



City of Ithaca
SITE PLAN REVIEW (SPR) APPLICATION

for Projects of Limited Scope

Building Permit Number: REQUIRED

Applicant: Name: Address: Telephone: Fax: Cell Phone: E-Mail:

Principal Project: Name: Address: Telephone: Fax: Cell Phone: E-Mail:

Consultant: Name: Address: Telephone: Fax: Cell Phone: E-Mail:

Project Owner: Name: Address: Telephone: Fax: Cell Phone: E-Mail: (if other than applicant)

Project Description

Title:

Location Address:

Type: (check one) Residential Commercial Industrial Institutional

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

- Vegetation Removal Façade Change Demolition
New Paving Earthwork New Planting
New Structure Expansion of Structure Accessory Structure

Total Construction Cost: \$ Anticipated Construction Period: to

(over)

**Other Information**

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

\_\_\_\_\_  
\_\_\_\_\_

Length of Lease: \_\_\_\_\_.

*Note: Owner is to include, with this application, a written statement authorizing the applicant as the agent of Site Plan Review.*

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

<u>Type</u>	<u>Approval Agency</u>	<u>Application Date</u>	<u>Approval Status</u>
Demolition	Building Div.	_____	_____
Building	Building Div.	_____	_____
_____	Board of Zoning Appeals	_____	_____
_____	Board of Public Works	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Describe any existing restrictions relevant to developments on this property:

\_\_\_\_\_  
\_\_\_\_\_

4. Please provide any additional information you feel is important to gaining a full understanding of your proposed development.

**ELECTRONIC SUBMISSIONS:** Please provide electronic versions of ALL documents submitted.

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

**Application Fee**

A \$50 application fee is payable to "City of Ithaca," upon submission of this application.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

*By signing this application form, the applicant acknowledges that City of Ithaca Planning & Economic Development Division staff may visit the site in order to fully understand the proposed development.*

**CONTACT:**  
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 DIVISION OF PLANNING & ECONOMIC  
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