



Planning Commission Application

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

Application Fee - Due at the time of filing:
Single Family or Two Family Dwelling \$100.00
All other Occupancies \$200.00

SEQR Fee:

The Planning Commission may require SEQR review after their initial review of your application. In the event that SEQR review is required by the Planning 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

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

APPLICATION INSTRUCTIONS

I. General

1. The application must be completely filled in by typewriter or in ink and submitted with the required information to the Code Enforcement Office for approval.
2. The work covered by this application may not be commenced before the final site plan approval.
3. 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.
4. Fill in all information on the General application form, including a detailed description of the project as well as the request.
5. Submit **Ten (10)** copies of the **General application form** and the required documentation, as outlined in the requirements for the site plan approval procedures on page 4-5, plus an electronic PDF of all information must be submitted. The maximum size of the drawings submitted shall be 24" x 36". Insufficient detail may cause your application to be delayed or denied. Plans required for submission vary depending on the project.
6. **Submissions MUST be received before 4:00pm on or before the deadline date.**
7. If copies of applicable sections of the Zoning Code are needed, they will be made available for a fee. The Zoning Code is available online at www.ecode360.com/CO1368PVT
8. **A CERTIFICATE OF COMPLIANCE, OR A CERTIFICATE OF OCCUPANCY MUST BE ISSUED AFTER COMPLETION OF THE WORK**
9. It is recommended that you meet with the Code Enforcement Officer to review application materials prior to submission. For an appointment, please call the Office at 607-962-0340 ext. 4.
10. **UNLESS OTHER ARRANGEMENTS ARE MADE WITH THE CITY OF CORNING, DO NOT USE A COURIER OR DELIVERY SERVICE TO SUBMIT YOUR APPLICATION.**
11. **WHEN YOU DROP OFF YOUR APPLICATION, YOU WILL RECEIVE AN INVOICE FOR THE FEE AND SIGNS TO BE PLACED ON THE PROPERTY. YOUR APPLICATION WILL NOT BE ON THE AGENDA IF YOU FAIL TO RECEIVE AN INVOICE AND SIGNS TO BE PLACED ON THE PROPERTY.**
12. **DO NOT SUBMIT THIS APPLICATION IN THE SAME PACKAGE WITH ANY OTHER APPLICATION (PLANNING COMMISSION, SIGN, ZBA, PERMIT, ETC.), EACH APPLICATION SHALL BE SUBMITTED SEPARATELY. YOUR APPLICATION WILL NOT BE ON THE AGENDA IF YOU FAIL TO SUBMIT APPLICATIONS SEPARATELY.**

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 Commission. City staff reviews are conducted prior to the Planning Commission meeting. Staff reviews are typically conducted the day after the submittal deadline. The staff reviews are then forwarded to the Planning 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.

**TEN (10) COPIES, PLUS AN ELECTRONIC PDF OF ALL INFORMATION
MUST BE PROVIDED**

**SIGN POSTING REQUIREMENTS
 APPLICANT'S CERTIFICATION FORM**
 Required for Certain Site Plan Review Subdivision Applications

CITY CODE REQUIREMENT FOR SIGN POSTING OF LAND USE REVIEW APPLICATIONS
Per Section Section 240-86 (B)(1)

Upon receipt of an application by the Planning Commission, the applicant shall cause the property for which the application is filed to be posted with a notice indicating that a site plan or subdivision application has been made, the date of the public hearing and that interested persons may obtain more detailed information from the Code Enforcement Office. The notice shall meet the following standards:

- (1) The notice shall be placed on weatherproof signs that have been provided by the Code Enforcement Office and placed on the property that is the subject of the application.
- (2) All such notice shall be posted no later than two days after the date the application is filed to ensure that notice is posted early in the review process.
- (3) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (4) The signs shall remain in place during the period leading up to a decision by the Planning Commission, but not less than ten days.
- (5) On or before the date that the Planning Commission is scheduled to make a decision on the application the applicant shall certify in writing that required notice was posted according to the requirements of this section.

I, _____, am filing a Site Plan Approval or Subdivision application on behalf of _____
(PRINT NAME OF APPLICANT)

_____ for the property located at _____
(PRINT NAME OF OWNER(S)) (PRINT PROPERTY ADDRESS OR LOCATION)

I have read the City's sign posting requirements above and acknowledge and agree to the following:

1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location to provide required public notice.
2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 240-86 ((B)(1) listed above, including visibility of the sign(s) and time and duration of the sign(s) posting, and including reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

I HEREBY CERTIFY THAT THE PROPER POSTING OF THE SIGNS REQUIRED BY THE ZONING WILL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF §240-86.

This signs will be installed on ____ / ____ / ____ and will be removed after the decision by the Planning Commission.

SIGNATURE

DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 607-962-0340.

**THIS FORM MUST BE PROVIDED TO THE CODE ENFORCEMENT OFFICE PRIOR TO THE MEETING OR
 BROUGHT TO THE MEETING**

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SITE PLAN APPROVAL PROCEDURES

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. Before preparing a concept layout, the developer may discuss with the Planning 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.

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 Commission meeting

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 or 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 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.

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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 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 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. 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 Commission shall act upon it. The Planning 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. If the preliminary layout is disapproved, the Planning Commission's statement will contain the reasons for such findings..

Final Site Plan Application.

After receiving approval, with or without conditions, from the Planning 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 Commission for its review and approval. However, if more than six (6) months have elapsed between the time of the Planning Commission's report on the preliminary site plan and if the Planning Commission finds that conditions have changed significantly in the interim, the Planning 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 Commission at the preliminary review

Notification of Decision on Final Site Plan.

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

- A. Upon approval, the Planning 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 Commission shall so inform the Code Enforcement Officer and he shall deny a building permit. The Planning 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 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.

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ARTICLE I

TITLE, PURPOSE, AUTHORITY

- § 240-1. Title.
- § 240-2. Authority.
- § 240-3. Purpose.
- § 240-4. Public properties.
- § 240-5. Public utilities.

ARTICLE II

NONCONFORMING STRUCTURES AND USES

- § 240-6. Continuation of nonconforming buildings and uses.
- § 240-7. Continuation of nonconforming buildings and uses.
- § 240-8. Necessary maintenance and repairs.
- § 240-9. Construction started prior to this chapter.
- § 240-10. Alterations.
- § 240-11. Restoration or reconstruction.
- § 240-12. Erection, re-erection and razing of damaged buildings.

ARTICLE III

DEFINITIONS

- § 240-13. Word usage; interpretation.
- § 240-14. Definitions.

ARTICLE IV

ZONING DISTRICTS

- § 240-15. Zoning districts.
- § 240-16. Zoning Map.
- § 240-17. Interpretation of district boundaries.
- § 240-18. Residential Low Density (R1).
- § 240-19. Residential Moderate Density (R2).
- § 240-20. Multiple Residence (MR).
- § 240-21. Residential Transition-1 (RT).
- § 240-22. Commercial (C).
- § 240-23. Commercial/Light Industrial (CL).
- § 240-24. Business Development (BD).
- § 240-25. Industrial (I).
- § 240-26. Public-Conservation (PC).

ARTICLE V

PLANNED DEVELOPMENT DISTRICT (PDD)

- § 240-27. Intent.
- § 240-28. Permitted uses.
- § 240-29. Governing standards.
- § 240-30. Special provisions.
- § 240-31. Procedures for Establishing a Planned Development District.
- § 240-32. Final action by City Council.

ARTICLE VI

FLOOD DAMAGE PREVENTION DISTRICT

- § 240-33. Intent.
- § 240-34. Purpose.
- § 240-35. Objectives.
- § 240-36. Definitions.
- § 240-37. General provisions.
- § 240-38. Administration.
- § 240-39. Provisions for flood hazard reduction.
- § 240-40. Procedures for waiver of district provisions.

ARTICLE VII

GENERAL REGULATIONS

- § 240-41. Application of regulations.
- § 240-42. General regulations.
- § 240-43. Compliance with use regulations; Table.
- § 240-44. Activities prohibited in all districts.

ARTICLE VIII

AREA AND BULK REGULATIONS; DENSITY CONTROL

- § 240-45. Purpose.
- § 240-46. Density control schedule.
- § 240-47. Maximum average residential density.
- § 240-48. Reduction in lot area.
- § 240-49. Existing undersized lots.
- § 240-50. Corner lots.
- § 240-51. Through lots.
- § 240-52. Projections into required yards.
- § 240-53. Exceptions to front yard requirements.
- § 240-54. Exceptions to side yard requirements.
- § 240-55. Side yards for multifamily dwelling units.
- § 240-56. Exceptions to height regulations.
- § 240-57. Transition yard requirements.
- § 240-58. Distance between principal buildings on the same lot.

ARTICLE IX
SPECIAL REGULATIONS

- § 240-59. Driveway standards.
- § 240-60. Off-street parking.
- § 240-61. Accessory buildings and uses.
- § 240-62. Fences and walls.
- § 240-63. Home occupations.
- § 240-64. Townhouse and multifamily developments.
- § 240-65. Automotive use
- § 240-66. Fast-food restaurants.
- § 240-67. Drive-in use regulations.
- § 240-68. Industrial district regulations.
- § 240-69. Antennas.
- § 240-70. Adult bookstores, theaters and similar use regulations.
- § 240-71. Manufactured Homes

ARTICLE X

PLANNING COMMISSION

- § 240-72. Establishment.
- § 240-73. Composition.
- § 240-74. Service on other boards and commissions.
- § 240-75. Conflicts of interest.
- § 240-76. Chairperson.
- § 240-77. Meetings.
- § 240-78. Powers.
- § 240-79. Applications before Commission.
- § 240-80. Prior acts, decisions, and references.
- § 240-81. Supersession of state law.
- § 240-82. Severability.

ARTICLE XI

SITE PLAN APPROVAL PROCEDURES

- § 240-83. Intent.
- § 240-84. Authorization.
- § 240-85. Concept plan conference.
- § 240-86. Preliminary site plan application.
- § 240-87. Preliminary site plan requirements.
- § 240-88. Public hearing.
- § 240-89. Notification of decision on preliminary site plan.
- § 240-90. Final site plan application.
- § 240-91. Notification of decision on final site plan.
- § 240-92. Appeal.

ARTICLE XII

DEVELOPMENT GUIDELINES AND STANDARDS

- § 240-93. Basis for site plan review.
- § 240-94. Lots and blocks.
- § 240-95. Street, road and pavement design.
- § 240-96. Off-street loading and unloading requirements.
- § 240-97. Commercial parking lots and structures.
- § 240-98. Drainage system and erosion control.
- § 240-99. Steep slope guidelines.
- § 240-100. Open space, parks and playgrounds.
- § 240-101. Buffer, and landscaping, and street tree requirements.
- § 240-102. Utilities.
- § 240-103. Solar energy systems and solar access.
- § 240-104. Wind energy conversion systems.

ARTICLE XIII

ZONING BOARD OF APPEALS

- § 240-105. Establishment and duties.

ARTICLE XIV

ADMINISTRATION AND ENFORCEMENT

- § 240-106. Enforcement.
- § 240-107. Building permits.
- § 240-108. Certificate of compliance.
- § 240-109. Penalties for offenses.
- § 240-110. Alternative penalty.
- § 240-111. Fee schedule.

ARTICLE XV

AMENDMENTS

- § 240-112. Procedure.
- § 240-113. Advisory report by Planning Commission.
- § 240-114. Petition by owners.
- § 240-115. Public notice and hearing.
- § 240-116. Protest by owners.
- § 240-117. Decision by City Council.
- § 240-118. Notification of decision.

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USE REGULATION TABLE

Residential Uses	R1	R2	MR	RT	C	CL	BD	I	PC
One-Family dwelling	P	P	S	P	P/S				
Two-Family dwelling		P	S	P	P/S				
Mobile Home Park			S						
Multi-Family - 6 or less units		S	S	S	P/S		S		
Multi-Family - 7 or more units, Multi-Family Complex			S	S	S	S			
Townhouse		S	S	S					
Additional Dwelling Units on the same lot		S	S	S					

Assembly Uses	R1	R2	MR	RT	C	CL	BD	I	PC
Amusement game center					P/S				
Art galleries including retail sales					P/S		S		S
Bar and Night club					P/S	S			S
Bowling alley					S	S			
Church or Place of Worship	S	S	S	S	S	S	S	S	
Club, Membership				S	P/S	S	S		
Cultural facilities (library, museum, tourist attractions)				S	P/S	S	S		S
Funeral homes				S	P/S	S			
Parks and recreational uses	S	S	S	S	S	S	S	S	S
Restaurant, Fast Food					P/S				
Restaurant, Standard					P/S	S	S		S
Sporting, Indoor, Outdoor, Stadiums, Arenas					S	S	S		
Theater					S	S			S

Business, Commercial and Retail Uses	R1	R2	MR	RT	C	CL	BD	I	PC
Antique and craft shops					P/S	S			S
Automotive use, Car Wash					S	S			
Automotive use, Gasoline filling stations					S	S			
Automotive use, Vehicle Sales (auto, boat, recreational)					S	S			
Automotive use, Garage service and repair, Towing service					S	S			
Bank, financial institutions					P/S	S	S		
Barber and beauty shops				S	P/S				
Boarding House, Lodging House, Bed & Breakfast		S		S	S				
Commercial Storage Units						S	S	S	
Contractor Yard (and equipment)						S		S	
Day Care, Residence		S		S	S				
Day Care Center or Facility			S	S	S		S		
Governmental uses	S	S	S	S	P/S	S	S	S	S
Hotel/Motel					P/S	S	S		
Kennel / Animal care / Pet Store					S	S	S		
Laundry, self service laundry, Dry cleaning business					P/S	S			
Manufacture, fabrication, extraction assembly and other handling of material						S	S	S	
Medical clinic, Hospital				S	P/S	P/S	P/S		
Newspaper and publishing facilities, Printing shops					P/S	S			
Offices General or Professional				S	P/S	S	S		
Parking Lot, Commercial					S	S			
Parking Structure					S	S	S	S	
Personal service establishments				S	P/S	S			
Photographic studios				S	P/S				S
Private, public schools	S	S	S	S	P/S	S	S	S	
Public Utility and transportation uses				S	P/S	S	S	S	S
Research Laboratories					S	S	S	S	
Retail Store					P/S	S			
Supervised Care Facility				S	S	S	S		
Trucking Terminals						S		S	
Uses, adult						S			
Warehousing and wholesale and retail distribution centers					P/S	S	S	S	
Wind energy, conversion system	S	S	S	S	S	S	S	S	
Retail business and commercial uses other than listed above					P/S	S			

Accessory Uses	R1	R2	MR	RT	C	CL	BD	I	PC
Antennas					S	S	S	S	S
Drive-in uses, Drive-up window					S	S			
Home Occupation	S	S		S	S				
Parking Lot, private				S	S	S	S	S	
Solar energy systems not supported from structure	S	S	S	S	S	S	S	S	

P = Permitted S = Site plan approval required No letter = Not permitted
 P/S = Permitted in an existing structure /site plan approval required for any lot or building expansion

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Density Control Schedule

District	Min. Lot Size	Lot Size Per Additional Principal Structure (7)	Yard Requirements			Maximum Lot Coverage		
			Front (feet)	Side (feet)	Rear (feet)		Feet	Stories
R1								
Single-family	6,250	NP	25	6	30	40%	35	3
Other permitted uses	15,000	NP	25	10	30	50%	12	1
R2								
Single-family	4000	7,000	25	6	30	40%	35	3
Two-family	5000	7,000	25	6	30	40%	35	3
Townhouse	4000 each	4,000	25 or 10 per story	6 per story	30 or 10 per story	40%	35	3
Multifamily 6 or less units	10000	10,000	25 or 10 per story	6 per story	30 or 10 per story	40%	35	3
Lodging/Boarding House	7,000	NP	25	6	30	40%	25	2
Other permitted uses	15,000	NP	25	10	30	50%	25	2
MR								
Single-family	5,750	5,750	25 or 10 per story	6 per story	30 or 10 per story	40%	60	5
Two-family	7000	5,750	25 or 10 per story	6 per story	30 or 10 per story	40%	60	5
Townhouse	4000 each	4,000	25 or 10 per story	6 per story	30 or 10 per story	40%	60	5
Multifamily 6 or less units	10,000	10,000	25 or 10 per story	6 per story	30 or 10 per story	40%	60	5
Multifamily 7 or more units	20,000	15,000	25 or 10 per story	6 per story	30 or 10 per story	40%	35	3
Other permitted uses	20,000	NP	25 or 10 per story	6 per story	30 or 10 per story	35%	35	3
RT								
Single-family	5000	5,750	25	6	30	40%	35	3
Two-family	7000	7,000	25	6	30	40%	35	3
Townhouse	4000 each	4,000	25 or 10 per story	6 per story	30 or 10 per story	40%	35	3
Multifamily 6 or less units	10,000	10,000	25	6	30	40%	35	3
Multifamily 7 or more units	20,000	15,000	25 or 10 per story	6 per story	30 or 10 per story	40%	35	3
Lodging/Boarding House	7,000	NP	25	6	30	40%	35	3
Other permitted uses	5,000	5,000	25	10	30	40%	35	3
C								
Multifamily 7 or more units	20,000	15,000	25 or 10 per story	6 per story	30 or 10 per story	50%(4)	45	4
Lodging/Boarding House	7,000	NP	25	10	30	40%	35	3
Fast Food Restaurant	10000 (6)	NP	N/A	10(2)	30(3)	50%(4)	45	4
Gas station, service and repair garage	7500 (5)	NP	35	10	30	50%(4)	45	4
Gas Station -Minimart combo	10000 (5)	NP	35	10	30	50%(4)	45	4
Other permitted uses	-1		N/A	10(2)	30(3)	50%(4)	45	4
CL								
Multifamily 7 or more units	20,000	15,000	25 or 10 per story	6 per story	30 or 10 per story	50%	45	4
Gas station, service and repair garage	7500 (5)	NP	35	10	30	50%	45	4
Gas Station -Minimart combo	10000 (5)	NP	35	10	30	50%	45	4
Commercial	6,250		10	10	30	50%	45	4
Industrial	10,000		20	15	30	50%	45	4
BD	-1		10	10	30	50%	75	6
I	10,000		20	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 Business Districts of Market Street from Wall Street at Bridge and Bridge Street from the Chemung River to Pulteney Street.
5. At least one frontage and width shall be a minimum of 100 feet.
6. At least one frontage shall be a minimum of 100 feet.
7. The minimum lot size for additional principal structures is the combined value of the minimum lot size plus the additional lot size for each additional principal structure.