

BRIEF HISTORY OF PROPERTY *(historic use of property, ownership history, prior approvals, etc.)*

DESCRIPTION OF PROPOSED ACTION *(include specific use proposed, size of construction or addition proposed, details of proposed access, parking provisions and signage, etc.)*

COMPATIBILITY WITH NEIGHBORHOOD *(describe the manner by which the proposed development will be consistent with adjoining development and will not cause substantial injury to neighboring properties)*

APPLICANT/OWNER AFFIRMATION

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE PLANNING BOARD MEMBERS.

Signature (Applicant)

Date

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED , HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THIS REQUEST.

Signature (Owner)

Date

Regular meetings of the Planning Board are generally held on the first Tuesday of every month. The meetings are held at 6:30 p.m., in the Third Floor Conference Room of City Hall. Applicants will receive a copy of the agenda in the mail approximately one (1) week prior to the meeting.

APPLICATION ATTACHMENTS

To insure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in a delay in scheduling the application for review by the City Planning Board.

- Application fee (check or money order only payable to City of Oswego)
- Zoning map/text amendment \$300.00
- Traditional Neighborhood/Residential Districts - site plan review and/or special permit \$150.00
- Traditional Neighborhood/Residential Districts - parking plan review/approval \$100.00
- Traditional Downtown/Business & Commercial Districts - site plan review and/or special permit \$400.00
- Traditional Downtown/Business Commercial Districts - parking plan review/approval \$250.00

Eighteen (18) sets of detailed site plans (for site plan review applications only) in 11"x17" together with two (2) sets in 24"x36" (downtown, business or commercial) or 8-1/2"x14" (neighborhood/residential) format to include:

- ▶ Property boundary, building limits, existing vegetation
- ▶ Proposed limits of construction, building elevations
- ▶ Parking plan
- ▶ Landscaping plan
- ▶ Plans may also be mailed electronically for initial review to the appropriate staff person in .pdf or .jpg format.

- New York State Environmental Quality Review Act - Long or Short Form Environmental Assessment (consult Planning staff to determine minimum compliance requirements and appropriate form). Either form is available in .pdf format through <http://www.dec.state.ny.us/web/dec/seqr/foi/ms/inex.html>
- Photographs of existing conditions