

# Planning Board Application Procedure

## Village of Liverpool

310 Sycamore Street  
Liverpool, NY 13088  
(315) 457-3441

---

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 normally meets at 7:00pm 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.**

### A. Fees:

1. New site plan approval - \$250.00. 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.
2. Special permit - \$50.00
3. Sub-division of land - \$250.00 plus \$500.00 deposit for engineering and legal fees incurred by the Village of Liverpool. (A deposit of \$125.00 per lot will be required before any building permits can be issued.)
4. State Environmental Quality Review Long Form (SEQR) - \$25.00, Short Form - \$0

### B. Applicants submitting electronically and prepared to present electronically at the meetings (the village can supply the projector) must submit:

1. The electronic documents to: codes@villageofliverpool.org
2. Five (5) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

### C. Applicants submitting in paper form only must submit:

1. Nine (9) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

### D. Additional instructions by application type:

#### 1. 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 redevelopment 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 application and 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, and the applicant shall furnish the Planning Board with post office receipts as proof of notification.

## 2. Site Plan Review

The plot plan must include following. (Developers must consult the Village of Liverpool Community Design Handbook available online at <http://www.villageofliverpool.org/content/PlanningBoard>)

- 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. Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- t. All other existing and proposed structures, noting size and location;
- u. Location of outdoor storage and trash storage areas and proposed screening;
- v. Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy;
- w. Location and design of existing and proposed outdoor lighting facilities including illumination levels;
- x. Location, size and design and type of construction of all proposed signs, including sign area calculations;
- y. An estimated project construction schedule;
- z. Record of application for and approval status of all necessary permits from state and county officials;
- aa. Identification of any state or county permits required for the project's execution;
- bb. Other elements integral to the proposed development as considered necessary by the Planning Board;

## 3. 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 two (5) copies of all other attachments (e.g., grading plans, erosion and sediment control plans, etc.). An application for Preliminary Plat approval shall not be considered complete until the required number of the Preliminary Plats and other documents are so received by the Planning Board.



## Planning Board Application

### Village of Liverpool

310 Sycamore Street  
Liverpool, NY 13088  
(315) 457-3441

APPLICATION TYPE - PLEASE SELECT ONE:

Site Plan     Special Permit     Sub-division Preliminary     Sub-Division Final

PROJECT LOCATION INFORMATION:

Address of project: \_\_\_\_\_ Liverpool, NY 13088

Tax Map # 314801 \_\_\_\_\_ .- \_\_\_\_\_ - \_\_\_\_\_

Project Name: \_\_\_\_\_

APPLICANT INFORMATION:

Property Owner: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Lease Holder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

EXISTING PROPERTY INFORMATION

Current zoning classification: \_\_\_\_\_

Surrounding land use: \_\_\_\_\_

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

Total site area (sq feet or acreage): \_\_\_\_\_

Dimensions of property: \_\_\_\_\_

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.): \_\_\_\_\_

PROPOSED PROJECT INFORMATION

Anticipated project development time: \_\_\_\_\_

Will this project be staged? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does project involve any designated wetlands? \_\_\_\_\_

Does project involve any flood plain development? \_\_\_\_\_

If yes, identify community panel: \_\_\_\_\_ Identify designation: \_\_\_\_\_

Identify State or Federal permits needed (list type and appropriate agency):

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date SEQR received: \_\_\_\_\_ Received by: \_\_\_\_\_

Project # \_\_\_\_\_ Description: \_\_\_\_\_ Fee: \_\_\_\_\_

Project # \_\_\_\_\_ Description: \_\_\_\_\_ Fee: \_\_\_\_\_

Project # \_\_\_\_\_ Description: \_\_\_\_\_ Fee: \_\_\_\_\_

Total Fee Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash Receipt # \_\_\_\_\_