

Village of Liverpool

310 Sycamore Street
Liverpool NY 13088-4943

Code Enforcement Office

Ph: 315-457-3441 x4
Fx: 315-457-5119

SITE DEVELOPMENT REVIEW PROCEDURES

Village Law §7-725 and Village of Liverpool Code authorize the Planning Board approval of all site plans, special permits, and subdivisions.

This application form is intended to provide an overview of the procedures and requirements of this process. This outline is by no means complete, and the Planning Board may request additional information throughout the review process.

The Village of Liverpool Planning Board meets at 7:00pm on the second Monday of each month. In order to be placed on the agenda, all required materials must be submitted to the Village Clerk's office at least (2) two weeks before meeting time.

1. Fees:

- a. Site plan approval - \$250.00 plus \$500.00 deposit for engineering fees. Any remaining deposit funds will be returned upon completion of the project
- b. Special permit – home occupation - \$25.00, all other special permit \$50.00
- c. Sub-division of land - \$250.00 plus engineering fees incurred by the Village of Liverpool (A deposit of \$125.00 per lot will be required before any building permits can be issued.)

2. Nine (9) copies of a current survey of the property created by a NYS licensed land surveyor, showing all dimensions, courses, distances, acreage, percentage of lot inside or outside of the village limits, and (as applicable) location of all structures, driveways, easements, topographic elevations, and other significant features.

3. Nine (9) copies of a plot plan with the following:

- a. All items required of the survey
- b. Adequate notation regarding changes to the site or existing buildings
- c. All proposed structures, noting size and location
- d. All existing and proposed driveways and parking areas including markings, sizes, location, and percentages.
- e. All existing and proposed traffic control devices
- f. Location, size, and type of existing trees exceeding 5' in height
- g. Location, size, and description of proposed signage
- h. Location, size, and type of proposed landscaping
- i. Location, size, and description of all walls, fences, and buffer areas both existing and proposed
- j. All pedestrian walkways

- k. Location and description of all easements
 - l. Location and description of existing and proposed utilities
 - m. Location and description of existing and proposed site lighting
 - n. Zoning category of the parcel and all surrounding parcels, including square footage of the parcel, number of required parking spaces and number provided.
 - o. Topographic information (including proposed finished grades) showing drainage for proposed project.
- 4. For Special Permits, the applicant must be prepared to address the following items at the hearing:
 - a. That the proposed use is in compliance with all other applicable regulations of the Zoning Local Law, and other applicable federal, state, and local regulations.
 - b. That the proposed use will not have an adverse impact upon the character or integrity of any land within the neighborhood.
 - c. That the proposed use is physically and visually compatible with (and will not impede development or redevelopment of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.
 - 5. Nine (9) copies of architectural rendering showing front, side, and rear elevations.
 - 6. Nine (9) copies of the proposed floor plan, drawn to scale, with dimensions.
 - 7. Completed "Environmental Assessment" form.

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Planning Board

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APPLICATION

Village of Liverpool Planning Board

Fee: \$50.00 (non-refundable)

- Site Plan
- Special Permit
- Sub-division Preliminary
- Sub-division Final

PROJECT LOCATION INFORMATION

Address of project _____, Liverpool NY 13088

Tax Map # 314801 _____ - _____ - _____

Project name _____

APPLICANT INFORMATION

Property Owner _____

Address of property owner _____

Phone # _____

Fax # _____

Lease Holder _____

Address of property owner _____

Phone # _____

Fax # _____

Contact Person _____

Address of property owner _____

Phone # _____

Fax # _____

Architect/Engineer _____

Address of property owner _____

Phone # _____

Fax # _____

EXISTING PROPERTY INFORMATION

Current zoning classification _____

Surrounding land use

North _____

South _____

East _____

West _____

Total site area (square feet or acreage) _____

Dimensions of property _____

Current land use (agriculture, commercial, undeveloped, etc) _____

Current conditions of site (buildings, brush, etc.) _____

Existing number of parking spaces _____

PROPOSED PROJECT INFORMATION

Anticipated project development time _____

Will this project be staged? _____

If yes, explain _____

Does project involve any designated wetlands? _____

Does project involve any flood plane development? _____

If yes, identify community panel _____

Identify designation _____

Identify State or Federal permits needed (list type and appropriate agency)
