlands, Federal Floodway and Federal Floodplain.
- ___ ___ All existing easements and other legal restrictions/conditions.
- ___ ___ All existing utility lines and other physical attributes or improvements.
- ___ ___ Location Plan.

2. **Architecture** of the structure to be added or modified including:

- ___ ___ Elevations of all sides of building (including any signage).
- ___ ___ Description of building materials.
- ___ ___ Any rooftop HVAC or other equipment.
- ___ ___ Loading areas.

3. **Site Plan** indicating scale & location and including the following information:

- ___ ___ Areas to be paved and location of all sidewalks.
- ___ ___ Parking striping plan.
- ___ ___ Landscaping Plan.
- ___ ___ Drainage plan/ calculations including inverts and pipe sizes.
- ___ ___ Lighting plan.
- ___ ___ Extent and type of curbing.
- ___ ___ Location of all underground services for power, telephone and cable and locations where services are not underground.
- ___ ___ Proposed signage.
- ___ ___ Location of any trash receptacles and enclosures.
- ___ ___ Location of any outside equipment including generators and HVAC.

Yes No

- Location and size of power, communications, water, sewer and storm sewers.
- Location of fire hydrants on site, or a note including location of closest hydrant.
- Location of curb cuts, exits and entrances.
- Cross sections of curbs, sidewalks, roads, etc.
- Any additional information pertinent to the proposal.
- Completed Environmental Assessment Form**

4. Other Information:

- If road cuts onto a NYS or Onondaga County Highway, copy of approved permit.
- Copies of application and/or permits from other governmental agencies which have jurisdiction or funding interests. Specify agency(s).

5. Specific Requirements:	Ordinance	Proposal
Parking Spaces	_____	_____
Lot Coverage	_____	_____
Front Yard Setback	_____	_____
Rear Yard Setback	_____	_____
Maximum Height of Building	_____	_____

I have read the attached list of items to be included with this application and to the best of my knowledge this application is complete and accurate.

Date: _____ Applicant: _____

Owner: _____
(REQUIRED)

Site Plan approvals are made by the Board of Trustees, following review and recommendations from the Planning Board.

Reviewed by: _____ Date: _____

Planning Board Meeting Date: _____

Fee Due: _____ Paid _____ Per _____

VILLAGE OF EAST SYRACUSE

204 North Center Street
East Syracuse, New York 13057
(315) 437-3541

COST REIMBURSEMENT AGREEMENT

As a condition of the Application to the Village of East Syracuse, its Zoning Board of Appeals, Planning Board and/or Board of Trustees (hereafter collectively referred to as "**Village of East Syracuse**") for permits and consideration (including Building Permit),
(hereafter "**Applicant**") for proposed development at
, Tax# _____ East Syracuse, agrees as follows:

The application(s) of the Applicant may entail the **Village of East Syracuse** to incur legal and engineering expenses involved in the review of said applications and proposed projects, attendance at Zoning Board of Appeals, Planning Board, Board of Trustees meetings, consultation with the Applicant, his engineer, attorney, or other professional service provider to best facilitate the application/building permit process from the presentation of the proposed project to the **Village of East Syracuse** through to its completion. The applicant agrees to bear all reasonable legal and engineering expenses incurred by the **Village of East Syracuse** as above described, as well as, costs for any Village of East Syracuse employee performing reasonable and necessary work on behalf of the Village incident to any application by the Applicant to the Village of East Syracuse. The Applicant shall reimburse the **Village of East Syracuse** for time spent by the Village Attorney at the rate charged by him to private clients and the Village Engineers at the rate charged by them to the Village.

Should the **Village of East Syracuse** determine that additional outside services are required to supervise, inspect, evaluate and consult, in order to protect the interests of the **Village of East Syracuse**, the Applicant shall bear all reasonable costs associated with the retention of such services. The **Village of East Syracuse** shall be the sole judge as to whether such supervision, inspection, evaluation, review and consultation are necessary. Such services may include engineering, attorney, and professional consultations. The Village shall notify the Applicant of any determination to engage outside services other than the Village Attorney and the Village Engineer, which outside services shall be retained by the **Village of East Syracuse** for services on the Application (s) at the usual rate charged to the **Village of East Syracuse** for similar services.

This Cost reimbursement Agreement shall be effective as of January 1, 2016. The Applicant shall deposit an initial sum of **\$0.00**, and such other amounts from time to time as the Village of East Syracuse may determine, with the Village of East Syracuse which sum or sums shall be applied against the costs reimbursable to the Village of East Syracuse pursuant to the terms of this agreement (hereafter "**Deposit**"). Upon completion of the project any unused Deposit shall be returned to the Applicant forthwith.

The Applicant shall receive periodic statements detailing charges for which reimbursement has been made against the Deposit detailing unpaid amounts, if any, and settling forth any additional Deposit required by the Village of East Syracuse. Failure to pay any amounts due the Village of East Syracuse within fifteen days of the date of the statement may result in revocation of any permit and/or denial of applications. No permit, including Certificate of Occupancy/Compliance, shall be issued until all billed fees for evaluation, review and consultation are paid. No certificate of Occupancy will be issued until all building fees are paid.

Dated: _____
_____ **Print Applicant's Name** _____ **Applicant's Signature**

If Applicant is a Corporation, Name of Corporation:

By: _____

Applicant's Address: _____

**VILLAGE OF EAST SYRACUSE
DEVELOPMENT FEE SCHEDULE**

I	<u>DEVELOPMENT PERMIT</u>	<u>FEE</u>	
	Building Permit	\$50	Plus \$6 per \$1,000 construction cost for new, alterations, repairs, conversions, sheds, demolition, grading & filling
	Pool, Sign, Motor Vehicle Permits	\$50	
	Fence	\$50	Plus Cost Reimbursement Agreement and referral to Planning Board
	Telecommunications Tower	\$2,500	Plus \$2,500 annual license fee for each tenant on Tower and referral to Planning Board (Billing Cycle September 1 through August 31)
	Certificate of Occupancy/ Compliance	\$20	
	Sewer Tap Permit	\$750	8" pipe or less
	Driveway Cut Permit	\$100	Referral to DPW Supervisor
	Coin Op Permit	\$100	Plus \$25 per machine
II	<u>ZONING BOARD</u>		
	Area Variance	\$50	Plus Cost Reimbursement Agreement
	Accessory Use	\$50	Plus Cost Reimbursement Agreement
	Special Use Permit	\$200	Plus Cost Reimbursement Agreement
	Use Variance	\$200	Plus Cost Reimbursement Agreement
III	<u>PLANNING BOARD</u>		
	Commercial Fence Review	\$50	Plus Cost Reimbursement Agreement
	Subdivision Review	\$100	Plus Cost Reimbursement Agreement
	Site Plan Review	\$200	Plus Cost Reimbursement Agreement