



SITE PLAN REVIEW APPLICATION

- 1) Street address of site: _____ Tax Parcel No: _____
- 2) Applicant Name: _____
Address: _____ Phone: _____
- 3) Owner Name (if different from applicant): _____
Address: _____ Phone: _____
- 4) Current zoning classification of site: Residential () ; Non-residential ()
- 5) Other than Village of Trumansburg site plan approval or building/code permits, are any variances or special permits required for this project under Village laws or regulations? Yes ____/ No ____.
*Note: if the project requires zoning variances or special use permits, the Village Board of Zoning Appeals must approve the project **before** the Site Plan Review Application can be considered.*
- 6) Are any permits or approvals required from federal, state, county, or other municipal authorities? Yes ____/ No ____.

Ten (10) copies of the following items must be submitted to the Code Enforcement Officer, along with the application fee:

- a) This application form completed, signed, and dated
- b) A narrative description of the proposed work that describes all planned interior, exterior, and other site work
- c) A detailed, to-scale site plan/survey showing all elements integral to the project and other relevant information specified in the Village Zoning Ordinance Section 812.3.2.b.vii 1-17. Include the name, address, and phone number of the person or firm who prepared the plan/survey
- d) Part 1 of the NYDEC Environmental Assessment Form completed, signed and dated
- e) If the answer to 6) is yes, a list of each permit/approval required; the responsible agency, department, or office and their contact information; and the status of your application for the permit or approval

I hereby certify that I am the lawful owner, or agent for the owner, of the above-described property and that all representations or statements made in connection with this application including attachments are accurate and complete.

_____ Date: _____

Owner or Owner's Agent Signature

Printed Name/Affiliation: _____



Site Plan Review FAQs

(Note: to review the official 64-page Village zoning ordinance (“Ordinance”) visit <https://trumansburg-ny.gov/laws/> and click on “Zoning Law Update – Local Law No. 5-2023”. The Village Site Plan Review processes and criteria are in Sections 812.1-812.7. In the case of an inadvertent conflict between these FAQs and the Ordinance or other laws, the official source governs.)

1) What kinds of projects need site plan review?

For residential development, site plan review applies to all new construction, reconstruction, or expansion *except* for single-lot development of a single-unit detached dwelling or a two-unit dwelling. For non-residential development, site plan review applies to *all* new construction, reconstruction, and/or expansion. (Ordinance sec. 812) For detailed definitions of “reconstruction”, “expansion”, “residential development”, “development”, “dwelling”, and other possibly relevant terms, see Ordinance sec. 1003.

2) How do I get site plan review started for my project?

First, schedule a meeting with the Village Code Enforcement Officer (“Officer”) to go over project plans and get a preliminary determination whether site plan review will be required. If so, prepare and submit to the Officer a completed Site Plan Review Application Form with the required attachments. If the Officer finds the application to be complete, it will be scheduled for site plan review by the Village Planning Board.

If the application requires additional information before going to the Planning Board, the Officer will notify the applicant of what else is needed. At that point, a meeting called a “Sketch Plan Review” also might be scheduled. This allows the applicant to informally discuss the review process and criteria in more detail with the Officer and a Planning Board member before the application goes to the full Planning Board.

3) What can I do if I disagree with the Officer’s decision that site plan review is required for my project?

The Ordinance provides for an appeal to the Planning Board within 30 days of the Officer’s preliminary determination. This appeal must be made in writing and explain why the applicant thinks the Ordinance does not require site plan review.

4) If site plan review is required, how long will it take?

That depends a lot on several factors: (1) the scope of the project; (2) the thoroughness of the application materials; (3) the extent of public comment (which is required for all site plan reviews); and (4) whether environmental or other issues require other municipal, county, state, or federal agencies to get involved.



For a simple single-structure project with a complete application packet, no additional governmental approvals required, and no substantive comments from the public hearing, the timeframe to review the project and make a decision could be as little as month. For more impactful developments involving subdivision review, variances, environmental issues, other governmental entities, or significant public input, the timeframe could be much longer.

5) What kind of environmental review is required?

It depends on the project. The State Environmental Quality Review Act ("SEQRA") is complicated but basically divides projects into three groups: (1) those that definitely require review; (2) those that definitely do not require review; and (3) everything else, which may or may not require review depending on circumstances. For virtually all projects in the Village, it's easiest to think of SEQRA as requiring *some* level of environmental review for everything unless the project is in the group specifically exempted from review (known as a Type II project). The Village also has its own corresponding law, known as "VEQRA" that parallels and meshes with SEQRA by scaling the state thresholds to the realities of our Village.

This means that the initial step is for the Board to review the NYDEC Environmental Assessment Form filed with the application to decide whether the project is a Type II project. Type II projects are deemed to pose no significant environmental threat, so no further environmental review happens and the Board goes ahead with the other elements of site plan review. In general, the Board's experience has been that typical projects in the Village end up being classified as Type II actions. If the project is not an exempt Type II, then a fuller examination of environmental effects, including a public hearing on environmental impacts, is required along with the other elements of site plan review.

(Note: this is a skeletal description of SEQRA and its requirements. For more comprehensive information go to <https://dec.ny.gov/regulatory/permits-licenses/seqr>)

6) General Planning Board Information: For Directory and Meeting Information go to <https://trumansburg-ny.gov/boards/planning-board/>