

Planning And Zoning Commission Application

*******YOU MUST PAY FOR THE FOLLOWING:*******

Application Fee:

Single Family or Two Family Dwelling \$100.00
All other Occupancies \$200.00

SEQR Fee:

The Planning and Zoning Commission may require SEQR review after their initial review of your application. In the event that SEQR review is required by the Planning and Zoning Commission, the following fees are required to be paid prior to the next meeting on your application.

SEQR Short form \$75 Plus cost of legal notice
SEQR Long form \$125 Plus cost of legal notice
Environmental Impact Statement \$200 Plus cost of legal notice

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Application Instructions

Form Feb-2011

*****Please read ALL of the instructions carefully before proceeding*****

APPLICATION INSTRUCTIONS

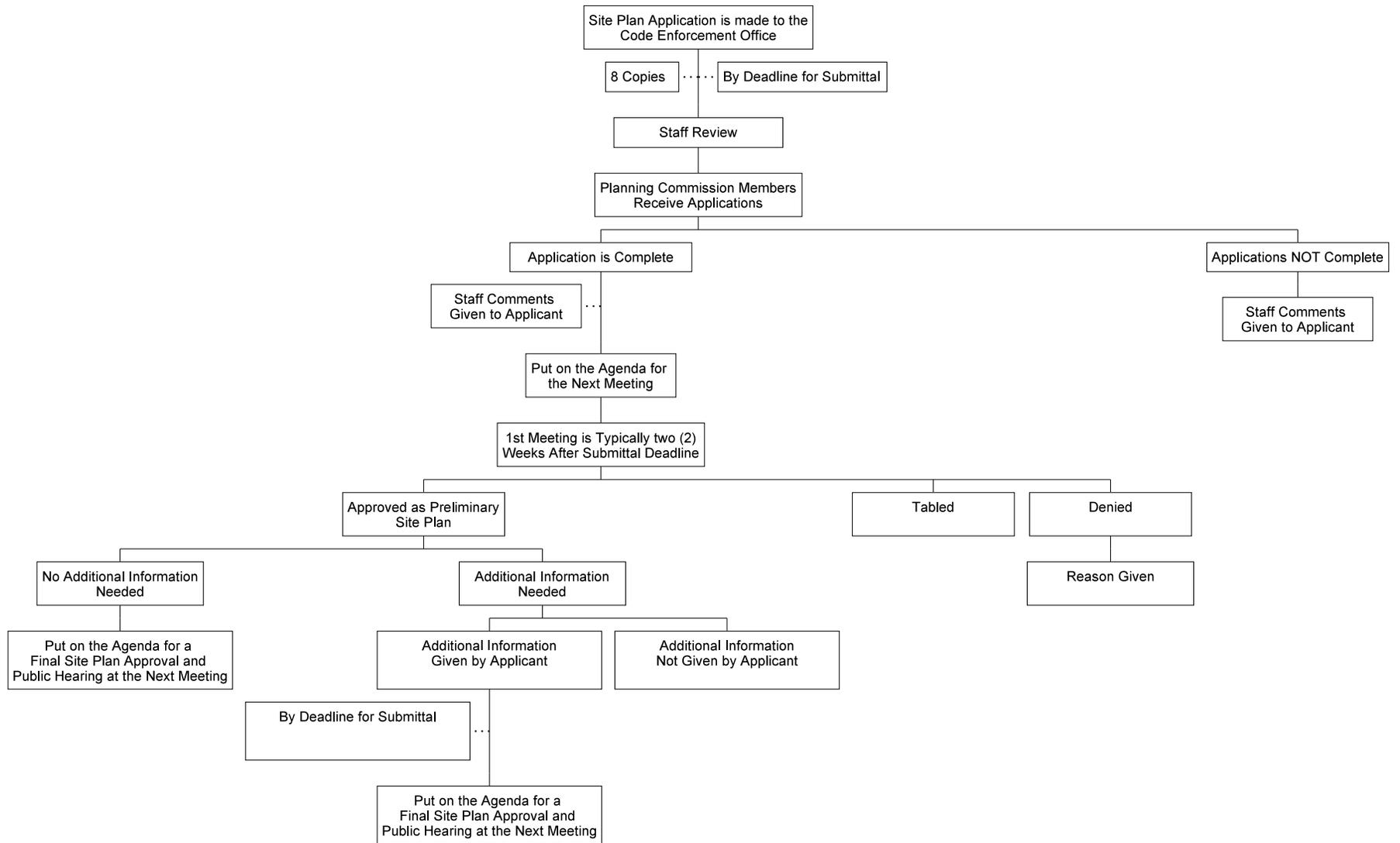
I. General

- I. The application must be completely filled in by typewriter or in ink and submitted with the required information to the Planning and Economic Development Office for approval.
- II. The work covered by this application may not be commenced before the final site plan approval.
- III. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional fee may be charged due to the deviation.
- IV. Fill in all the information on the General application form, including a detailed description of the project as well as the request.
- V. Submit **Eight (8)** copies of the General application form and the required documentation, as outlined in the requirements for the site plan approval process.
- VI. **Submissions MUST be received before 4:00pm on or before the deadline date.**
- VII. If copies of applicable sections of the Zoning are needed, they will be made available for a fee.
- VIII. A CERTIFICATE OF COMPLIANCE, OR A CERTIFICATE OF OCCUPANCY MUST BE ISSUED AFTER COMPLETION OF THE WORK

II. City Staff Reviews

Your application for a Preliminary Site Plan Approval may undergo City staff review. Staff reviews are conducted to assist the Planning and Zoning Commission. City staff reviews are conducted prior to the Planning and Zoning Commission meeting. Staff reviews are typically conducted the day after the submittal deadline. The staff reviews are then forwarded to the Planning and Zoning Commission. These staff reviews are intended to identify any obvious discrepancies, errors or omissions that the city staff feel need to be submitted with the application. Staff reviews are not an approval of the site plan, and are not intended to identify ALL the discrepancies, errors or omissions in the application.

EIGHT (8) COPIES OF ALL INFORMATION MUST BE PROVIDED



Application to the Planning and Zoning Commission Form Feb-2011

A BUILDING PERMIT MUST BE OBTAINED PRIOR TO BEGINNING WORK

Information Needed	Description	Notes *
Address of Work Site:		1
Tax Map Number:		2
Existing Use:		3
Proposed Use:		3
Zone District: (check one)	<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> RM <input type="checkbox"/> MR <input type="checkbox"/> RT <input type="checkbox"/> C <input type="checkbox"/> CL <input type="checkbox"/> I <input type="checkbox"/> BD <input type="checkbox"/> PC <input type="checkbox"/> PMRD	4
Side of Street:		5

* See Notes below

The applicant(s), hereby apply to the Planning and Zoning Commission according to the provisions of the Zoning for:

Site Plan Approval
 Subdivision of parcels

Owners Name:	
Owners Address:	
Owners Phone Number:	

Description of proposed request: _____
--

Project Contact Person: _____ Phone: () _____ Fax: () _____ Address: _____ E-Mail: _____
Design Professional: _____ Phone: () _____ Fax: () _____ Address: _____ E-Mail: _____

Notes: The following notes are the notes referenced throughout the application to assist you in completing the application.

1. If the property does not have a street address assigned to it, contact Steuben County 911 at (607) 776-9631.
2. The Tax Map Number can be obtained form the Assessors Office at (607) 936-4893.
3. Existing and Proposed Uses can be found from the use Regulation Table.
4. The Zone District classification is as defined on the City of Corning Zoning Map.
5. The Side of Street refers to North, South, East or West.

Proposed Start Date: _____ Proposed Completion Date: _____

I hereby apply under the Code of the City of Corning, New York as set forth above, and I certify that the statements contained in this application are true to the best of my knowledge and belief.

Circle one

Applicant's Name: _____ (Owner) (Lessee) (Agent)

Address (if not owner) _____ Phone Number _____

Signature of Applicant _____ Date: _____

SITE PLAN APPROVAL PROCEDURES

Intent.

The intent of site plan approval is to determine compliance with the objectives of this Ordinance and with regard to those uses as specified in Section 4.10, Use Regulation Table, that may be permitted in the City of Corning. The objective is to evaluate various land uses that may cause a conflict between existing and proposed uses or be in conflict with natural site conditions and thereby minimize the adverse affects concerning health, safety, and overall welfare of the residents of the community. The Planning and Zoning Commission, at its discretion, may waive the concept and final application procedures and so state the reasons for this action.

Authorization.

The power to approve, approve with modification, or deny site plans for uses as required by this Section is vested in the Planning and Zoning Commission. Section 30-A of the General City Law provides the legislative means for the City Council to authorize the Planning and Zoning Commission to review and approve site plans. Prior to issuing a building permit for the construction or expansion of any use as specified in Section 4.10, Use Regulation Table, a site plan and supporting documentation shall be submitted to the Planning and Zoning Commission for its review and approval. The Planning and Zoning Commission may require that the site plans be prepared by a licensed architect or engineer. Such requirement shall be based on the complexity of the site features and of the proposed structure(s) or land use as related to same.

Concept Plan Conference.

The concept plan submittal is optional. The purpose of the concept is to encourage the person applying for a use to consult early and informally with the Planning and Zoning Commission in order to save time and money and to make the most of opportunities for desirable development.

Requirements. A concept plan if prepared shall be submitted in eight copies to the Planning and Zoning Commission. Before preparing a concept layout, the developer may discuss with the Planning and Zoning Commission, Code Enforcement Officer, or the City Planning Consultant, the general requirements as to design of streets, reservations of land, drainage, sewerage, water supply, fire protection, and other improvements as well as procedural matters.

The Planning and Zoning Commission shall provide written comments on the concept plan of a proposed development in relation to the applicable requirements of this Section, existing or potential development of the adjacent area, the City Development Plan, and in the course of its review may consult with other interested public agencies.

The concept plan shall include in as much detail as possible the following information:

- (a) An area map showing:
 - (1) Applicant's entire holdings, that portion of the applicant's property under consideration for development and any adjacent parcels owned by the applicant.
 - (2) All properties, their ownership and uses, subdivisions, streets, zoning districts, easements, and adjacent buildings within five hundred (500) feet of the applicant's property.
- (b) Site development map showing:
 - (1) Existing natural features such as water bodies, water-courses, wetlands, wooded areas, individual large trees, flood hazard areas.
 - (2) Zoning districts, school districts.
 - (3) Easements.
 - (4) All existing man-made features.
 - (5) All proposed buildings, man-made structures and public improvements.
- (c) A map of site topography (if appropriate).
- (d) A soils overlay, if general site grades exceed 15% or portions of the site have susceptibility to erosion, flooding or ponding.

Preliminary Site Plan Application.

Application for preliminary site plan approval shall be made in writing in eight copies to the Code Enforcement Officer no less than fifteen (15) days prior to a scheduled Planning and Zoning Commission meeting. The Code Enforcement Officer shall refer all preliminary site plan applications to the Planning and Zoning Commission for its review and approval. For the purposes of this Section, the submission date shall be the date of the first regular Planning and Zoning Commission meeting following submission to the Code Enforcement Officer.

Preliminary Site Plan Requirements.

The preliminary site plan application shall include the information listed below. The Planning and Zoning Commission may at its discretion waive any preliminary requirements which are clearly not relevant to the proposed use and site.

- A. An area map showing that portion of the applicant's property under consideration for development, any adjacent parcels owned by the applicant, and all properties, their ownership, uses thereon, subdivisions, streets, zoning districts, easements and adjacent buildings within five hundred (500) feet of the applicant's property.

- B. A preliminary site plan shall include the following information:
 - 1. Title of drawing, including name and address of applicant.
 - 2. North point, scale and date.
 - 3. Boundaries of the project plotted to scale of not more than one hundred (100) feet to one (1) inch on a survey map prepared by a New York State licensed surveyor.
 - 4. Existing natural features such as watercourses, water bodies, wetlands, wooded areas and individual large trees (30" DBH). Features to be retained should be noted.
 - 5. Existing and proposed contours at intervals of not more than five (5) feet of elevation.
 - 6. Location of proposed land uses and their areas in acres and location, proposed use and height of all buildings.
 - 7. Location of all existing or proposed site improvements including streets, drains, culverts, retaining walls, fences and easements, whether public or private.
 - 8. Description of sewage and water systems and location of such facilities.
 - 9. Location and proposed development of buffer areas and other landscaping.
 - 10. Delineation of the various residential areas, if applicable, indicating for each such area its general extent, description and composition of dwelling unit type, and a calculation of the residential density in dwelling units per square footage for each such area.
 - 11. Location of all parking and truck-loading areas, with access and egress drives thereto.
 - 12. Location, design and size of all signs and lighting facilities.
 - 13. The approximate locations and dimensions of areas proposed for neighborhood parks or playgrounds, or other permanent open space.
 - 14. Building orientation and site design for energy efficiency.
 - 15. Location and design of all energy distribution facilities, including electrical, gas and solar energy.
 - 16. Grading and erosion plan.
 - 17. Description and location of control measures including proposed location of sediment sink/settling pond and interceptor swales, etc.
 - 18. Location and design for stormwater management facilities.
 - 19. Drainage report including supporting design data and copies of computations used as a basis for the design capacities and performance of drainage facilities.
 - 20. The lines and dimensions of all property which is offered, or to be offered, for dedication for public use, with the purpose indicated thereon, and of all property that is proposed to be reserved by deed covenant for the common use of the property owners of the development.

- C. The Planning and Zoning Commission may require such additional information that appears necessary for a complete assessment of the project.

- D. The Planning and Zoning Commission review of the preliminary site plan shall include, but is not limited to the following considerations:
 - 1. Adequacy and arrangement of vehicular traffic access and circulation.
 - 2. Location, arrangement, appearance and sufficiency of off-street parking and loading.
 - 3. Location, arrangement, size and design of buildings, lighting and signs.
 - 4. Relationship of the various uses to one another and their scale.
 - 5. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise deterring buffer between adjacent uses and adjoining lands.
 - 6. Adequacy of storm water and sanitary waste disposal.
 - 7. Adequacy of structures, roadways and landscaping in areas susceptible to flooding and ponding and/or erosion.
 - 8. Compatibility of development with natural features of the site and with surrounding land uses.
 - 9. Adequacy of floodproofing and prevention measures consistent with flood damage prevention district regulations.
 - 10. Adequacy of building orientation and site design for energy efficiency. The extent of which the proposed plan conserves energy use and energy resources in the community including the protection of adequate sunlight for use by solar energy systems.

11. Adequacy of open space for play areas, informal recreation and the retention of natural areas such as wildlife habitats, wetlands and wooded areas.
12. Adequacy of pedestrian access, circulation, convenience and safety.

In their review of a preliminary site plan, the Planning and Zoning Commission may consult with the Code Enforcement Officer, Department of Public Works, Fire Commissioners, other local and county officials, and its designated private consultants, in addition to representatives of federal and state agencies including, but not limited to, the Soil Conservation Service, the State Department of Transportation and the State Department of Environmental Conservation.

Public Hearing.

Upon the Planning and Zoning Commission's certification that the preliminary site plan application is complete and satisfactory, a public hearing shall be scheduled within forty-five (45) days from the time of such certification. For the purpose of this Ordinance, the submission date shall be taken as the date of the first regular Planning and Zoning Commission meeting following submission of the preliminary site plan to the Code Enforcement Officer. The hearing shall be advertised at least five (5) days prior to the scheduled date in a newspaper of general circulation in the City.

Notification of Decision on Preliminary Site Plan.

Within forty-five (45) days of the public hearing at which a preliminary site plan is considered, the Planning and Zoning Commission shall act upon it. The Planning and Zoning Commission's action shall be in the form of a written statement to the applicant stating whether or not the preliminary site plan is approved, conditionally approved, or disapproved. A copy of the appropriate minutes of the Planning and Zoning Commission's statement may include recommendations as to desirable revisions to be incorporated in the final site plan application. If the preliminary layout is disapproved, the Planning and Zoning Commission's statement will contain the reasons for such findings. In such a case the Planning and Zoning Commission may recommend further study of the proposal and resubmission of the preliminary site plan.

Final Site Plan Application.

After receiving approval, with or without conditions, from the Planning and Zoning Commission on a preliminary site plan, and approval for all necessary permits and curb cuts from state and county officials, the applicant may prepare a final site plan and submit it to the Planning and Zoning Commission for its review and approval. However, if more than six (6) months have elapsed between the time of the Planning and Zoning Commission's report on the preliminary site plan and if the Planning and Zoning Commission finds that conditions have changed significantly in the interim, the Planning and Zoning Commission may require a resubmission of the preliminary site plan for further review and possible revisions prior to accepting the proposed final site plan for review. The final site plan shall conform to the approved preliminary site plan, and shall incorporate any revisions or other features that may have been recommended by the Planning and Zoning Commission at the preliminary review. All compliances shall be clearly indicated by the applicant.

Notification of Decision on Final Site Plan.

Within forty-five (45) days of the submission of the final site plan, the Planning and Zoning Commission shall render a decision.

- A. Upon approval, the Planning and Zoning Commission shall endorse its approval on a copy of the final site plan and shall forward it to the Code Enforcement Officer who shall then issue a building permit if the project conforms to all other applicable requirements.
- B. Upon disapproval, the Planning and Zoning Commission shall so inform the Code Enforcement Officer and he shall deny a building permit. The Planning and Zoning Commission shall also notify the applicant in writing of its decision and its reasons for disapproval. A copy of the appropriate minutes may suffice for this notice.
- C. Specifications for improvements shown on the site plan shall be those set forth in this Ordinance and in other laws, ordinances, rules and regulations, or in construction specifications of the City of Corning.

Appeal.

The applicant or any interested person may appeal a decision of the Planning and Zoning Commission. The appeal shall be made to the Supreme Court for review by a proceeding under Article 78 of the Civil Practice Law and Rules. If the applicant is denied on the basis of a dimensional aspect of the site plan that does not meet the code, he may seek an area variance from the Zoning Board of Appeals on that specific dimensional issue.

ARTICLE I
Title, Purpose, Authority

- § 240-1 Title
- § 240-2 Authority
- § 240-3 Purpose

ARTICLE II
Interpretations and Definitions

- § 240-4 Word usage; interpretations
- § 240-5 Definitions

ARTICLE III
Establishment of Districts

- § 240-6 Application of regulations
- § 240-7 General regulations
- § 240-8 Zoning districts
- § 240-9 Zoning map
- § 240-10 Interpretation of district boundaries

ARTICLE IV
Use Districts

- § 240-11 Residential Low Density (R1)
- § 240-12 Residential Moderate Density (R2)
- § 240-13 Residential Mixed Density (RM)
- § 240-14 Multiple Residence (MR)
- § 240-15 Residential Transition (RT)
- § 240-16 Commercial (C)
- § 240-17 Commercial/Light Industrial (CL)
- § 240-18 Business Development (BD)
- § 240-19 Industrial (I)
- § 240-20 Public Conservation (PC)
- § 240-21 Compliance with use regulations; Use Table
- § 240-22 Activities prohibited in all districts

ARTICLE V
Area and Bulk Regulations;
Density Control

- § 240-23 Purpose
- § 240-24 Density control schedule
- § 240-25 Corner lots
- § 240-26 Projections into required yards
- § 240-27 Maximum average residential density
- § 240-28 Side yard for multifamily dwelling units
- § 240-29 Distance between principal buildings on same lot
- § 240-30 Exceptions to front yard requirements
- § 240-31 Exceptions to height regulations
- § 240-32 Exceptions to side yard requirements
- § 240-33 Through lots
- § 240-34 Transition yard requirements

ARTICLE VI
Flood Damage Prevention District

- § 240-35 Intent
- § 240-36 Purpose
- § 240-37 Objectives
- § 240-38 Definitions
- § 240-39 General provisions
- § 240-40 Administration
- § 240-41 Provisions for flood hazard reduction
- § 240-42 Procedures for waiver of district provisions

ARTICLE X
Development Guidelines and Standards

- § 240-63 Basis for site plan approval
- § 240-64 Lots and blocks
- § 240-65 Street, road and pavement design
- § 240-66 Off-street parking
- § 240-67 Off-street loading and unloading requirements
- § 240-68 Accessory buildings and uses
- § 240-69 Driveway standards
- § 240-70 Fences and walls
- § 240-71 Steep slope guidelines
- § 240-72 Drainage system and erosion control
- § 240-73 Open space, parks and playgrounds
- § 240-74 Utilities
- § 240-75 Re-erection and razing of damaged buildings
- § 240-76 Industrial district regulations
- § 240-77 Solar energy systems and solar access
- § 240-78 Wind energy conversion systems
- § 240-79 Home occupations
- § 240-80 Antennas
- § 240-81 Townhouses and multifamily developments
- § 240-82 Gasoline stations, repair garages, sales areas
- § 240-83 Buffer and landscaping
- § 240-84 Fast food restaurants
- § 240-85 Drive-in use regulations
- § 240-86 Commercial parking lots and structures
- § 240-87 Adult bookstores, theaters and similar

ARTICLE XI
Nonconforming Buildings, Uses and Lots

- § 240-88 continuation of nonconforming buildings, uses
- § 240-89 Discontinuance of use
- § 240-90 Necessary maintenance and repairs
- § 240-91 Construction started prior to this chapter
- § 240-92 Existing undersized lots
- § 240-93 Alterations
- § 240-94 Restoration or reconstruction
- § 240-95 Reduction in lot area

ARTICLE XII
Exceptions

- § 240-96 Public properties
- § 240-97 Public utilities

ARTICLE XIII
Zoning Board of Appeals

- § 240-98 Establishment and duties

ARTICLE XIV
Administration

- § 240-99 Enforcement
- § 240-100 Building permits
- § 240-101 Certificate of occupancy

ARTICLE XV
Amendments

- § 240-102 Procedure
- § 240-103 Advisory report by P & Z commission
- § 240-104 Petition by owners
- § 240-105 Public notice and hearing
- § 240-106 Protest by owners
- § 240-107 Decision by City Council
- § 240-108 Notification of decision

ARTICLE XVI
Remedies

- § 240-109 Penalties for offenses
- § 240-110 Alternative penalty

ARTICLE XVII
Fees

- § 240-111 Fee schedule
Density Control Schedule
Use Regulation Table

Use Regulation Table

Residential Uses	R1	R2	RM	MR	RT	C	CL	BD	I	PC
Detached one-family dwelling	P	P	P	P	P					
Semidetached one-family dwelling	P	P	P	P	P					
Two-family dwelling	P	P	P	P	P					
Multifamily dwellings		S	S	S	S			S		
Bed and breakfast					S	S				
Inn					S	S				
Boardinghouse					S	S				
Dwelling unit above first floor business					S	P/S				
Accessory Uses										
Accessory use and structures use customarily incident to any of the uses mentioned herein, and on the same lot	P	P	P	P	P	P	P	P	P	
Accessory use and structures use customarily incident to any of the uses mentioned herein, and not on the same lot	P	P	P	P	S	S	S	S	S	
Antennas less than or equal to 3 feet in diameter	P	P	P	P	P	P	P	P	P	
Antennas greater than 3 feet in diameter	S	S	S	S	S	S	S	S	S	
Day care, family home and group family home	P	P	P	P	P					
Home occupation	S	S	S	S	S	S				
Parking lot, private					S	S	S	S	S	
Wind energy, conversion system	S	S	S	S	S	S	S	S	S	
General Uses										
Cemetery	S	S	S							
Church or place of worship	S	S	S	S	S	S	S	S	S	
Cultural facilities (library, museum, tourist)	S	S	S	S	S	P/S	S	S		S
Nursery school / day nursery		S	S	S	S	P/S	S	S	S	
Governmental uses	S	S	S	S	S	P/S	S	S	S	S
Hospital					S			S		
Nonprofit club, membership		S	S		S	P/S	S	S		
Nursing (and convalescent) home	S	S	S		S					
Private, public schools	S	S	S	S	S	P/S	S	S	S	
Public parks and recreational uses	P	P	P	P	P	P	P	P	P	P
Public utility or transportation uses					S	P/S	S	S	S	S
Industrial Uses										
Contractor yard (and equipment)							S		S	
Manufacture, fabrication, extraction assembly and others							S	S	S	
Research laboratories						S	S	S	S	
Trucking terminals							S		S	
Warehouse and wholesale and retail distribution centers						P/S	S	S	S	

Business Uses	R1	R2	RM	MR	RT	C	CL	BD	I	PC
Amusement game center						P/S				
Antique and craft shops						P/S	S			S
Art galleries						P/S		S		S
Bank, financial institutions						P/S	S	S		
Bar and night club						P/S	S			S
Barber and beauty shop					S	P/S				
Bowling alley						S	S			
Car wash						S	S			
Drive-in uses						S	S			
Dry cleaning business						P/S	S			
Funeral homes	S	S	S		S	P/S				
Garage service / repair						S	S			
Gasoline filling stations						S	S			
Gasoline / grocery service marts						S	S			
General business offices					S	P/S	S	S		
Hotel and Motel						P/S	S	S		
Newspaper and publishing facilities						P/S	S			
Parking structure						S	S	S	S	
Parking lot, commercial						S	S			
Personal service establishments					S	P/S	S			
Photographic studios					S	P/S				S
Professional offices					S	P/S	S			
Professional office building, medical clinic					S	P/S		S		
Repair shops, personal service						P/S	S			
Restaurant - Fast Food						P/S				
Restaurant - Standard						P/S	S	S		S
Retail uses accessory to principle permitted uses								S		
Retail business and commercial uses other than listed above						P/S				
Self service laundry						P/S	S			
Theater						S	S			
Uses, adult							S			
Vehicle sales (auto, boat, recreational) and/or repair						S	S			

Key to Abbreviations:

- P Permitted
- S Site Plan Approval Required
- P/S Permitted in an existing structure at time of enactment of this chapter / Site Plan Approval required for any lot or building expansion and/or new building construction (interior alterations excepted)
- Blank Not Permitted

Density Control Schedule

District	Minimum Lot area per dwelling unit (sqft)	Minimum lot area per other principal		Yard Requirements			Maximum Lot Coverage (Percent)	Maximum Building Height	
		Dwelling Unit (sqft)	Permitted Use (sqft)	Front (feet)	Side (feet)	Rear (feet)		Feet	Stories
R1 Single Family Two Family	6,250 6,250	6,250 3,125	6,250	25	6	30	40	35	3
R2 Single Family Two Family Multi Family	5,750 5,750 15,000	5,750 2,875 2,500	5,750	25	6	30	40	35	3
RM Single Family Two Family Multi Family	5,750 5,750 10,000	5,750 2,875 1,500	5,750	25	6	30	40	35	3
MR Single Family Two Family Multi Family	5,750 5,750 10,000	5,750 2,875 1,500	5,750	25 or 10 per story	6 per story	30 or 10 per story	40	60	5
RT Single Family Two Family Multi Family Other Permitted uses	5,000 5,000 10,000 5,000	5,000 2,500 2,500 N/A	N/A 2,500 2,500 2,500	25 25	6 10	30 30	40	35	3
C	(1)	N/A	N/A	N/A	10 (2)	30 (3)	50 (4)	45	4
CL Commercial Industrial	6,250 10,000	N/A N/A	N/A N/A	N/A N/A	10 15	30 30	50 50	45 45	4 4
BD	(1)	N/A	N/A	N/A	10	30	50	75	6
I	10,000	N/A	N/A	N/A	15	30	50	75	6

NOTES

- (1) The minimum lot area shall be that necessary to accommodate the proposed structures and comply with all applicable requirements of this chapter.
- (2) No side yard required, except that a ten-foot setback will be required where a lot line abuts a residential district.
- (3) Except where lot abuts existing alley, no rear yard setback shall be required.
- (4) Except for Commercial Districts of Market Street from Wall Street at Bridge and Bridge Street from the Chemung River to Pulteney Street.