

Planning Board Application Procedure

Village of Camillus

37 Main Street
Camillus, NY 13031
(315) 672-3484

Village Law §7-725 and the Village of Camillus Code authorize Planning Board approval of all Site Plans, Special Permits, Subdivisions and Lot Line Adjustments.

This application form is intended to provide an overview of the procedures and requirements of this process. This outline is by no means complete, and the Planning Board may request additional information throughout the review process.

The powers and duties of the Planning Board have been vested in the Village Board of Trustees. The board normally meets at 7:00 P.M. on the first and third Monday of each month. In order to be placed on the agenda all required materials must be submitted to the Village Clerk's office **at least (2) two weeks before the meeting date.**

A. Fees:

1. New site plan approval - \$100.00. Revised site plan - \$100.00.
New site plans require \$1,000.00 deposit for engineering and legal fees. Any remaining deposit funds will be returned upon completion of the project and any shortage will be billed to the applicant.
2. Special permit - \$25.00
3. Sub-division of land - \$100.00 plus \$500.00 deposit for engineering and legal fees incurred by the Village of Camillus.
4. State Environmental Quality Review Long Form (SEQR) - \$25.00

B. Applicants submitting electronically and prepared to present electronically at the meetings must submit:

1. The electronic documents to: codes@villageofcamillus-ny.gov
2. Five (5) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

C. Applicants submitting in paper form only must submit:

1. Nine (9) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

D. Additional instructions by application type:

1. Special Permits

The applicant must be prepared to address the following items at the hearing:

- a. That the proposed use is in compliance with all other applicable regulations of the Zoning Local Law, and other applicable federal, state, and local regulations.
- b. That the proposed use will not have an adverse impact upon the character or integrity of any land within the neighborhood.
- c. That the proposed use is physically and visually compatible with (and will not impede development or redevelopment of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.

2. Site Plan Review

The plot plan must include following.

- a. Title of drawing, including project name and location, name and address of applicant and person responsible for preparation of such drawing;
- b. North arrow, scale and date;
- c. Zoning category of the parcel and all surrounding parcels, including square footage of the parcel;
- d. Boundaries of the property plotted to scale;
- e. Location and description of all easements;
- f. Existing watercourses;
- g. Topographic information showing existing and proposed contours;
- h. Adequate notation regarding changes to the site or existing buildings;
- i. Drainage plan indicating location of ponds, swales, pipes, permeable pavements, rain gardens, bioretention systems, etc.;
- j. All existing and proposed driveways and pedestrian walkways;
- k. All existing and proposed traffic control devices;
- l. Location of fire and other emergency zones, including the location of fire hydrants;
- m. Location, design and type of construction of all parking and truck loading areas, showing access and egress, including parking calculations;
- n. Location of proposed snow storage areas;
- o. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- p. Location, size, and type of existing trees exceeding 5' in height;
- q. General landscaping plan and planting schedule including buffer areas;
- r. Location, design, type of construction and exterior dimensions of all existing and proposed buildings;
- s. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- t. All other existing and proposed structures, noting size and location;
- u. Location of outdoor storage and trash storage areas and proposed screening;
- v. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- w. Location and design of existing and proposed outdoor lighting facilities including illumination levels;
- x. Location, size and design and type of construction of all proposed signs, including sign area calculations;
- y. An estimated project construction schedule;
- z. Record of application for and approval status of all necessary permits from state and county officials;
- aa. Identification of any state or county permits required for the project's execution;
- bb. Other elements integral to the proposed development as considered necessary by the Planning Board;

3. Subdivisions

- a. FOR SUBMISSION OF SKETCH PLAN. The Applicant shall submit to the Village Clerk the sketch plan of the proposed subdivision, which shall comply with the requirements of the Subdivision Regulations. Applicant shall show all topographic features on adjoining properties which may affect or be affected by surface and spring water draining on the plat.
- b. FOR SUBMISSION OF PRELIMINARY PLAT. Applicant shall submit to the Village Clerk the proposed Preliminary Plat and two (5) copies of all other attachments (e.g., grading plans, erosion and sediment control plans, etc.). An application for Preliminary Plat approval shall not be considered complete until the required number of the Preliminary Plats and other documents are so received by the Planning Board.

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APPLICATION TYPE - PLEASE SELECT ONE:

Site Plan Special Permit Sub-division Preliminary Sub-Division Final

PROJECT LOCATION INFORMATION:

Address of project: _____ Camillus, NY 13031

Tax Map # 314801 _____ .- _____ - _____

Project Name: _____

APPLICANT INFORMATION:

Property Owner: _____

Address of property owner: _____

Phone # _____ Fax # _____

Lease Holder: _____

Address of property owner: _____

Phone # _____ Fax # _____

Contact Person: _____

Address of property owner: _____

Phone # _____ Fax # _____

Architect/Engineer: _____

Address of property owner: _____

Phone # _____ Fax # _____

EXISTING PROPERTY INFORMATION

Current zoning classification: _____

Surrounding land use: _____

North: _____ South: _____

East: _____ West: _____

Total site area (sq feet or acreage): _____

Dimensions of property: _____

Existing number of parking spaces: _____

Current land use (residential, commercial, undeveloped, etc.): _____

Current conditions of site (buildings, brush, etc.): _____

PROPOSED PROJECT INFORMATION

Anticipated project development time: _____

Will this project be staged? _____ If yes, explain: _____

Does project involve any designated wetlands? _____

Does project involve any flood plain development? _____

If yes, identify community panel: _____ Identify designation: _____

Identify State or Federal permits needed (list type and appropriate agency):

Anticipated increase in the number or residents, shoppers, employees, etc. as a result of this development:

Project description (please describe proposed use, demolitions, alterations and any proposed new construction):

I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature: _____ Date: _____

FOR OFFICE USE ONLY

Project # _____ Description: _____ Fee: _____

Project # _____ Description: _____ Fee: _____

Project # _____ Description: _____ Fee: _____

Date application received: _____ Received by: _____

Date application found to be complete: _____

Total Fee Due: \$ _____ Date Paid: _____ Cash Receipt # _____