

§ 300-63.3. Procedure.

- A. Application. Application for a building permit for any land use or activity requiring site plan review and approval shall be made to the Code Enforcement Officer, who shall receive and review such application and refer it to the Planning Department for processing. As a part of the review, the Building Official shall certify that the site development plan meets all the minimum requirements of this chapter. If the site plan does not meet all minimum requirements of this chapter, the applicant may appeal to the Zoning Board of Appeals for a variance in accordance with the provisions of Article 67 of this chapter.
- B. Presubmission conference. Prior to the preparation and submission of a final plan for site plan review and approval, the applicant may prepare a sketch plan and meet with the Planning Department staff to consider specifics of the proposed use or development, neighborhood characteristics, and features of the site. Such sketch plan should be submitted in duplicate and include enough information to enable a clear understanding of the proposal.
- C. Plan requirements. A final site plan for any land use or activity requiring site plan review and approval shall be prepared and submitted to the Planning Department. Such final site plan shall contain the following information, as applicable:
 - (1) Location name and address of owner, name of designer (if any) of the proposed development.
 - (2) Identification map showing the location of the site within the Town or Villages.
 - (3) Scale, North arrow, and date.
 - (4) Present zoning district in which the site is located.
 - (5) Location of the site in relation to all abutting properties and streets, and showing existing property lines, rights-of-way, and easements.
 - (6) Existing and proposed buildings, structures and land uses.
 - (7) A proposed layout of streets and other vehicular circulation facilities, including the location and width of driveways and type of curbing on site, loading and maneuvering areas, and ingress and egress to existing and prospective streets and highways.

- (8) Projected number of seating or employees, if needed, to determine the number of parking spaces.
- (9) Any wetlands and/or floodable area included in the one-hundred-year floodplain.
- (10) A topographic survey extending 50 feet beyond the property line may be required.
- (11) A storm drainage and grading plan showing the collection and disposal of stormwaters, or, if applicable, a stormwater pollution prevention plan consistent with the requirements of Article I and Article II of the Erosion and Sediment Control Law of the Town or Villages.
- (12) A plan showing proposed utilities and, if required, easements. If a private sewerage system is used, plans for the system shall bear the stamped approval of the Broome County Department of Health.
- (13) Existing major vegetation (trees and shrubs) and proposed landscaping treatment, including species, location, and planting size and full-growth size.
- (14) Drawings or sketches which illustrate the height, bulk, and design characteristics of the proposed building, and indicate major materials to be used.
- (15) Location and type of exterior lighting, and location and dimension of exterior signs, including ground and wall signs.
- (16) Projected number of seating or employees, if needed, to determine the number of parking spaces.
- (17) Any other information required by the Planning Department to explain the proposal.
- (18) Application form, project narrative form, SEQR documentation.
- (19) Developer's clause:
 - (a) On behalf of _____ (Developer-Applicant), we hereby certify and agree that the submitted plans meet all the requirements and specifications described in Article 63 (Site Plan), and any other applicable sections of the Town of Union Code. Notwithstanding any notes, provisions or specifications in the plans, we agree on behalf of the Developer-Applicant that Town of Union

Code specifications shall take precedence over any such notes, provisions or specifications which may be inconsistent with and/or not in conformance with the Town of Union Code specifications. We further agree that in the event of any inconsistency or ambiguity between the notes, provisions or specifications on the final plans and the Town of Union Code, that in all cases the Town of Union Code specifications shall be controlling with respect to the work, materials or other requirements.

Signature of Developer

Signature of Developer's Engineer
or Design Professional

(20)Any of the above requirements may be waived by the Planning Department if conditions warrant.

D. Referrals.

(1) To County Planning and any other involved agencies. Upon receipt of the complete application and before taking final action on certain applications for site plan approval (review), such applications shall be referred to the Broome County Planning Department and any other involved agencies for review and report in accordance with the provisions of §§ 239-l, 239-m and 239-nn of the General Municipal Law.

(2) To the applicable Historic Review Board. Before taking final action on an application for site plan approval (review) for a parcel located in any locally designated historic district, park or a locally designated landmark, such application shall be referred to the applicable Historic Review Board for review and action in accordance with Chapter 164, Historic Protection Districts, of the Code of the Village of Johnson City, and Chapter , Historic Districts, of the Village of Endicott Code. **[Amended 3-7-2012 by L.L. No. 2-2012]**

E. Relevant comments. In reviewing site plans it shall be the responsibility of the Planning Department to obtain comments or approvals in writing from any relevant Town and Village department/division before a decision on approval is made.

- F. Environmental assessment. The environmental assessment shall be in accordance with the State Environmental Quality Review Act (SEQR).
- G. Issuance of building permit. When an application for site plan review has been approved in accordance with the provisions of this Article 63 with or without modifications, a building permit shall be issued by the Code Enforcement Officer if there is compliance with all other pertinent code requirements. All required modifications established as a result of the site plan review procedure shall be conditions of the building permit.
- H. Filing. The decision of the Planning Board or the Planning Department as appropriate shall immediately be filed in the applicable Town or Village Clerk's Office and Office of the Code Enforcement Officer within five business days and a copy thereof given or mailed to the applicant.