

APPLICATION FOR PLANNING BOARD REVIEW

Town of Corning 20 S. Maple Street Corning, NY 14830 607-936-6114 ext 2

- Site Plan
- Site Plan Amendment
- Subdivision

Date Received _____	Paid \$75 / \$150	Check # _____	
Pre-Plan Date _____	Meeting Date _____		
SEQR	Type I	Type II	Unlisted

I. IDENTIFICATION

Tax Parcel ID _____ - _____ - _____

Project Address: _____

Property Owner: _____ Phone: (H) _____ (C) _____

Address: _____

Email Address: _____

Applicant (if different): _____ Phone: (H) _____ (C) _____

Address: _____

Email address: _____

NOTE: If applicant is not the owner, evidence of interest in the property must be submitted prior to PB action

II. PROJECT DESCRIPTION

Briefly describe project. You may attach a narrative in lieu of completing this section. Narrative Attached

III. SITE INFORMATION

- Existing use of property _____
- Size of property: _____ x _____ Acreage: _____ acres
- Zoning District R1 R1C R2 R3 PD B2 I PMD
- Required setbacks Front _____ Side _____ Rear _____
- Flood Plain Yes No If Yes, Flood Plain Development approval required
- Any watercourses or wetlands located on the parcel? Yes No
- Will project disturb more than one acre? Yes No If Yes, SWPPP will be required
- Potable water source: Public Well
- Wastewater disposal: Public Septic
- Road access: State County Local
- Are any Variances required? _____

IV. ADDITIONAL PARTIES

Engineer/ Surveyor: _____ Phone: (H) _____

Address: _____

Email Address: _____

Architect: _____ Phone: (H) _____

Address: _____

Email address: _____

Contractor: _____ Phone: (H) _____

Address: _____

Email address: _____

V. CERTIFICATION

➤ I HEREBY CERTIFY that I am the OWNER _____ AGENT OF OWNER _____ and am authorized to make this application, and that the information provided is accurate to the best of my knowledge. I further agree to permit a sign to be installed on the property alerting the public to this application, and permit representatives of the Town to enter the property for inspection pursuant to this application.

Signed _____ Date _____

➤ I FURTHER CERTIFY that I have reviewed the Site Plan Requirements checklist (FORM 2) and General Criteria (FORM 3) and understand that failure to provide necessary information to the Board may result in a delay in the processing of this application.

Signed _____ Date _____

FOR OFFICIAL USE ONLY

- Application Complete and paid
- Site Plan Requirements checklist acknowledgment
- Project narrative complete
- Site plan submitted
- SEQR complete (if required)

Notes: _____

Town of Corning Planning Board

Things you need to know

Form 1

- Please see attached Meeting Schedule for submission and meeting dates.
 - Applicant is encouraged to attend the Pre-Planning Meeting.
 - Supporting documentation shall be submitted with initial application. Lack of documentation may cause the application to be rejected or postponed to a subsequent meeting.
 - After the initial meeting, any required additional documentation must be submitted not later than the 2nd Monday prior to the next meeting (8 days).
 - A representative must attend the Planning Board meeting. Failure to have representation at the meeting will cause the application to be tabled.
 - A Public Hearing will be advertised each time an application is heard. The public may speak regarding the application. The applicant is not required to respond to a question, but may choose to do so.
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- **Please see Form 2 and Form 3 for development guidelines**
 - **Please complete the required SEQR form for your project, if required**

COSTS ASSOCIATED WITH REVIEW OF YOUR PROJECT

Be advised that the Planning Board may rely on outside technical review of your project. Pursuant to the Fee Schedule, those costs will be passed along to applicant. Fees are due and payable regardless of granting of approval of the project. All fees must be paid prior to issuance of a building permit or sign off by the Planning Board chairperson.

Site Plan Requirements – Form 2

Taken from Article 10 of the Town of Corning Zoning Ordinance

- The following checklist should be used to guide the applicant in developing a design with enough details for the Planning Board to review. Plans shall either be prepared by a design professional, or include enough information for the Board to make a fully informed decision.
 - The Planning Board may, at its discretion, waive any requirements that are clearly not relevant to the proposed use and site.
 - Applicant may submit a Concept Plan for discussion with the Board. Findings are non-binding.
 - Applicant shall submit **10 copies** of the completed application and supporting documentation.
 - Meetings are generally held the 4th Tuesday of each month, excluding November and December.
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- Title of drawing, including name and address of applicant.
 - North points, scale and date.
 - Boundaries of the project plotted to scale of not more than 100 feet to one inch.
 - Existing natural features such as watercourses, wetlands, wooded areas and individual large trees.
 - Existing and proposed contours at intervals of not more than 5 feet of elevation.
 - Location of proposed land uses and their areas in acres and location.
 - Height of all buildings.
 - Location of all existing or proposed site improvements. (i.e. streets, drains, fences and easements, etc.)
 - Location of well and septic of proposed site and adjacent properties, if applicable.
 - Location and proposed development of buffer areas and other landscaping.
 - Delineation of the various residential areas, if applicable.
 - Location of parking and truck loading areas, including access drives.
 - Location, design and size of all proposed signs.
 - Proposed parks, playgrounds or open space.
 - Building orientation and site design for energy efficiency.
 - Location and design of all energy distribution facilities, including electrical, gas and solar energy.
 - Grading and erosion plan, including sediment ponds, drainage swales, etc.
 - Location and design for stormwater management facilities.
 - Drainage report.
 - Lines and dimensions of property to be offered for public use, or area for common use.

Article 9 Section 9.3(B) General Criteria for all Conditional Uses – Form 3

In considering and acting on Conditional Uses, the Planning Board shall consider the public health, safety, and general welfare. The Board shall also consider potential environmental impacts and the comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area. The Planning Board shall not grant a Conditional Use Permit unless the Planning Board determines and finds, except where the criteria is not applicable:

1. **Compatibility**. That the proposed use is of a character, type, scale, and intensity that, when mitigated, is not incompatible with the surrounding neighborhood, land uses, and general area of where the use is proposed to be located, that the use incorporates a site design which is consistent with the character of and is harmonious with the Town, promotes the purposes, goals, and intent of the Town of Corning Comprehensive Plan, and safeguards the health, safety, and welfare of the Town and its residents.

2. **Neighboring Properties**. That the proposed use, operation, and/or structures do not significantly and adversely affect neighboring properties with respect to such things as storm water drainage, glare, noise, vibration, loss of natural light, risk of fire, flood, or erosion, odors, dust, historic structures, the structural integrity of buildings, the value of nearby buildings and properties, and other similar matters.

3. **Vehicular Access**. That proposed access points are adequate in width, grade, alignment, and visibility; are not excessive in number; are located at appropriate distances from intersections or places of public assembly; that the proposed use will not generate more volume or type of traffic than existing road infrastructure can adequately and safely accommodate; and that they satisfy other similar Conditional Use Permit and Site Plan Review safety and traffic flow considerations, including conditions for school buses, cyclists, and pedestrians.

4. **Circulation and Parking**. That adequate off-road parking and loading spaces are provided to minimize, or, where required, to eliminate the need for parking of vehicles on public highways by any persons connected with or visiting the site of the use; that the interior circulation system is adequate to provide safe accessibility to all required parking spaces; and that adequate separation of pedestrian and vehicular movements is provided.

5. **Aesthetic Resources of Local and Statewide Significance**. All adverse impacts on visual and aesthetic resources of local and statewide significance and on community character are avoided or minimized to the maximum extent practicable consistent with social, economic, and other essential considerations and utilizing the review process and mitigation strategies set forth in the Aesthetic Resources Overlay District Regulations of this Chapter as such may be amended from time to time.

6. **Landscaping and Screening**. That all parking, storage, loading, and service areas can be and are reasonably screened at all seasons of the year from the view of nearby residential areas and public spaces and that the general landscaping of the site is in character with the surrounding areas. Such screening shall be maintained as a condition of the Conditional Use Permit and/or site plan approval and shall be guided by the minimum standards set forth in this Chapter.

7. **Natural Features**. That the proposed use, together with its sanitary and water service facilities, parking facilities, and other facilities necessary for the operation of the use, are compatible with geologic, hydrologic, topographic, and soil conditions of the site and of adjacent areas; that the proposed use, operation, and structures do not significantly impact existing natural and scenic features; and that such features are preserved to the maximum extent possible.

Planning Board Meetings - 2019

Town of Corning
Updated 10/25/2018

Meeting Dates You, or your representative need to attend this meeting.	Submission date: If you wish to have your application reviewed at this meeting, all material is due in our office by this date.	A Pre-Planning meeting will be held to review your application. You are not expected to attend on this date, but you may be asked to attend.
Tuesday, January 22nd @ 5:30 pm	Monday, January 7 th , by 3 pm	Wed., January 9 th , @ 2:30 pm
Tuesday, February 26th @ 5:30 pm	Monday, February 11 th , by 3 pm	Wed., Feb. 13 th , @ 2:30 pm
Tuesday, March 26th @ 5:30 pm	Monday, March 11 th , by 3 pm	Wed., March 13 th , @ 2:30 pm
Tuesday, April 23rd @ 5:30 pm	Monday, April 8 th , by 3 pm	Wed., April 10 th , @ 2:30 pm
Tuesday, May 28th @ 5:30 pm	Monday, May 13 th , by 3 pm	Wed., May 15 th , @ 2:30 pm
Tuesday, June 25th @ 5:30 pm	Monday, June 10 th , by 3 pm	Wed., June 12 th , @ 2:30 pm
Tuesday, July 23rd @ 5:30 pm	Monday, July 8 th , by 3 pm	Wed., July 10 th , @ 2:30 pm
Tuesday, August 27th @ 5:30 pm	Monday, August 12 th , by 3 pm	Wed., August 14 th , @ 2:30 pm
Tuesday, September 24th @ 5:30 pm	Monday, September 9 th , by 3 pm	Wed., Sept. 11 th , @ 2:30 pm
Tuesday, October 22nd @ 5:30 pm	Monday, October 7 th , by 3 pm	Wed., October 9 th , @ 2:30 pm
Tuesday, December 3rd @ 5:30 pm	Tuesday, Nov 18 th , by 3 pm	Wed., Nov. 20 th , @ 2:30 pm

Please note: All scheduled dates/times are subject to change.
No meeting scheduled for the month of November.

Zoning Board of Appeals – Meetings are scheduled, as needed.

If your application requires you to attend a Zoning Board of Appeals meeting, your application will first be reviewed by the Planning Board. After Planning Board review, you will be notified of the date and time the Zoning Board meeting will occur. Please plan on you, or your representative, attending any required meetings.

Questions? Please contact us at (607) 936-8334 option #2, or email at Codes@TownofCorningNY.org