



Title _____

TOWN OF CICERO, NEW YORK

SITE PLAN APPLICATION

TOWN CODE § 210-27 Application Date _____

This section to be completed by Town

<u>Site Plan Classification</u>	<u>Filing Fee</u>	<u>Legal Fee</u>	<u>Engineering Deposit</u>
____ Amended Site Plan	\$500	\$NA	\$NA
____ Minor Site Plan	\$150	\$400	\$1,300
			Additional \$1,000 for SWPPP (If Required)
____ Medium Site Plan	\$400	\$1,000	\$3,000
			Additional \$1,000 for SWPPP (If Required)
____ Major Site Plan	\$500	\$1,500	\$7,500 to \$11,000
			Additional \$1,000 for SWPPP (If Required)

(Separate checks, made payable to the Town of Cicero, shall be provided for each fee. Determination of the Site Plan classification is at the sole discretion of the Town representatives and will be determined upon submission of a complete Site Plan Application, Site Plan, and other information requested in this application. The Applicant is further advised the classification of the Site Plan may change based on information discovered during the review process.)

(1) May require additional deposit of \$250 for post-construction inspection to be determined by Planning Board upon approval of Site Plan.

This section to be completed by Applicant

Site Information: Tax Map No(s): _____ Zone: _____

1. The Applicant, _____ requests Site Plan approval for a _____ to be located at _____.

2. Applicants Mailing Address (All correspondence will be sent to this address):
Street _____
City, State and Zip Code _____
Phone Number _____ E-mail Address _____

3. The Applicant is the: Owner _____ Lessee _____ Contract Purchaser _____

4. Owner of the subject property is: _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail Address _____

5. Attorney (if applicable): _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail Address _____

6. Surveyor (if applicable): _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail Address _____

7. Engineer/Architect/Surveyor (if applicable): _____
Street Address _____
City, State and Zip Code _____
Phone Number _____ E-mail Address _____

8. Provide a short description of the project and why the Applicant alleges that the project would be in harmony with the character of the neighborhood, and would not be harmful to properties of persons in the neighborhood: _____

9. Provide a description for the following characteristics of the operation of the project:
a. Days of the week and hours of operations: _____
b. Maximum number of employees on the site at one time: _____
c. Number of off street parking spaces available: _____
d. Size and location of all signage: _____

10. Name and address of immediately contiguous property owners:
(Assessment office may be called for assistance at 699-1410)
Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

Note: Before an application can be considered ready for submittal to the Town of Cicero Planning Board the Applicant must:

Submit all copies noted below, along with three separate checks payable to the Town of Cicero, at least ten (10) *business* days prior to the Planning Board meeting. The Planning Board generally meets the second Monday and fourth Monday of each month. ***THE APPLICANT IS REQUIRED TO SUBMIT MATERIALS IN DIGITAL FORMAT FOR USE DURING THE MEETING.*** Any questions please call the Zoning and Planning Office at (315) 699-2201.

THIRTEEN (13) copies of each of the following:

- a. Property survey and site plan in accordance with the requirements of Town Code §210-27.
- b. Floor plans only. One set of NOT FOR CONSTRUCTION plans.
- c. Drawing showing proposed location and dimensions of all exterior signage.
- d. Application completely filled out and signed by Applicant and Property Owner.
- e. Photographs of effected area.
- f. Short Environmental Assessment Form, completely filled out and signed, for projects classified as Simple, Minor, and Medium Site Plan. A Full Environmental Assessment Form (FEAF), completely filled out and signed, for projects classified as Major Site Plans and Type I actions as defined by 6NYCRR Part 617. A FEAF may be required for any project at the discretion of the Planning Board.

I certify that the above statements are true and correct:

11. _____ Date: _____
Applicant's Signature Print Name

12. _____ Date: _____
Property Owner's Signature Print Name