

CONTACT:

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City of Ithaca

BUILDING PERMIT NUMBER:
_____ (REQUIRED)

SITE PLAN REVIEW (SPR) APPLICATION

APPLICANT: Name: _____ Title/Role: _____

Address 1: _____

Address 2: _____ City, State, & Zip Code: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

CONSULTANT: Name: _____ Title/Role: _____

Address 1: _____

Address 2: _____ City, State, & Zip Code: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

PROJECT SPONSOR: Name: _____ Title/Role: _____

(if other than applicant)

Address 1: _____

Address 2: _____ City, State, & Zip Code: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

— PROJECT DESCRIPTION —

Project Title: _____ Project Address: _____

Project Type (check one): Residential Commercial Industrial Institutional Mixed-Use

Scope of Work (check *all that apply* & indicate approximate operation/construction cost):

- | | | | | | |
|---|----------|--|----------|--|----------|
| <input type="checkbox"/> Vegetation Removal | \$ _____ | <input type="checkbox"/> Façade Change | \$ _____ | <input type="checkbox"/> Demolition | \$ _____ |
| <input type="checkbox"/> New Paving | \$ _____ | <input type="checkbox"/> Earthwork | \$ _____ | <input type="checkbox"/> New Plantings | \$ _____ |
| <input type="checkbox"/> New Structure | \$ _____ | <input type="checkbox"/> Structure Expansion | \$ _____ | <input type="checkbox"/> Accessory Structure | \$ _____ |
| <input type="checkbox"/> Tree Removal | \$ _____ | <input type="checkbox"/> New Parking | \$ _____ | <input type="checkbox"/> Landscaping | \$ _____ |
| <input type="checkbox"/> Addition to Building/Structure | \$ _____ | | | | |

Total Construction Cost: \$ _____ Anticipated Construction Period: _____ to _____
(best estimate) (best estimate)

— OWNER INFORMATION —

1. If the development site is leased property, list the property owner's name and address below:

Length of Lease: _____

Note: If property is not owned by Project Sponsor, OWNER'S AUTHORIZATION FORM required.

2. Please record the application date and approval status of any required federal, state, and/or local permits or approvals for this project:

Type	Approval Agency	Application Date	Approval Status
Demolition	Building Division	_____	_____
Building	Building Division	_____	_____
_____	Ithaca Landmarks Preservation Commission (ILPC)	_____	_____
_____	Board of Zoning Appeals (BZA)	_____	_____
_____	Board of Public Works (BPW)	_____	_____
_____	_____	_____	_____

3. Identify any existing restriction(s) relevant to development of this property:

- Deed Restriction(s)
 Lien(s)
 Easement(s)
 License Agreement(s)
 Other: _____

— APPLICATION FEE —

Application fee is based on total construction, site work, and landscaping costs, charged in accordance with the following schedule. The fee is payable by check to the “City of Ithaca,” upon submission of this application.

Type of Approval	Project Cost	Application Fee
Site Plan Review	less than \$10,000	\$75
	\$10,000 to \$49,999	\$150
	\$50,000 to \$100,000	\$300
	over \$100,000	\$1.50 per \$1,000
* Modified Site Plan Review	less than \$50,000	\$150
	\$50,000 or more	\$250

* Modified Site Plan Review fee only applies to modifications to approved site plans that *do not* trigger reconsideration of Determination of Environmental Significance. Modifications that require additional environmental review should follow fee schedule for full Site Plan Review. This determination will be made at time of application.

— QUICK APPLICATION CHECKLIST —

Item	No. of Copies
<input type="checkbox"/> Application Form (completely filled out and signed)	14
<input type="checkbox"/> Short Environmental Assessment Form (SEAF) (completely filled out and signed)	14
<input type="checkbox"/> Full Environmental Assessment Form (FEAF) — Part 1 [<i>if required</i>] (completely filled out and signed)	14
<input type="checkbox"/> Full-Size Drawings: (1) scalable site survey with building footprint(s); and (2) height elevations	2
<input type="checkbox"/> Reduced Drawings (11”x17”) [see “Site Plan Review Application Checklist”]	14
<input type="checkbox"/> Site Plan Review Application Fee	

ELECTRONIC SUBMISSIONS: You must provide electronic versions of ALL submitted documents.

LARGE FILES: Incoming e-mails to the City must be under 10 MB in size (incl. message envelope), so please either provide a flash/thumb drive, or use a free file-sharing web site, like: www.hightail.com, www.dropbox.com, www.google.com/drive, etc. You can also split documents into smaller parts and send multiple e-mails/files to: lnicholas@cityofithaca.org or aharris@cityofithaca.org.

Applicant's Signature: _____ **Date:** _____

By signing this application form, the applicant acknowledges City staff may visit the site in order to fully understand the proposed development.