



City of Ithaca

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## SITE PLAN REVIEW (SPR) APPLICATION CHECKLIST

**SITE PLAN REVIEW PRE-APPLICATION FORM** — You should already have submitted a Pre-Application Form and other documents by the time you submit a Site Plan Review Application.

EVERY SITE PLAN REVIEW APPLICATION MUST CONTAIN THE FOLLOWING ITEMS TO BE CONSIDERED COMPLETE:

Completed & signed **SITE PLAN REVIEW APPLICATION** form — **14 copies.** **NOTE: BUILDING PERMIT NUMBER REQUIRED.**

**PROJECT NARRATIVE** — **14 copies.** Project Narrative should describe proposed development in detail. If any Zoning Variances are needed from the Board of Zoning Appeals, the narrative should explain the variance(/s) needed and why the proposal would be infeasible without relief from requirements. For new multiple dwellings and commercial buildings, the scope and definition of the proposed development shall include all previous development on the property occurring within the past two years within 200 feet of the proposed development, which, when considered together, may have a substantial aggregate impact on surrounding properties.

Completed & signed **SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)** OR **FULL ENVIRONMENTAL ASSESSMENT FORM (FEAF), PART I**, if required — **14 copies.**

**SPR APPLICATION FEE** (payable by check to: “City of Ithaca”).

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/\$1,000
Modified Site Plan Review	less than \$50,000	\$150
	\$50,000 or more	\$250



- Application materials should be stapled or bound in sets — no loose-leaf uncollated sets.
- Do not submit paper heavier than 20 lbs. (75 g/m2) standard.
- Reduced (11"x17") drawings should be folded into 8.5"x11" dimensions.

### — DRAWINGS & OTHER INFORMATION —

**Two (2) full-size sets** and **14 reduced (11"x17") sets** of the required drawings and documents listed below.

Drawings should be clear, legible, accurate, and contain sufficient information to evaluate the project. The Planning Board or Director of Planning and Development may require licensed architects, engineers, and/or landscape architects be engaged in the design of the project. **SITE PLAN, GRADING & DRAINAGE PLAN, PLANTING PLAN, and UTILITIES PLAN** may be combined, as appropriate.

All drawings should contain the following:

- Project title and address.
- Preparer's name and address.
- Date (including *revision* dates)
- North arrow, numeric and graphic scale.
- Current Zoning District and zoning boundaries of the site.

**PLEASE INCLUDE:**

- SITE SURVEY** showing property lines with dimensions and angles, easements, Rights-of-Way (ROWs), and existing curb-cuts within 25' of the proposed access to the development site. Survey should also show existing contours, and hydrologic and topographical features within 50' of the site, including drainage and run-off patterns, flood hazard areas (100-Year Flood Plain), and wetlands.
- CONTEXT MAP** [1"=50' or larger, as appropriate] showing property boundaries, general land use, streets, current zoning of the site and zoning boundaries, and significant features within a minimum of 100' of the site.
- ZONING ANALYSIS** describing how the proposed project will conform to Zoning District Regulations and other applicable Zoning requirements.
- LAYOUT PLAN** [1"=20' minimum] that shows:
  - Dimensions of proposed and existing paved areas, including roads, sidewalks, parking, and loading area(s). Contiguous sidewalks must meet City standards, by the completion of the project.
- SITE PLAN** [1"=20' minimum] that shows location of:
  - Proposed building(s), accessory structure(s), and major site elements.
  - Materials of proposed site improvements, such as walls, fences, gates, and major landscape elements.
  - Design of proposed curb-cuts.
  - Limits of disturbance.
  - Bicycle racks.
  - Dumpster(s) and/or trash handling.
  - Types of existing and proposed lighting.
  - Types and dimensions of existing and proposed signs (if available at time of submission).
  - Details sheets for all above-listed items, when applicable.
- DEMOLITION PLAN** that includes:
  - Everything to be demolished, including buildings and other structures.
  - Limits of construction, including removal of vegetation, and survey showing trees over 8 inches Diameter Breast Height (DBH). (Removal of City trees requires Tree Work Permit from the City Forester.)
  - Tree protection (see Appendix II, Standard Tree Planting Details, *Master Plan, Inventory, & Arboricultural Guidelines for the Public Trees of the City of Ithaca, New York*).
  - Erosion-control devices during and after construction.
- BUILDING ELEVATIONS** that include architectural elevations with dimensions, and rendered elevations showing all façades keyed to building materials. Building materials and colors should be specified (if available at time of submission) and keyed to rendered drawings. Physical materials samples required, to be presented to Planning Board prior to Final Site Plan Approval.
- GRADING & DRAINAGE PLAN** [1"=20' minimum] showing proposed contours and spot elevations, proposed drainage swales, catchments, and other stormwater management measures. (Can be combined with another plan.)

- UTILITIES PLAN** [1"=20' minimum] that shows:
  - Existing and proposed utilities, including location, size, and flow direction of sewers, water supply lines, and culverts. Electric, gas, and telephone lines, and appurtenances (e.g., transformer boxes, valves).
  - Location of existing and proposed fire hydrants.
  
- LANDSCAPE PLAN** [1' =20' minimum] that includes:
  - Planting schedule.
  - Types and locations of existing trees within 8" Diameter Breast Height (DBH) and above, and the outside dimension and location of any large shrub mass on or within 20' of the site.
  - Planting specifications as per City standards (see Appendix II, Standard Tree Planting Details, *Master Plan, Inventory, & Arboricultural Guidelines for the Public Trees of the City of Ithaca, New York*)
  - Planting plan. Plant species and variety, size, and quantity should be specified.
  
- CONSTRUCTION PLAN & RELATED INFORMATION** that shows:
  - Work in the City's or State's right-of-way requires Street Permit application form from Engineering Division (Department of Public Works).
  - Construction phasing diagram, if applicable.
  - Construction staging and parking plan, when available.
  - Construction plan and related details (e.g. mud maps, fencing).
  - Tree-protection devices during construction.
  - Truck routes.
  
- OTHER INFORMATION**
  - Planting plan. Plant species and variety, size, and quantity should be specified. Native soil characteristics and any soil amendment should be noted.
  - Any soil study, drainage calculation, and/or other engineering reports deemed necessary by a City Engineer.
  - Foundation type and construction method (may require geotechnical report)
  - Phase I Environmental Site Assessment (ESA), or equivalent, if necessary.
  - Vehicular delivery routes.

**— PROJECT REVIEW CRITERIA —**

The complete list of Project Review Criteria can be found in §276-7 of the City of Ithaca Municipal Code (and on p. 8 of the Site Plan Review Ordinance included in the Site Plan Review Application Packet).