



City of Ithaca SITE PLAN REVIEW NOTICE REQUIREMENTS

All Site Plan Review applicants are required to provide two forms of public notice: (1) a MAILED LETTER to all property owners within 200 feet of the project site; and (2) a POSTED SIGN(S) on the property. The City requires this notice to ensure owners of nearby properties and other interested community members are informed of proposed projects. This public notice supplements the administrative notice given to government agencies that may be concerned with various aspects of the proposal. The Planning & Development Board is particularly interested in receiving information regarding the possible effects the proposed plan may have on nearby properties, so any adverse effects may be avoided or minimized. Any information or comments received help the Board evaluate the proposal, and may lead to modifications that both protect the public interest and improve the project.

— MAILED NOTICE —

Attached to this document is a sample format for the mailed notice. It may be added to, or modified — as long as it contains essential information about the proposed project and guidance on where to get additional information. A proposed Site Plan drawing must also accompany the notice.

This notice must be mailed at least **20 days** before the Planning Board meeting at which either a Determination of Environmental Significance or Preliminary Site Plan Approval will be considered. It must go to the owners of all properties within 200 feet of the project site, in any direction, including any that lie *outside* the City, but within 200 feet of the site. You must provide the Planning & Economic Development Division with: (1) a copy of the mailed notice; (2) the mailing list; and (3) a signed MAILING CERTIFICATION FORM. The Planning Board will not consider the application until this information has been received.

— POSTED SIGN(S) —

In addition to notification by mail, applicants must post a sign at the center of each property line of the project site that fronts on a public or private roadway, or public right-of-way, to give the general public notice of the application. This notice must be posted at least **20 days** before the Planning Board meeting at which either a Determination of Environmental Significance or Preliminary Site Plan Approval will be considered — and must remain *in place* until final action has been taken. Signs can be obtained from the Planning & Economic Development Division at a cost of \$10.50 per sign (checks payable to "City of Ithaca"). Proof that the sign(s) has been posted will be required in the form of a DATE-STAMPED PHOTOGRAPH(S).

The Planning & Economic Development Division will publish the legal notice of the Public Hearing, which must be held before the Board takes final action on the proposed project.

If you have any questions about notice requirements, dates, deadlines, or any other aspect of the Site Plan Review process, please contact the Planning & Economic Development Division, 108 E. Green St., Ithaca, NY 14850 (Phone: 607-274-6550).