

Department of Planning and Development



City of Ogdensburg

330 Ford Street, Room 11

Ogdensburg, NY 13669

Phone (315) 393.7150 Fax (315) 393.7401

www.ogdensburg.org

Planned Development District (PDD) Application

1. Identification

Project Name _____

Applicant Name _____

Address _____

City/State/Zip _____

Phone (____) _____ Fax (____) _____ Email Address _____

Interest in the Property (e.g. fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____

Address _____

City/State/Zip _____

Phone (____) _____ Fax (____) _____ Email Address _____

2. Property Information

Property Street Address _____

Tax Map Number _____

Legal Description of Property _____

Zoning District _____

Area _____ Width _____ Depth _____

Current Use(s) _____

Zoning District of Adjacent Properties to the:

North _____ South _____ East _____ West _____



City of Ogdensburg

330 Ford Street, Room 11 • Ogdensburg, NY 13669 • Phone (315) 393.7150 • Fax (315) 393.7401 • www.ogdensburg.org

3. PDD Eligibility. The PDD option may be effectuated in any Zoning District classification, but is not applicable for the development of a one-family detached dwelling. In order to qualify for PDD approval, the applicant must demonstrate in writing that each of the following criteria will be met by the proposed PDD in accordance with *Article IX Planned Development District (PDD)*:

a. Compatibility with the Community Development Plans. The proposed PDD must be compatible with the overall goals and recommendations of the City of Ogdensburg Comprehensive Plan (LWRP) and Brownfield Opportunity Area (BOA) Plan.

b. Demonstrated Benefit. The PDD shall protect established or permitted uses in the vicinity and result in an improvement to the public health, safety and welfare in the area affected. Such public benefit shall be evaluated in contrast to a project that would otherwise be permitted, on factors such as:

1. preservation of unique site design features;
2. high quality architectural design;
3. extensive landscaping beyond the site plan requirements of the Zoning Code;
4. preservation, enhancement or restoration of natural resources (trees, slopes, nonregulated wetland areas, waterfront views);
5. preservation or enhancement of historic resources;
6. provision for usable open space and recreational areas as appropriate to the proposed use(s) and the surrounding neighborhood;
7. efficient consolidation of poorly dimensioned parcels or property with difficult site conditions (e.g. topography, shape etc.);
8. effective transition between higher and lower density uses, and/or between nonresidential and residential uses; or allow incompatible adjacent land uses to be developed in a manner that is not possible using a conventional approach;
9. Design and location so as to be safely and adequately served by City infrastructure (roads, water, sewer, etc.), snow removal, fire protection and emergency vehicle access;
10. a complementary mix of uses or a variety of housing types, including access to affordable housing opportunities;
11. mitigation to offset impacts on existing public facilities and infrastructure (such as road improvements); and
12. provisions of public waterfront access or other public amenity.

c. The PDD shall not be used merely as a means to increase the density or bulk of a project without corresponding public benefits.



City of Ogdensburg

330 Ford Street, Room 11 • Ogdensburg, NY 13669 • Phone (315) 393.7150 • Fax (315) 393.7401 • www.ogdensburg.org

4. PDD Submittal Requirements. The following items shall be included along with a completed application requesting approval of the PDD option:

PDD Preliminary Development Plan	Completed
a. Documentation indicating how the PDD eligibility standards of §221-30 have been met.	
b. A conceptual or schematic plan that illustrates the general arrangement of buildings, parking, approximate floor area for all site and building uses; indication of each phase of development if separate phases are proposed; alternatives for site arrangement and building architecture are suggested.	
c. A access and landscape plan that indicates any proposed public or private streets and alleys; proposed traffic patterns and areas of ingress and egress; the delineation of all undeveloped areas; location of all proposed screening between the site and adjacent property and between land uses within the site (when applicable); major tree groupings or natural features to be retained, and planting schedules.	
d. A Land Use Statement: written explanation which describes the request and includes at a minimum the following: – The reason this request is being submitted; – The size of the area of request (in acres or square feet); – The existing zoning and use of the area of request; – The existing zoning and uses of the properties surrounding the area of request; – The current and proposed use of any existing structures; – The proposed use for the area of request; – The proposed maximum building height in feet and stories of new structures; – The proposed lot coverage for buildings, parking structures or parking lots (list each separately).	
e. Any additional information requested by the City staff at the Presubmission Conference to better assist in the determination of PDD qualification. Such information includes, but is not limited to: market studies, fiscal impact analysis, traffic impact studies, environmental impact assessments, and additional drawings: perspectives, elevations, and/or cross sections.	
f. If the applicant and the owner are not the same person, the relationship between the two must be documented in a letter authorizing the applicant to act on the owner's behalf to pursue the requested zoning change.	
g. If the PDD is to be designed as a subdivision plat, the tentative plat requirements described in Chapter 193 Subdivision of Land shall be followed and reviewed as part of the PDD Presubmission Conference.	
Final PDD Development Plan	Completed
a. Date of Planning Board recommendation of PDD Development Plan approval to City Council List of conditions applicable to approval:	
b. Final site plan, at a minimum scale of one inch equals 50 feet, to be prepared by a licensed architect, landscape architect, civil engineer or surveyor, to include the date prepared; North arrow; written and graphic scale; and the name and address of the person, firm or organization preparing the site plan, sealed with the applicable New York State license seal and signature along with all information required by §221-62.	



City of Ogdensburg

330 Ford Street, Room 11 • Ogdensburg, NY 13669 • Phone (315) 393.7150 • Fax (315) 393.7401 • www.ogdensburg.org

5. Application Procedure. The completed Concept and Final PDD Plan, with all elements to be turned in to the Director of Planning and Development to commence the review process, shall include all of the following information:

NOTE: Partial sets will not be accepted for submittal.

- ☐ **Completed Plan.** A completed concept or final plan including all elements specified above as required for the proposed development and property.
- ☐ **Application Form and Fees.** A completed application form and an application fee are required with the initial submittal. (Application Fee - \$1,000.00, St. Lawrence County Fess – as applicable per project. County fees are subject to increase depending on nature and size of the project.)
- ☐ **Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, i.e., copy of deed. (A copy of the tax bill is **not** sufficient proof of ownership.)
- ☐ **Copies.** At the time of initial submittal five (5) folded copies of Plans that comply with the above criteria to the Department of Planning and Development twenty-one (21) days prior to the Planning Board meeting. At the time of final submittal, one (1) set of 24" x 36" plans are required.
- ☐ **CD.** Electronic versions of the overall site plan, building elevation drawings, landscape plan, and any other applicable sheets of the site plan submittal shall be provided in PDF format on a CD.
- ☐ ***Final PDD Site Plan Approval Process.** The Final PDD Site Plan Approval Process will commence if and when the PDD Concept Plan is approved by the City Council with or without conditions.

***§221-31 Submission and review procedure.**

I. Application for development approval within an established PDD. Upon the establishment of a PDD a final development plan, consistent with any required modifications, shall be submitted to the Planning Board for site plan review prior to issuance of a building permit. Procedures under Article XV, Site Plan Review, shall be followed for the review of proposed development within the PDD, although referral to the County Planning Board in accordance with § 239-m of the General Municipal Law is not required.



City of Ogdensburg

330 Ford Street, Room 11 • Ogdensburg, NY 13669 • Phone (315) 393.7150 • Fax (315) 393.7401 • www.ogdensburg.org

CERTIFICATION

I, _____ (applicant), do hereby swear that the information given herein is true and correct.

Signature of Applicant

Date

Printed Name of Applicant

Signature of Property Owner (if different)

Date

Printed Name of Property Owner

I, _____ (property owner), hereby give permission for City of Ogdensburg officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

Planned Development District (PDD) Application

FOR CITY USE ONLY: Application No. _____
Applicant Name: _____
Received By: _____
Date: _____ Time: _____

OGDENSBURG CODE

ARTICLE IX **Mobile Homes District (MH)**

§ 221-35. Purpose.

The purpose of this district is to provide for high-quality single-family residential neighborhoods which are protected from conflicting uses. This district is intended exclusively for detached single-family dwellings, mobile homes and outdoor municipal recreation.

§ 221-36. Permitted uses.

Permitted uses shall be as follows:

- A. One-family dwellings.
- B. Mobile homes.
- C. Outdoor municipal recreation.
- D. Accessory structures.
- E. Home occupations, as defined in this chapter.

§ 221-37. Prohibited uses.

Prohibited uses shall be as follows:

- A. Multiple-family dwelling.
- B. Retail or service use.
- C. Office.
- D. Industry.
- E. School.
- F. Private utility.
- G. All permanent signs.
- H. All signs regarding home occupations.

ARTICLE X **Planned Development District (PDD)**

§ 221-38. Purpose.

The purpose of the Planned Development District shall be as follows:

- A. To provide a means of developing or redeveloping significant land areas considered

ZONING

appropriate for residential, recreational, commercial or industrial use; or a combination of these uses in a unified site design that allows economies of scale, creative planning and design concepts to be used. The PDD allows for the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. This flexibility is intended to permit innovative planning and design concepts and not merely a means to increase the density or bulk of a project without corresponding public benefits.

- B. To uphold the spirit and intent of this chapter to promote orderly growth and sound development of the City and ensure that the health, safety and general welfare of prospective residents in the PDD and adjacent residents will be protected.

§ 221-39. Minimum standards.

A PDD shall meet the following minimum standard for district area:

- A. Undeveloped land: two acres.
- B. Redeveloped land: 40,000 square feet.

§ 221-40. Submission and review procedure.

Development within a PDD requires City Council approval to amend the Zoning Map to establish the PDD, based on the preliminary development plan; and Planning Board site plan approval of proposed development within the established PDD. Where the City Council establishes a PDD District the previous use and dimensional specifications are replaced by the PDD standards, modifications required by the City Council in approving the establishment of the PDD and modifications required by the Planning Board in approving development within the PDD. The approved final site plan controls future land use and development in the district.

- A. Presubmission conference. A presubmission conference between the applicant and the Planning Board staff shall be held to discuss the proposal, outline the review procedure and required submissions and inform the applicant of minimum standards and potential City concerns of the conceptual project. This step is beneficial because the applicant will learn his or her responsibilities before expending significant resources on the project.
- B. Application for establishment of a PDD. Application for establishment of a PDD shall be made to the City Council to approve the preliminary site plan and amend the City Zoning Map. Application may be made by any party with legitimate interest in the parcel(s) of land in question. Ownership or holding a bona fide accepted purchase contract with the owner's consent shall be considered a legitimate interest.
- C. Referral(s). The City Council shall refer the application to the City Planning Board within 10 days after receipt of the preliminary plans, and make any required referrals and notifications necessary to comply with New York State law, including the State Environmental Quality Review Act⁹¹ and §§ 239-m and 239-n of the General Municipal Law.

⁹¹ Editor's Note: See Art. 8 of the Environmental Conservation Law.

OGDENSBURG CODE

- D. Required submissions. The City Planning Board shall compare the applicant's submission with the list of required submissions available from the Department of Planning and Development and determine whether a complete application has been submitted. Incomplete applications may be returned to the applicant for completion. Alternatively, the Planning Board may waive submission requirements for a preliminary plan if, in its judgment, the listed requirement is not necessary to fully assess the proposed development.
- E. Optional public hearing. The Planning Board shall have the authority to hold a public hearing on the proposal, and may hold such a meeting in conjunction with the City Council. The Planning Board shall fix a public hearing date within 30 days of receipt of a complete application for any such hearing. Notice of the hearing shall be served by the City, at least five days before the date of such hearing, to the public and to each owner of real estate lying within a distance of 300 feet from the exterior boundaries of the proposed Planned Development District. The costs of notification, including but not limited to publishing, posting and mailing costs, shall be paid by the applicant prior to the issuance of any building permit.
- F. Planning Board review.
 - (1) The Planning Board shall review any application for establishment of a PDD and shall recommend approval, disapproval or approval with modifications. Such decision shall be reached within 45 days of referral by the City Council or completion of the SEQR review process.
 - (2) In evaluating the proposal and in reaching its recommendation to the City Council, the Planning Board shall consider the minimum standards for establishing a PDD and the following considerations:
 - (a) Conformance with the stated purposes of the PDD.
 - (b) Consistency with the Comprehensive Development Plan.
 - (c) Protection of established or permitted uses in the vicinity.
 - (d) Provision for usable open space and recreational areas as appropriate to the proposed uses(s) and the surrounding neighborhood.
 - (e) Design and location so as to be safely and adequately served by roads, water supply, sewage disposal, stormwater drainage, snow removal, fire protection and school buses.
 - (f) Provision for advantages of flexible planned development over conventional lot-by-lot development such as the following:
 - [1] Increased recreational areas and usable open space.
 - [2] Preservation of natural features of the site.
 - [3] Increased affordable housing opportunities.

ZONING

[4] A compatible mix of housing types and/or uses.

[5] Decreased street and utility costs resulting from efficient design of the entire site and clustered development.

[6] Provision of public waterfront access or other public amenity.

G. Notification of Planning Board recommendation. The Planning Board shall forward its recommendation to the City Council along with its findings and reasons for the recommendation within five days of its action.

H. City Council review.

(1) Prior to amending the Zoning Map to establish a PDD, the City Council shall hold a public hearing in accordance with the procedure to amend this chapter (see Article XVII) and consider the report and recommendation of the City Planning Board and all other relevant comments, reviews and statements.

(2) The City Council shall act to approve, disapprove or approve with modifications, the application for establishing a PDD and preliminary development plan, and shall report its decision to the City Planning Board. Should the City Council wish to act contrary to any recommendation for disapproval or approval with modifications made by the City Planning Board or the County Planning Board under authority of § 239-m of the General Municipal Law, it may do so only with a majority plus one vote of its full membership.

I. Application for development approval within an established PDD. Upon the establishment of a PDD a final development plan, consistent with any required modifications, shall be submitted to the Planning Board for site plan review prior to issuance of a building permit. Procedures under Article XV, Site Plan Review, shall be followed for the review of proposed development within the PDD, although referral to the County Planning Board in accordance with § 239-m of the General Municipal Law is not required.

J. Final as-built site plan. A building permit may be issued by the Code Enforcement Officer only after final as-built site plans have been found complete and approved by the Planning Board.

§ 221-41. Expiration of permit.

All permits shall become null and void, and the Zoning Map amendment revoked and restored to the zoning designation to which the district had been prior to the PDD application, if:

A. Ground has not been broken within two years of the date of final site plan approval; or

B. The development has not been completed in accordance with the approved site plan within four years of the date of final site plan approval.

FEES FORM FOR PROJECTS NOT REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	FEE
2555	PERMITS	
_____	Bldg/Rehab Permit No. _____	\$ _____
_____	Demolition Permit No. _____	\$ _____
_____	Sign Permit No. _____	\$ _____
_____	Site Plan Review / Special Permit	\$150.00
_____	Floodplain Development Permit	\$150.00
_____	Establishment of a PDD	\$1,000.00
_____	Adaptive Reuse Permit	\$1,000.00
	SEQRA REVIEW	
_____	Short Form EAF Review	\$100.00
_____	Lead Agency Coordination	\$150.00
_____	Long Form EAF Review	\$300.00
_____	Draft EIS Review	\$300.00
_____	Final EIS Review	\$300.00
	SUBDIVISION REVIEW	
_____	Less than 5 parcels	\$100.00
_____	5 to 20 parcels	\$250.00
_____	more than 20 parcels	\$1,000.00
1560	CODE ENFORCEMENT	
_____	Certificate of Occupancy	\$ _____
_____	Area Variance	\$75.00
_____	Use Variance	\$150.00
	RENTAL REGISTRATION FEES	
_____	Inspection Fee	\$ _____
_____	Subsequent (after 3) fee	\$ _____
2590	OTHER	
_____	Zoning Ordinance	\$10.00
_____	24 x 36 Map	\$3.50
_____	Text Amendment Ordinance	\$100.00
_____	Zoning Map Amendment	\$100.00
_____	Zoning Verification (per tax map parcel)	\$50.00
_____	Postage	\$ _____
_____	Xerox Copies _____ x \$.25	\$ _____
_____	Other _____	\$ _____
	TOTAL	\$ _____

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:

City Comptroller's Office
330 Ford Street
Ogdensburg, NY 13669

FEES FORM FOR PROJECTS REQUIRING COUNTY REVIEW

CODE	DESCRIPTION	CITY FEE	COUNTY FEE
<u>Residential</u>			
2555	Site Plan Review	\$150.00	\$25.00
2555	Special Use Permit	\$150.00	\$75.00
1560	Area Variance	\$75.00	\$25.00
1560	Use Variance	\$150.00	\$75.00
2555	Adaptive Reuse Permit	\$1,000.00	\$75.00
2555	<u>Subdivision Review</u>		
_____	Less than 5 parcels	\$100.00	\$25.00
_____	5 to 9 parcels	\$250.00	\$75.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
<u>Commercial, Institutional, Industrial</u>			
2555	Sign Permit No. _____	_____	\$25.00
2555	<u>Site Plan Review & Special Use Permit</u>		
_____	Projects less than 5,000 gsf	\$150.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$150.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$150.00	\$150.00 \$ _____
2555	<u>Adaptive Reuse Permit</u>		
_____	Projects up to 9,999 gsf	\$1,000.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$1,000.00	\$150.00 \$ _____
2555	<u>Subdivision Review</u>		
_____	1 to 4 parcels	\$100.00	\$75.00
_____	5 to 9 parcels	\$250.00	\$150.00
_____	10 to 20 parcels	\$250.00	\$150.00
_____	more than 20 parcels	\$1,000.00	\$150.00
1560	<u>Area Variance</u>		
_____	Projects less than 5,000 gsf	\$75.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$75.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$75.00	\$150.00 \$ _____
1560	<u>Use Variance</u>		
_____	Projects less than 5,000 gsf	\$150.00	\$75.00
_____	Projects 5,000-9,999 gsf	\$150.00	\$150.00
_____	Projects over 9,999 gsf plus \$50 per each additional 5,000 sf	\$150.00	\$150.00
_____	Postage	\$ _____	N/A
	TOTAL	\$ _____ *	\$ _____ **

NAME: _____

PERMIT ADDRESS: _____

TMN: _____

Please make checks payable to:

*City Comptroller's Office, 330 Ford Street, Ogdensburg, NY 13669

** St. Law. County Planning Office, 48 Court Street, Canton, NY 13617

Calendar of Planning Board Activity
2023 - 2024

SITE PLAN APPLICATIONS

2023 Submission Deadline

Monday, Dec 12, 2022
Tuesday, Jan 17, 2023*
" , Feb 13, 2023
" , Mar 13, 2023
" , Apr 10, 2023
" , May 15, 2023
" , Jun 12, 2023
" , Jul 17, 2023
" , Aug 14, 2023
" , Sep 11, 2023
" , Oct 16, 2023
Monday, Nov 13, 2023

2024 Submission Deadline

Monday, Dec 11, 2023
Tuesday, Jan 16, 2024*
Monday, Feb 12, 2024
" , Mar 11, 2024
" , Apr 15, 2024
" , May 13, 2024
" , Jun 10, 2024
" , Jul 15, 2024
" , Aug 12, 2024
" , Sep 9, 2024
Tuesday, Oct 15, 2024
Tuesday, Nov 12, 2024

PLANNING BOARD MEETINGS

2023 Meeting Dates

Tuesday, Jan 3, 2023
" , Feb 7, 2023
" , Mar 7, 2023
" , Apr 4, 2023
" , May 2, 2023
" , Jun 6, 2023
Wednesday, Jul 5, 2023
Tuesday, Aug 8, 2023
" , Sep 5, 2023
" , Oct 3, 2023
Wednesday, Nov 8, 2023*
Tuesday, Dec 5, 2023

2024 Meeting Dates

Tuesday, Jan 2, 2024
" , Feb 6, 2024
" , Mar 5, 2024
" , Apr 2, 2024
" , May 7, 2024
" , Jun 4, 2024
" , Jul 2, 2024
" , Aug 6, 2024
" , Sep 3, 2024
" , Oct 1, 2024
Wednesday, Nov 6, 2024*
Tuesday, Dec 3, 2024

All Planning Board meetings are held at 5:30 p.m.
in the City Council Chambers unless otherwise
noted.

NOTE: All matters and/or materials which require Planning Board consideration or action **must** be submitted by the submission deadline along with receipt of payment.

*Regular meeting date changed due to conflict with holiday(s).

** Regular meeting date changed due to conflict.