

APPLICATION FOR PLANNING BOARD REVIEW

Town of Corning 25 S. Elm Street Corning, NY 14830 607-936-6114 ext. 2

FOR OFFICIAL USE ONLY

- ☐ Site Plan
- ☐ Site Plan Amendment
- ☐ Subdivision
- ☐ Lot Line Adjustment

Date Received _____	Paid Y / N	Check# _____
Pre-Plan Date _____	Meeting Date _____	
SEQR	Type I	Type II Unlisted

I. Identification

Project Address: _____

Property Owner: _____ Phone: (H) _____ (C) _____

Address: _____

Email Address: _____

Applicant (if different): _____ Phone: (H) _____ (C) _____

Address: _____

Email Address: _____

NOTE: If applicant is not the owner, evidence of interest in the property must be submitted prior to Planning Board action.

II. Project Description

Briefly describe the project. You may attach a narrative in lieu of completing this section. ☐ Narrative Attached

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III. Site Information

- ▶ Existing use of property: _____
- ▶ Size of property: _____ Acreage: _____ acres
- ▶ Zoning District: R1 R2 R3 C C-LI I
- ▶ Required Setbacks: Front _____ Side _____ Rear _____
- ▶ Is site within 100-year Floodplain? Yes No **If **Yes**, then a Floodplain Development Permit is required*
- ▶ Are any watercourses or wetlands located on the parcel? Yes No
- ▶ Will the project disturb more than one (1) acre? Yes No **If **Yes**, then a SWPPP is required*
- ▶ Potable water source: Public Well
- ▶ Wastewater disposal: Public Septic
- ▶ Road access: State County Local
- ▶ Are any variances required? Yes No **If **Yes**, then a Zoning Board of Appeals meeting is required*

IV. Additional Parties

Engineer/Surveyor: _____ Phone: _____

Address: _____

Email Address: _____

Architect: _____ Phone: _____

Address: _____

Email Address: _____

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Contractor: _____ Phone: _____

Address: _____

Email Address: _____

V. Certification

- I HEREBY CERTIFY that I am the OWNER _____ AGENT OF OWNER _____ and am authorized to make this application, and that the information provided is accurate to the best of my knowledge. I further agree to permit a sign to be installed on the property alerting the public to this application, and permit representatives of the Town to enter the property for inspection pursuant to this application.

Signed: _____

Date: _____

- I FURTHER CERTIFY that I have reviewed the Site Plan Requirements checklist (FORM 2), General Criteria (FORM 3), and Subdivision Requirements (FORM 4) and understand that failure to provide necessary information to the Planning Board may result in a delay in the processing of this application.

Signed: _____

Date: _____

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- ☐ Application complete and paid
- ☐ Site Requirements checklist acknowledgement
- ☐ Project narrative complete
- ☐ Required site plan and/or subdivision/lot line adjustment plat submitted
- ☐ SEQR complete (if required)

NOTES: _____

Town of Corning Planning Board

Things you need to know

Form 1

- The Town of Corning Planning Board meets on the 4th Tuesday of each month at 5:30pm. (The meeting may be cancelled if there is no business to conduct).
- The cut-off for matters to go before the Planning Board is the 2nd Tuesday of the month. **Applications submitted after this date will not be considered at that Month's Planning Board meeting.**
- Applicant is encouraged to attend Pre-Planning Meeting if invited.
- Supporting documentation shall be submitted with initial application. Lack of documentation may cause the application to be rejected or postponed to a subsequent meeting.
- After the Pre-Planning Meeting, any additional documentation requested of the applicant must be submitted no later than the Wednesday of the week prior to the Planning Board meeting.
- A representative must attend the Planning Board meeting. Failure to have representation at the meeting will result in the application not being considered.
- A Public Hearing will be advertised each time an application is heard. The public may speak regarding the application. The applicant is not required to respond to a question, but may choose to do so.
- **Please see Form 2 and Form 3 for site plan requirements and general criteria for conditional use permits.**
- **Please see Form 4 for plat requirements for subdivision and lot line adjustment applications.**
- **Please complete the required SEQR Form Part 1 for your project, if required.**

COST ASSOCIATED WITH THE REVIEW OF YOUR PROJECT

Please be advised that the Planning Board may rely on outside technical review of your project. Pursuant to the Fee Schedule, these costs will be passed along to the applicant. Fees are due and payable regardless of granting of approval of the project. All fees must be paid prior to issuance of a building permit or sign off by the Planning Board Chairperson.

Site Plan Review Requirements

Form 2

Taken from Article 4.2 of the Town of Corning Zoning Ordinance

- The following checklist should be used to guide the applicant in developing a design with enough details for the Planning Board to review. Plans shall either be prepared by a design professional, or include enough information for the Planning Board to make a fully informed decision.
- The Planning Board, may, at its discretion, waive any requirements that are clearly not relevant to the proposed use and site.
- Applicant may submit a Concept Plan for discussion with the Planning Board. Findings are non-binding.
- Meetings are generally held on the 4th Tuesday of each month, excluding November and December.

The preliminary site plan(s) shall include the information listed below, unless waived by the Planning Board.

- An area map showing that portion of the applicant's property under consideration for development, any adjacent parcels owned by the applicant, and all properties, their ownership, uses thereon, subdivisions, streets, zoning districts, easements and adjacent buildings within five hundred (500') feet of applicant's property.
- Title of drawing, including name and address of applicant.
- North points, scale and date.
- Boundaries of the project plotted to scale of not more than one hundred (100) feet to one (1) inch.
- Existing natural features such as watercourses, water bodies wetlands, wooded areas and individual large trees. Features to be retained should be noted.
- Existing and proposed contours at intervals of not more than five (5) feet of elevation.
- Location of proposed land uses and their areas in acres and height of all buildings.
- Location of all existing or proposed site improvements including streets, drains, culverts, retaining walls, fences and easements, whether public or private.
- Description of sewage disposal and water systems, location of such facilities, a pumping test to determine impact on neighboring wells and a management plan to curtail water use or reimburse landowners if the new well adversely affects existing wells.
- Location and proposed development of buffer areas and other landscaping.
- Delineation of the various residential areas, if applicable, indicating for each such area its general extent, description and composition of dwelling unit type, and a calculation of the residential density in dwelling units per gross acre for each such area.
- Location of all parking and truck-loading areas, with access and egress drives thereto.
- Locations, design and size of all signs and lighting facilities.

- The approximate locations and dimensions of areas proposed for neighborhood parks or playgrounds, or other permanent open space.
- Building orientation and site design for energy efficiency.
- Location and design of all energy distribution facilities, including electrical, gas and solar.
- Grading and erosion. Description and location of control measures including proposed location of sediment sink/settling pond and interceptor swales, etc.
- Location and design for stormwater management facilities.
- Drainage report including supporting design data and copies of computations used as a basis for the design capacities and performance of drainage facilities.
- The lines and dimensions of all property which is offered, or to be offered, for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development.

The final site plan review shall reflect any Planning Board required changes or conditions imposed during the preliminary plan review.

General Criteria for Review

Form 3

Taken from Article 4.3 of the Town of Corning Zoning Ordinance

- In considering and acting on Conditional Uses or Administrative Permits, the Planning Board and Code Enforcement Officer shall consider the public health, safety, and general welfare. The Planning Board and Code Enforcement Officer shall also consider potential environmental impacts and the comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area. The Planning Board and Code Enforcement Officer shall not grant a Conditional Use Permit or Administrative Permit unless the proposed use is determined and found, except where the criteria is not applicable.

Criteria:

A. Compatibility

That the proposed use is of a character, type, scale, and intensity that, when mitigated, is not incompatible with the surrounding neighborhood, land uses, and general area of where the use is proposed to be located, that the use incorporates a site design which is consistent with the character of and is harmonious with the Town, promotes the purposes, goals, and intent of the Town of Corning Comprehensive Plan, and safeguards the health, safety, and welfare of the Town and its residents.

B. Neighboring Properties

That the proposed use, operation, and/or structures do not significantly and adversely affect neighboring properties with respect to such things as storm water drainage, glare, noise, vibration, loss of natural light, risk of fire, flood, or erosion, odors, dust, historic structures, the structural integrity of buildings, the value of nearby buildings and properties, and other similar matters.

C. Vehicular Access

That proposed access points are adequate in width, grade, alignment, and visibility; are not excessive in number; are located at appropriate distances from intersections or places of public assembly; that the proposed use will not generate more volume or type of traffic than existing road infrastructure can adequately and safely accommodate; and that they satisfy other similar Conditional Use Permit and Site Plan Review safety and traffic flow considerations, including conditions for school buses, cyclists, and pedestrians.

D. Circulation and Parking

That adequate off-road parking and loading spaces are provided to minimize, or, where required, to eliminate the need for parking of vehicles on public highways by any persons connected with or visiting the site of the use; that the interior circulation system is adequate to provide safe accessibility to all required parking spaces; and that adequate separation of pedestrian and vehicular movements is provided.

E. Aesthetic Resources of Local and Statewide Significance

All adverse impacts on visual and aesthetic resources of local and statewide significance and on community character are avoided or minimized to the maximum extent practicable consistent with social, economic, and other essential considerations.

F. Landscaping and Screening

That all parking, storage, loading, and service areas can be and are reasonably screened at all seasons of the year from the view of nearby residential areas and public spaces and that the general landscaping of the site is in character with the surrounding areas. Such screening shall be maintained as a condition of the Conditional Use Permit and/or site plan approval and shall be guided by the minimum standards set forth in this Chapter.

G. Natural Features

That the proposed use, together with its sanitary and water service facilities, parking facilities, and other facilities necessary for the operation of the use, are compatible with geologic, hydrologic, topographic, and soil conditions of the site and of adjacent areas; that the proposed use, operation, and structures do not significantly impact existing natural and scenic features; and that such features are preserved to the maximum extent possible.

H. Consistency with Future Land Use or Comprehensive Plans

That the proposed use will not be inconsistent with the recommended Future Land Use Concepts for the area in which the use is proposed as described in the current Town of Corning Comprehensive Plan

Subdivision/Lot Line Adjustment Plat Requirements

Form 4

Taken from Articles 3.3 and 3.5 of the Town of Corning Subdivision Regulations

- Please note that the requirements for submission of a subdivision plat for a minor subdivision and lot line adjustment are the same with the exception of a completed NYS Environmental Quality Review (SEQR) Environmental Assessment Form which is **not required** for a lot line adjustment.
- The final plat review in the case of a major subdivision shall reflect any Planning Board required changes or conditions imposed during the preliminary plan review.
- Lot line adjustments may be eligible for administrative approval by the Code Enforcement Officer as per Article 3.5.

The preliminary plat(s) shall include the information listed below, unless waived by the Planning Board.

- A completed NYS Environmental Quality Review Act (SEQR) Form..
- Location map of proposed subdivision.
- The dimensions and arrangements of lots shall be such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in providing access to buildings on such lots or in securing building permits to build on the lots in compliance with the Zoning Law. In general, side lot lines shall be at right angles or radial to road ROW, unless a variation from this can be shown to result in a better plan.
- A copy of such covenants or deed restrictions as are intended to cover all or part of the tract.
- An actual field survey of the boundary lines of the tract and lots giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of tract shall also be located on the ground and marked by monuments, and shall be referenced and shown on the Plat.
- Proposed subdivision name, name of the Town and County in which it is located.
- The date, north point, map scale, and name and address of record owner and/or subdivider.
- Frontage on a public or private road.
- A topographic survey showing ground contours adjacent to and within the tract to be subdivided at intervals of not more than twenty (20) feet of elevation, and all pertinent topographic and planimetric features within and adjoining the tract, including existing roads, existing buildings, watercourses and their one hundred (100) year flood limits, areas of slope 15% or greater, water bodies, swamps, wooded areas, and individual large trees. Other features to be retained in the subdivision should be so indicated.
- Location of any outstanding natural features.
- Names of adjoining property owners and tax parcel identification numbers, and/or names of adjacent subdivisions.
- Location of existing and proposed buildings on each lot showing setbacks and other pertinent data.