



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Planning Board Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Application Number:

Date Received:

Date SEQR Received:

Application Fee: \$

Escrow Amount: \$

Date Received:

Action of the Planning Board:

☐ Granted

☐ Denied

Decision Date:

APPLICATION TYPE

The undersigned hereby makes application for: ☐ Site Plan ☐ Special Permit ☐ Subdivision Preliminary ☐ Subdivision Final

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS

TAX MAP NO.

ZONING

PROPERTY OWNER

ADDRESS ☐ Same as above

OWNER PHONE

CITY

STATE

ZIP

OWNER EMAIL

APPLICANT ☐ Same as above

NAME

RELATIONSHIP TO OWNER

ADDRESS

PHONE

CITY

STATE

ZIP

EMAIL

PROJECT DETAILS

Project description (please describe proposed use, demolitions, alterations and any proposed new construction):

Anticipated increase in the number of residents, shoppers, employees, etc. as a result of this development: ☐ NA

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PROJECT DETAILS - Continued	
Existing number of lots:	Proposed number of lots:
Is the project in or adjacent to: ☐ Lakeshore ☐ Wetlands ☐ Flood Plain – If yes: Community Panel: Designation:	
Identify State or Federal permits needed (list type and appropriate agency):	
Anticipated project development time:	
Will this project be staged? ☐ Yes ☐ No If yes, explain:	
DESIGN PROFESSIONALS	
COMPANY NAME	ADDRESS
CONTACT NAME	PHONE
COMPANY NAME	ADDRESS
CONTACT NAME	PHONE
EXISTING PROPERTY INFORMATION	
CURRENT ZONING CLASSIFICATION:	
SURROUNDING LAND USE:	
NORTH	SOUTH
EAST	WEST
TOTAL SITE AREA (SF OR ACREAGE)	PROPERTY DIMENSIONS
EXISTING NUMBER OF PARKING SPACES	PROPOSED NUMBER OF PARKING SPACES
CURRENT LAND USE (RESIDENTIAL, COMMERCIAL, UNDEVELOPED, ETC.)	
CURRENT IMPROVEMENTS ON THE SITE (BUILDINGS, PARKING, DRAINAGE, GRASS, ETC.)	
APPLICANT CERTIFICATION	
I hereby certify that this application is true and correct to the best of my knowledge.	
Consent to Enter: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application.	
SIGN HERE	PRINT NAME
	DATE

Planning Board Application Procedure

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Village Law §7-725 and the Village of Liverpool Code authorize Planning Board approval of all Site Plans, Special Permits, Subdivisions and Lot Line Adjustments.

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 typically meets at 6:00 P.M. on the fourth 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 the meeting date**.

General Submittal Instructions:

- A)** Applicants must submit all documents electronically and be prepared to present electronically at the meeting (the village has a large format digital screen).
- B)** 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 the meeting date**, including (Some items may not apply to your project):
1. PLANNING BOARD APPLICATION – fully completed and signed by the applicant
 2. SHORT ENVIRONMENTAL ASSESSMENT FORM – fully completed and signed
 3. PROPERTY SURVEY – drawn by a licensed land surveyor or engineer of the property as it currently exists
 4. SITE PLAN – drawn to scale, maximum 1" = 50' of the proposed project
 5. FLOOR PLANS – drawn to scale, showing proposed layout
 6. ELEVATIONS OF THE PROPOSED PROJECT – showing all details including materials, colors, trim, etc.
 7. APPLICATION FEE – must accompany application and is non-refundable:
 - a. New site plan approval - \$300.00. Revised site plan - \$100.00.
New site plans require \$1,000.00 deposit for engineering and legal fees. Any remaining deposit funds will be returned upon completion of the project and any shortage will be billed to the applicant.
 - b. Special permit – Structure \$75.00, Use \$150.00.
 - c. Subdivision of land - \$250.00 plus \$50 per new lot plus \$500.00 deposit for engineering and legal fees incurred by the Village of Liverpool.
 - d. State Environmental Quality Review Short Form - \$0; Long Form - \$50.00
- C)** Document submittal:
1. Submit electronic documents to: codes@villageofliverpool.org
 2. Submit two (2) paper copies of all documents to the Codes office
- D)** Additional instructions by application type:
1. Subdivisions
 - a. FOR SUBMISSION OF SKETCH PLAN. The Applicant shall submit to the Village Clerk the sketch plan of the proposed subdivision, which shall comply with the requirements of the Subdivision Regulations. Applicant shall show all topographic features on adjoining properties which may affect or be affected by surface and spring water draining on the plat.

- b. FOR SUBMISSION OF PRELIMINARY PLAT. Applicant shall submit to the Village Clerk the proposed Preliminary Plat and all other attachments (e.g., grading plans, erosion and sediment control plans, etc.).

2. 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 re-development of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.
- d. Mailings required. For all special permit applications, the applicant shall notify by certified mail all property owners within 200 feet of the subject property of the public hearing to be held. Such notices shall be provided by the Village Clerk and shall be mailed at least five days prior to the public hearing. The applicant shall furnish the Planning Board with post office receipts as proof of notification.

3. Site Plan Review

The plot plan must include following. (Developers must consult the Village of Liverpool Community Design Handbook available online at <https://villageofliverpool.org/planning-board/>)

- a. Title of drawing, including project name and location, name and address of applicant and person responsible for preparation of such drawing;
- b. North arrow, scale and date;
- c. Zoning category of the parcel and all surrounding parcels, including square footage of the parcel;
- d. Boundaries of the property plotted to scale;
- e. Location and description of all easements;
- f. Existing watercourses;
- g. Topographic information showing existing and proposed contours;
- h. Adequate notation regarding changes to the site or existing buildings;
- i. Drainage plan indicating location of ponds, swales, pipes, permeable pavements, rain gardens, bioretention systems, etc.;
- j. All existing and proposed driveways and pedestrian walkways;
- k. All existing and proposed traffic control devices;
- l. Location of fire and other emergency zones, including the location of fire hydrants;
- m. Location, design and type of construction of all parking and truck loading areas, showing access and egress, including parking calculations;
- n. Location of proposed snow storage areas;
- o. Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences;
- p. Location, size, and type of existing trees exceeding 5' in height;
- q. General landscaping plan and planting schedule including buffer areas;
- r. Location, design, type of construction and exterior dimensions of all existing and proposed buildings;
- s. All other existing and proposed structures, noting size and location;
- t. Location of outdoor storage and trash storage areas and proposed screening;
- u. Location and design of all energy distribution facilities, including electrical, gas and solar energy;
- v. Location and design of existing and proposed outdoor lighting facilities including illumination levels;
- w. Location, size and design and type of construction of all proposed signs, including sign area calculations;
- x. An estimated project construction schedule;
- y. Identification of any state or county permits required for the project's execution;
- z. Record of application for and approval status of all necessary permits from state and county officials;
- aa. Other elements integral to the proposed development as considered necessary by the Planning Board.