



## **City Planning Commission Application Instructions**

1. a. For all Major Projects, the applicant **MUST** participate in one or more Pre-Application Conference(s) prior to an appearance before the City Planning Commission.  
*110.76.1 "Major Project" shall mean a specific plan, design or planned undertaking determined by a representative of the City of Elmira Code Department which requires Planning Commission or Zoning Board of Appeals action and approval including, but not limited to, new industrial, commercial or residential construction, subdivisions, or business expansion, as well as any project requiring a special permit or a variance. In addition, fencing and plantings in a Junkyard, as defined in section 452 of the Zoning Ordinance, shall be considered Major Projects.*
  - b. If a zoning variance is required for said project, said request **MUST** be approved by the Zoning Board of Appeals prior to application to the Planning Commission.
  - c. Pre-Application meeting fee is \$100.00 per meeting.
2. a. All applicants **MUST** attend the City Planning Commission meeting.
  - b. The City Planning Commission meets on the **FIRST** Thursday of the month at 4:30 p.m. in the Courtroom on the second floor at City Hall, 317 E. Church Street, Elmira, New York.
3. Applications for the Planning Commission **MUST** be received by the Clerk to the Commission at the Code Enforcement Department no later than 12:00 noon, on the 20<sup>th</sup> of each month or the next business day if the 20<sup>th</sup> of the month falls on a Saturday, Sunday, or a Federal Holiday, prior to the City Planning Commission meeting date. Failure to meet the deadline will result in placement on the agenda for the following meeting. If you are submitting prints or **attachments** with your application, please provide **8 1/2 X 11 size only** and one (1) **full size** set for the Director of Code Enforcement.
4. Application must be complete with all necessary information, including, but not limited to:
  - a. Name of Applicant with legal address and relationship to the property.
  - b. Name and address of the property owner.
  - c. Reason for request.
  - d. Lot size square footage, length, width, frontage, and location of any existing structures.
  - e. Name and address of Applicant's attorney (if applicable).
  - f. **Site Plan Review** by the Planning Commission and the Pre-Application Conference(s) shall be accompanied by **ALL** applicable items of the Site Plan Checklist:
    1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;
    2. North arrow, scale and date;
    3. Boundaries of the property plotted to scale;
    4. Existing buildings;
    5. Grading and drainage plan and watercourses;
    6. Location, design, type of construction, proposed use and exterior dimensions of all buildings;
    7. Location, design and type of construction of all driveways, parking, and truck loading areas, showing access and egress;
    8. Provision for pedestrian access;
    9. Location of outdoor storage, if any;

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10. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
  11. Description of the method of sewage disposal and location, design and construction materials of such facilities (Stormwater Pollution Prevention and Sewage Disposal Plans);
  12. Description of the method of securing public water and location, design and construction materials of such facilities;
  13. Location of fire and other emergency zones, including the location of fire hydrants;
  14. Location, size and design and type of construction of all proposed signs;
  15. Location and proposed development of all buffer areas, including existing vegetative cover;
  16. Location and design of outdoor lighting facilities;
  17. Location, design and construction materials of all energy distribution facilities including, but not limited to, electrical, gas and solar energy;
  18. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
  19. General landscaping plan and planting schedule;
  20. An estimated project construction schedule;
  21. Record of application for and status of all necessary permits from other governmental bodies;
  22. Identification of any permits from other governmental bodies required for the project's execution; and
  23. To comply with the requirements of the New York State Environmental Quality Review Act (SEQRA) and any details considered pertinent, as well as, any other elements integral to the proposed development as may be considered necessary in the particular case by the Planning Commission.
- g. If application is for a **Special Permit**, the following **MUST** be included if applicable:
1. Survey
  2. A plan showing:
    - a. Building location, existing and proposed
    - b. Parking areas (if any)
    - c. Curb cuts, existing or proposed
    - d. Landscaping
    - e. Drainage
    - f. Traffic access and circulation
    - g. Open spaces
    - h. Height and number of buildings
    - i. Such other information required in the standards for each special permit use as set forth by ordinance
    - j. Building elevations and floor plans
    - k. Site lighting proposed
    - l. Signage proposed
5. Environmental Assessment Form: one of the two below **MUST** be completed
1. Short Form (available on Page 4 of the application)
  2. Long Form (available online at <http://www.dec.state.ny.us>)
6. When completing the application, please use **BLUE or BLACK INK or** you can complete this application online at <http://www.cityofelmira.net/permits>. Forms may be filled out online and printed for submission to the Clerk to the Commission at the Code Enforcement Department.

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7. Please be sure to fill in all necessary information on the CPC Application. Failure to provide all the details of the proposed request could result in your application being tabled until the next regularly scheduled meeting date.
8. A \$250.00 application fee is required for all applications for the City Planning Commission. This fee also covers the cost of the legal advertisement, which is placed by the City of Elmira, when applicable.
9. If a Special Permit is requested, the appellant shall send notice of same to all property owners within two hundred feet (200') from the boundaries of the lot or lots under consideration. Such notice shall be by mail and shall state the time and day of the public hearing, the relief sought, the type of use contemplated, the appellant's name and the location of the property in question. Such notices shall be mailed so as to arrive at least (5) days prior to the public hearing date. On or before the date and time of the public hearing, the appellant or his/her agent shall certify, in writing, in a notarized affidavit to the commission that he/she has complied with the said mailing requirement as described herein. At the discretion of the commission, failure to mail notices or submit the affidavit may result in adjournment of the hearing or denial of the application.
10. Mail or bring your completed application and \$250.00 application fee to:  
**City of Elmira Code Enforcement Department**  
**Clerk to the City Planning Commission**  
**101 W. Second Street**  
**Elmira, NY 14901**