

Village of Port Dickinson

Application For Site Plan Review

Submit To:
Village of Port Dickinson Planning Dept.
786 Chenango Street
Contact Information:
Telephone: 607-771-8233
Fax: 607-771-8235
E-mail: pdderk@stny.rr.com

Project Name: _____

Property Location Information

Broome County Tax Map Information

Section: _____ Block: _____ Lot: _____

Section: _____ Block: _____ Lot: _____

Street Address: _____

City/State/Zip Code: _____

Nearest Intersection: _____

Applicant Information

Applicant Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-Mail: _____

Property Owner Information

Owner Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-Mail: _____

Professional Engineer/Architect Information

Architect/Engineer Name: _____

Firm Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-Mail: _____

Attorney Information

Attorney Name: _____

Firm Name: _____

Street Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-Mail: _____

Primary Contact Designation (This is the lead contact person for the project to whom all official Village of Port Dickinson correspondence will be directed. Please check only one box)

☐ Applicant

☐ Property Owner

☐ Architect/Engineer

☐ Attorney

Project Information

Project Description

Please provide a description of the project, and the proposed use and operation thereof, including an explanation of the design concept and how the project fits into the district or neighborhood.

Property Information

Current Zoning:**Lot Dimensions:****Acres:****Zoning of Abutting Properties:****North:****South:****East:****West:****Current Land Use of Property:**

Proposal Information

Existing Building Area Coverage:**Square Feet:****Percent Lot :**☐ N/A**Proposed Building Area Coverage:****Square Feet:****Percent Lot :****Height of Proposed Buildings:****Feet:****Stories :**

Utility/Service Provider Information

Sign Information

Fire District:**Water District:****Sewer District:****School District:****Electric/Gas:****Are there any existing freestanding or wall signs?**☐ Yes☐ No

of wall:

of freestanding:

Are freestanding or wall signs proposed?☐ Yes☐ No

of wall:

of freestanding:

Plans Indicating location, size, color, and materials must be submitted.

State Environmental Quality Review Act (SEQRA) Information

Are there any wetlands located on the site? ☐ Yes ☐ No If Yes, check appropriate regulator ☐ U. S Army Corps. ☐ NYSDEC**Is the proposed action a Type I, Type II, or Unlisted Action under SEQRA?**☐ Type I☐ Type II☐ Unlisted Action

I hereby depose and certify that the above statements and information, and all statements and information contained in supporting documents and drawings attached hereto, are true and correct.

Applicant's Name:**Applicant's Signature:****Date:**

§ 65-35. Building permit and site plan approval.

- A. No building shall be erected, added to or structurally altered, nor shall any land be used in any district, until a permit has been issued by the Administrative Officer in accordance with requirements of this chapter and as hereinafter set forth.
- B. All applicants for a building permit shall submit two (2) copies of either a plot plan or site plan approved by the Planning Board, or a plot plan or approved site plan accompanied by a written order of the Board of Appeals, where such approval is required by other sections of this chapter.
- C. A plot plan shall be drawn to scale, with all dimensions indicated, showing the exact location of all buildings and required driveways, parking areas, utilities and other appurtenances.
- D. Building permits shall expire one (1) year from the date of issuance. In the event that construction is not complete at the end of one (1) year, an extension of no more than six (6) months may be granted by the Administrative Officer.

§ 65-36. Permit fees.

Permit fees for building permits, use and area variance applications, special permits, and site plans shall be set by resolution of the Village Board.

§ 65-36.1. Reimbursement for Professional Consultants. [added by LL5-2023, 5-23-2023]

I. Responsibility for costs

- A. The Village of Port Dickinson's Village Board, Planning Board, Zoning Board of Appeals, and Code Enforcement Officer, in the review of any application pending before said Boards or Code Enforcement Officer, may refer such application to such engineering, planning, legal, technical or environmental consultant, or professional(s) employed by the Village as employees or consultants, as such Boards shall deem reasonably necessary to enable it to review such application as required by law.
- B. The applicant shall be responsible for the cost of such consultant services.
- C. Charges made by such consultants shall be in accord with charges usually made for such services in the Broome County, New York region or pursuant to an existing contractual agreement between the Village and such consultant. Charges made by the Village shall be in accord with the hourly rates upon which the Village employs such consultant(s), including fringe benefits and reasonable overhead. However, the applicant will not be charged for the following services rendered by professionals employed by the Village:
 - (1) Review by the Village Engineer of preliminary design plans submitted by the applicant and, if required, the second set of design plans and preparation of necessary reports relative thereto.
 - (2) Preparation by the Village Attorney of any required public notices regarding said application.
 - (3) Attendance by the Village Engineer and Village Attorney at any regular or special public meetings of the Village Board, Planning Board or Zoning Board of Appeals.
- D. The Village Treasurer shall refund to the applicant the amount deposited pursuant to § 65-36.1, less any sums expended by the Village to engage the services of attorneys, engineers, and other qualified professionals to provide assistance to the Village's Boards relating to said project (hereinafter the "professional review fees"), excluding those referred to in Subsection C(1), (2), and (3) of this section, unless the applicant fails to obtain any necessary permits for said project within one year from the date of final approval by the Board(s) having jurisdiction over the project.
- E. In the event that an application is required to be reviewed by more than one Board, or a Board and the Code Enforcement Officer, to the extent practicable, the Boards and Code Enforcement Officer shall use the same consultant, who shall, to the extent practicable, prepare one report providing data, information and recommendations requested. Wherever practicable, duplication of consultants' reports or services shall be avoided to minimize the cost of such consultants' reports or services to the applicant. The above fees are in addition to any and all other fees required by any other law, rule or regulation.

II. Escrow accounts.

- A. At the time of submission of any application that will require professional review services, an escrow account shall be established, from which withdrawals shall be made to reimburse the Village for the costs of said professional review services.

The applicant shall provide funds to the Village for deposit into such account in an amount to be determined by the reviewing Board or Code Enforcement Officer, as applicable, with the advice and recommendation of the Village Engineer, Code Enforcement Officer and Stormwater Management Officer, as appropriate, based on the nature and complexity of the application, using the following schedule as a general guideline, with the decision of the reviewing Board or Code Enforcement Officer, as applicable, to be final and conclusive on the applicant:

- (1) For one- and two-family residential projects, no fee shall be charged and no escrow deposit shall be required, unless a stormwater pollution prevention plan is necessary. If a stormwater pollution prevention plan is required for such a project, an escrow deposit shall be required at 1% of the total project value. The total project value shall be calculated by the actual purchase price of the land or the fair market value of the land (determined by assessed value divided by equalization rate), whichever is higher, plus the cost of all required site improvements, not including the cost of buildings and structures, as determined with reference to a current cost data publication in common use.
 - (2) For three or more family residential projects, the escrow deposit shall be 1% of the total project value. The total project value shall be calculated by the actual purchase price of the land or the fair market value of the land (determined by assessed value divided by equalization rate), whichever is higher, plus the cost of all required site improvements, not including the cost of buildings and structures, as determined with reference to a current cost data publication in common use.
 - (3) For commercial and industrial construction projects, the escrow deposit shall be 1/4 of 1% of the total project value. The total project cost shall be calculated on the actual purchase price of the land or the fair market value of the land (determined by assessed value divided by equalization rate), whichever is higher, plus the cost of supplying utility service to the project, the cost of site preparation and the cost of labor and material, as determined with reference to a current cost data publication in common use.
 - (4) For projects involving the extraction of minerals, the escrow deposit shall be 1% of the total project value. The total project value shall be calculated on the cost of site preparation for mining. Site preparation cost means cost of clearing and grubbing and removal of over-burden for the entire area to be mined plus the cost of utility services and construction of access roads. Such costs are determined with reference to a current cost data publication in common use. For those costs to be incurred for phases occurring three or more years after issuance of a permit, the value of project value shall be determined using a present value calculation.
 - (5) At the discretion of the reviewing Board or Code Enforcement Officer, as applicable, for projects governed by Subsection A(2), (3) and (4), an additional escrow amount shall be deposited to cover the expense of reviewing a stormwater pollution prevention plan, if one is required. The amount of such additional escrow amount shall be up to 1% of the total project value, as defined in the applicable subsection, to be determined at the reviewing Board or Code Enforcement Officer's discretion.
- B. The applicant shall be provided with copies of any voucher for such services as they are submitted to the Village. The professionals employed by the Village shall report monthly to the Village Treasurer as to the monetary value of their services rendered on each project.
- C. When the balance in such escrow account is reduced to 1/3 of its initial amount, the Village Treasurer shall advise the applicant and the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit. If such account is not replenished within 30 days after the applicant is notified, in writing, of the requirement for such additional deposit, the reviewing Board or Code Enforcement Officer may suspend its review of the application. An application shall be deemed incomplete if any amount shall be outstanding.
- D. A building permit or other permit being sought shall not be issued unless all professional review fees charged in connection with the applicant's project have been reimbursed to the Village from said escrow account.
- E. All fees required pursuant to this article shall be collected by the Village Treasurer.
- F. This article shall be applicable to applications pending at the time it shall become effective, unless the reviewing Board shall determine that its application would be impracticable, unfair or unjust in the particular circumstances. Where this article shall be applicable to a pending application, it shall, in such event, require an applicant only to pay for professional fees for the services rendered after it shall have become effective.