

NOTICE OF INFORMATION DISCLOSURE



IMPORTANT

Please be advised that information provided as part of this application, including supporting documents will be posted publicly and will be subject to the New York State Freedom of Information Law (FOIL).

The City of Rome will NEVER REQUEST A WIRE TRANSFER FOR PAYMENT OF FEES. Any and all fees owed to the City of Rome can and should be paid via a check made out to "The City of Rome" and either mailed to or dropped off directly at Rome City Hall.

Any digital communications, including charges for any fees owed, from the City of Rome will only be sent via official City email addresses using the "@romeny.gov" domain.

If you have any questions, concerns or believe you have been fraudulently solicited or billed in error, please contact the CED office directly at: 315-339-7644.

CITY OF ROME PLANNING BOARD

Care of: Department of Community & Economic Development
Rome City Hall, 198 N. Washington Street
Rome, New York, 13440
Telephone: (315) 339-7644
www.RomeNewYork.com



Application for Site Plan Review

Property Address: _____

County Tax ID #: _____

Please fill out all the application forms completely and ensure that you are submitting all required supporting documentation. Review and complete the application checklist form on page 5 prior to submission to confirm that your application is complete.

A complete application package includes the following:

- Completed Application for Site Plan Review Form
- Site Plan Drawings
- Application Fee
- Short or Full Environmental Assessment Form (SEAF/FEAF) Part 1, As Applicable

The submission format is as follows:

- Digital Copy of **All** Documents
- Two (2) copies of site plan drawings printed to full scale
- Eight (8) copies of site plan drawings printed to 11"x17"

A complete application package must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting to be placed on an agenda. Please note that, by law, state agencies have up to thirty (30) days to submit comments on applications requiring coordinated review under the New York State Environmental Quality Review Act (SEQR), so an application submitted sixteen days in advance of a Planning Board meeting will not necessarily be acted upon at that meeting.

City of Rome, New York
Application for Site Plan Review

Project Sponsor Information

Applicant Information									
Name:					Phone:				
Address:			City:		State:		Zip:		
E-Mail:									
Property Owner Information									
☐ (Check if same as applicant)									
Name:					Phone:				
Address:			City:		State:		Zip:		
E-Mail:									
Agent Information (if applicable)*									
Agent Type:		Project Engineer		Architect		Surveyor		Lawyer	Other ()
Name:					Phone:				
Address:			City:		State:		Zip:		
E-Mail:									

**Please note that an agent only needs to be designated if you would like someone other than the listed applicant to be the primary point-of-contact for this project.*

Project Timeline

1. Design and Permitting
Completion anticipated by:
2. Groundbreaking
Completion anticipated by:
3. Construction
Completion anticipated by:
4. Certificate of Occupancy
Receipt anticipated by:

City of Rome, New York
Application for Site Plan Review

Project Information

Brief Project Summary/Description

Property Zoning

Property Size

Current Land Use

Has the property been previously developed/used for a purpose other than agriculture? ☐ Yes ☐ No

Are there any easements or rights-of-way on the property? ☐ Yes ☐ No

☐ Utility ☐ Right-of-Way ☐ Access ☐ Other

Are there any known archaeological or historically significant features on the property? ☐ Yes ☐ No

If yes, please explain: _____

Are there any federal or state wetlands located on the property? ☐ Yes ☐ No

☐ Federal Wetlands ☐ New York State Wetlands

Is the property located within a floodplain? ☐ Yes ☐ No

☐ 100-Year ☐ 500-Year

City of Rome, New York
Application for Site Plan Review

Project Information (Continued)

Building Height							
Building Square Footage							
Lot Coverage							
Impervious Surface Coverage							
Building Setbacks							
Front		Interior Side		Corner Side		Back	
Number of Off-Street Parking Spaces							
Number of Bicycle Parking Spaces							
Breakdown of Uses by Square Footage							
Residential		Commercial		Industrial		Other	
Number of Residential Units (If Applicable)							

Does the proposed project involve the construction of wireless telecommunication facilities or infrastructure?

☐ Yes ☐ No

Does the proposed project involve the construction of a Tier 2 or Tier 3 Solar Energy Project as defined in the City of Rome Zoning Code?

☐ No ☐ Yes, Tier 2 ☐ Yes, Tier 3

Additional information is required for projects involving wireless telecommunication facilities and infrastructure, as well as Tier 2 and 3 solar arrays. For these types of projects, please contact the Department of Community and Economic Development for assistance.

Application Submittals Checklist (Site Plan Review)

*This checklist **must** be completed if you are applying for Site Plan Review in order for your application to be considered complete.*

- ☐ Completed Application for Planning Board Review
- ☐ Application Fee (\$50 Minor Site Plan, \$250 Major Site Plan) (Make Checks Payable to City of Rome)
- ☐ Completed Short or Long Form Environmental Assessment Form, Part 1, As Applicable
- ☐ Project Drawings including the following and scaled to no more than 1"=100':
 - ☐ Project Title (cover page)
 - ☐ Name and address of applicant (all drawings)
 - ☐ Name and address of person/firm who prepared the drawings (all drawings)
 - ☐ North Arrow and scale (all drawings)
 - ☐ Date of drafting and most recent revision (all drawings)
 - ☐ Boundaries of property (all drawings)
 - ☐ Grading and drainage plan, including both existing and proposed contours
 - ☐ Location, type of construction, and exterior dimensions of all buildings
 - ☐ Elevations and design of all proposed buildings
 - ☐ Location, design, and type of construction of all parking and loading areas
 - ☐ Access and egress for all buildings and parking and loading areas
 - ☐ Location, design, and construction details for all existing and proposed site improvements
 - ☐ Pedestrian access and circulation
 - ☐ Emergency vehicle access and circulation
 - ☐ Location, design, and construction details for all utilities provisioning and connection
 - ☐ Location, design, and construction details for all proposed signs
 - ☐ Landscaping plan and planting schedule, including proposed buffer areas and vegetative cov-
 - ☐ Outdoor lighting plan, including photometrics
 - ☐ Estimated project construction schedule
 - ☐ List of all state and county permits required for the project and their status

Please note that the Planning Board or City departments may, at their discretion, require the submission of additional information beyond what is listed above.

City of Rome, New York
Application for Site Plan Review

General Information and Certification

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting.

Please note that you *must* have a representative in attendance at the meeting in order for your application to be considered.

All required supporting documentation including the required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet in order for it to be considered complete. Please refer to the relevant application checklist to confirm that you are submitting all necessary information.

Failure to provide complete information may result in unnecessary delays or revocation of approvals.

I do hereby state that the information submitted is an accurate representation of my request and complete to the best of my knowledge:

Applicant Signature: _____

Owner Signature: _____

Date: _____

Date: _____