

Code Enforcement Office  
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Oneonta, New York 13820-2589  
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codeenforcement@oneonta.ny.us (email)  
www.oneonta.ny.us

## *Parking*

# *Zoning Review Application*

- One (1) property per application.
- There is no fee for this application.
- This application expires 6 months after the date submitted if incomplete.
- Approval by the Planning Commission &/or Zoning Board may also be required.
- You must contact Dig Safe prior to starting this project (800-962-7962).
- You must contact the Engineering Department prior to starting this project (607-432-6465) if:
  - a curb cut is required
  - surface &/or subsurface drainage onto City streets or property is affected

Property Address: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

### **Property Owner's Information:**

Person's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_

### **Contractor's Information:**

Person's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_

### **Applicant's Information:**

Property Owner

Contractor

Mailing Address: \_\_\_\_\_  
Street Apartment # Suite #  
PO Box #  
City State Zip  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PLEASE NOTE**

**Driveways & parking spaces must meet the following criteria:** (a) Spaces shall be no smaller than 9 feet by 18 feet. (b) Spaces shall have independent, direct, & usable driveway access to a street or alley. (c) Spaces shall not be located in the front yard. (d) Spaces shall not be located closer to a sidewalk than 10 feet. This does not include driveways for ingress & egress to a parking lot/area. (e) Spaces shall not be located closer to a lot line than 5 feet. This does not include driveways for ingress & egress to a parking lot/area.

**Impervious Surface:** the horizontal area of ground covered by a surface through which water cannot infiltrate. This includes, but is not limited to, buildings, covered porches, sidewalks, patios, pools, & driveways or parking lots surfaced with asphalt or concrete.

**PART I: ALL APPLICATIONS**

- 1. Describe all uses of this property:  
 Vacant Land     Residential     Commercial  
 Other: \_\_\_\_\_
  
- 2. Is there going to be any grading done at this property?     Yes     No
  - a. Is the existing slope of the land more than 15%?     Yes     No
  - b. Is the proposed slope of the land more than 15%?     Yes     No
  
- 3. Proposal:
  - a. Driveway:     Not Applicable
    - Create New *Complete Part II*
    - Change the dimensions or layout of existing *Complete Part III*
    - Cover existing pervious surface with an impervious surface *Complete Part IV*
    - Remove existing impervious surface – Cover with pervious surface
    - Resurface existing impervious surface with an impervious surface
    - Resurface existing pervious surface with a pervious surface
  
  - b. Parking Lot:     Not Applicable
    - Create New *Complete Part II*
    - Change the dimensions or layout of existing *Complete Part III*
    - Cover existing pervious surface with an impervious surface *Complete Part IV*
    - Remove existing impervious surface – Cover with pervious surface
    - Resurface existing impervious surface with an impervious surface
    - Resurface existing pervious surface with a pervious surface

**PART II: CREATING NEW DRIVEWAYS & PARKING LOTS**     NOT APPLICABLE

- 1. Is a new driveway being created?     Yes     No
  - a. Will the entire driveway be located between the building & a street?     Yes     No
  - b. Will this driveway be covered with an impervious surface?     Yes     No  
*If yes, complete Part IV*
  - c. Dimensions:
    - 1) Length: \_\_\_\_\_ Feet    3) Width of sidewalk curb cut: \_\_\_\_\_ Feet
    - 2) Width: \_\_\_\_\_ Feet     No sidewalk
  - d. Distance from driveway to property lines:
    - 1) Left: \_\_\_\_\_ Feet    4) Street #1: \_\_\_\_\_ Feet
    - 2) Right: \_\_\_\_\_ Feet    5) Street #2: \_\_\_\_\_ Feet
    - 3) Rear: \_\_\_\_\_ Feet

2. Is a new parking lot being created?  Yes  No
- a. Will the entire parking lot be located between the building & a street?  Yes  No
- b. Will this parking lot be covered with an impervious surface?  Yes  No  
*If yes, complete Part IV*
- c. Dimensions:
- 1) Length: \_\_\_\_\_ Feet      3) Width of sidewalk curb cut: \_\_\_\_\_ Feet  
 2) Width: \_\_\_\_\_ Feet       No sidewalk
- d. Width of maneuvering lanes? \_\_\_\_\_ Feet  Not applicable
- e. Parking spaces:
- 1) Length: \_\_\_\_\_ Feet      3) How many? \_\_\_\_\_  
 2) Width: \_\_\_\_\_ Feet
- f. Distance from parking lot to property lines:
- 1) Left: \_\_\_\_\_ Feet      4) Street #1: \_\_\_\_\_ Feet  
 2) Right: \_\_\_\_\_ Feet      5) Street #2: \_\_\_\_\_ Feet  
 3) Rear: \_\_\_\_\_ Feet

**PART III: CHANGING EXISTING DRIVEWAYS & PARKING LOTS:**  NOT APPLICABLE

1. Is an existing driveway being changed?  Yes  No
- a. Driveway located between the building & a street:
- 1) Existing:  Yes  No      2) Proposed:  Yes  No
- b. Driveway covered with an impervious surface?
- 1) Existing:  Yes  No      2) Proposed:  Yes  No
- c. Dimensions:
- 1) Existing:
- a) Length: \_\_\_\_\_ Feet      c) Width of sidewalk curb cut: \_\_\_\_\_ Feet  
 b) Width: \_\_\_\_\_ Feet       No sidewalk
- 2) Proposed:  No Change
- a) Length: \_\_\_\_\_ Feet      c) Width of sidewalk curb cut: \_\_\_\_\_ Feet  
 b) Width: \_\_\_\_\_ Feet       No sidewalk
- d. Distance from driveway to property lines:
- 1) Existing:
- a) Left: \_\_\_\_\_ Feet      d) Street #1: \_\_\_\_\_ Feet  
 b) Right: \_\_\_\_\_ Feet      e) Street #2: \_\_\_\_\_ Feet  
 c) Rear: \_\_\_\_\_ Feet
- 2) Proposed:  No Change
- a) Left: \_\_\_\_\_ Feet      d) Street #1: \_\_\_\_\_ Feet  
 b) Right: \_\_\_\_\_ Feet      e) Street #2: \_\_\_\_\_ Feet  
 c) Rear: \_\_\_\_\_ Feet
2. Is an existing parking lot being changed?  Yes  No
- a. Parking lot located between the building & a street:
- 1) Existing:  Yes  No      2) Proposed:  Yes  No
- b. Parking lot covered with an impervious surface?
- 1) Existing:  Yes  No      2) Proposed:  Yes  No
- c. Dimensions:
- 1) Existing:
- a) Length: \_\_\_\_\_ Feet      c) Width of sidewalk curb cut: \_\_\_\_\_ Feet  
 b) Width: \_\_\_\_\_ Feet       No sidewalk

- 2) Proposed:  No Change
- a) Length: \_\_\_\_\_ Feet      c) Width of sidewalk curb cut: \_\_\_\_\_ Feet
- b) Width: \_\_\_\_\_ Feet                       No sidewalk
- d. Width of maneuvering lanes?  Not applicable
- 1) Existing: Width: \_\_\_\_\_ Feet      2) Proposed: Width: \_\_\_\_\_ Feet  No Change
- e. Parking spaces:
- 1) Existing:
- a) Length: \_\_\_\_\_ Feet      c) How many? \_\_\_\_\_
- b) Width: \_\_\_\_\_ Feet
- 2) Proposed:  No Change
- a) Length: \_\_\_\_\_ Feet      c) How many? \_\_\_\_\_
- b) Width: \_\_\_\_\_ Feet
- d. Distance from parking lot to property lines:
- 1) Existing:
- a) Left: \_\_\_\_\_ Feet      d) Street #1: \_\_\_\_\_ Feet
- b) Right: \_\_\_\_\_ Feet      e) Street #2: \_\_\_\_\_ Feet
- c) Rear: \_\_\_\_\_ Feet
- 2) Proposed:  No Change
- a) Left: \_\_\_\_\_ Feet      d) Street #1: \_\_\_\_\_ Feet
- b) Right: \_\_\_\_\_ Feet      e) Street #2: \_\_\_\_\_ Feet
- c) Rear: \_\_\_\_\_ Feet

**PART IV: IMPERVIOUS SURFACE COVERAGE**       NOT APPLICABLE

1. Lot size: \_\_\_\_\_ Square Feet
2. Amount of impervious surface coverage on lot:
- a. Total area of all buildings on the lot: \_\_\_\_\_ Square Feet
- b. Total area of all covered porches, stairs, ramps (etc) on the lot: \_\_\_\_\_ Square Feet
- c. Total area of all sidewalks, patios, pools (etc) on the lot: \_\_\_\_\_ Square Feet
- d. Total area of all driveways & parking lots on the lot: \_\_\_\_\_ Square Feet

**PART V: SITE PLAN DRAWING**       NOT REQUIRED

The drawing does not have to be done by a professional at this time but may be requested at a later date.

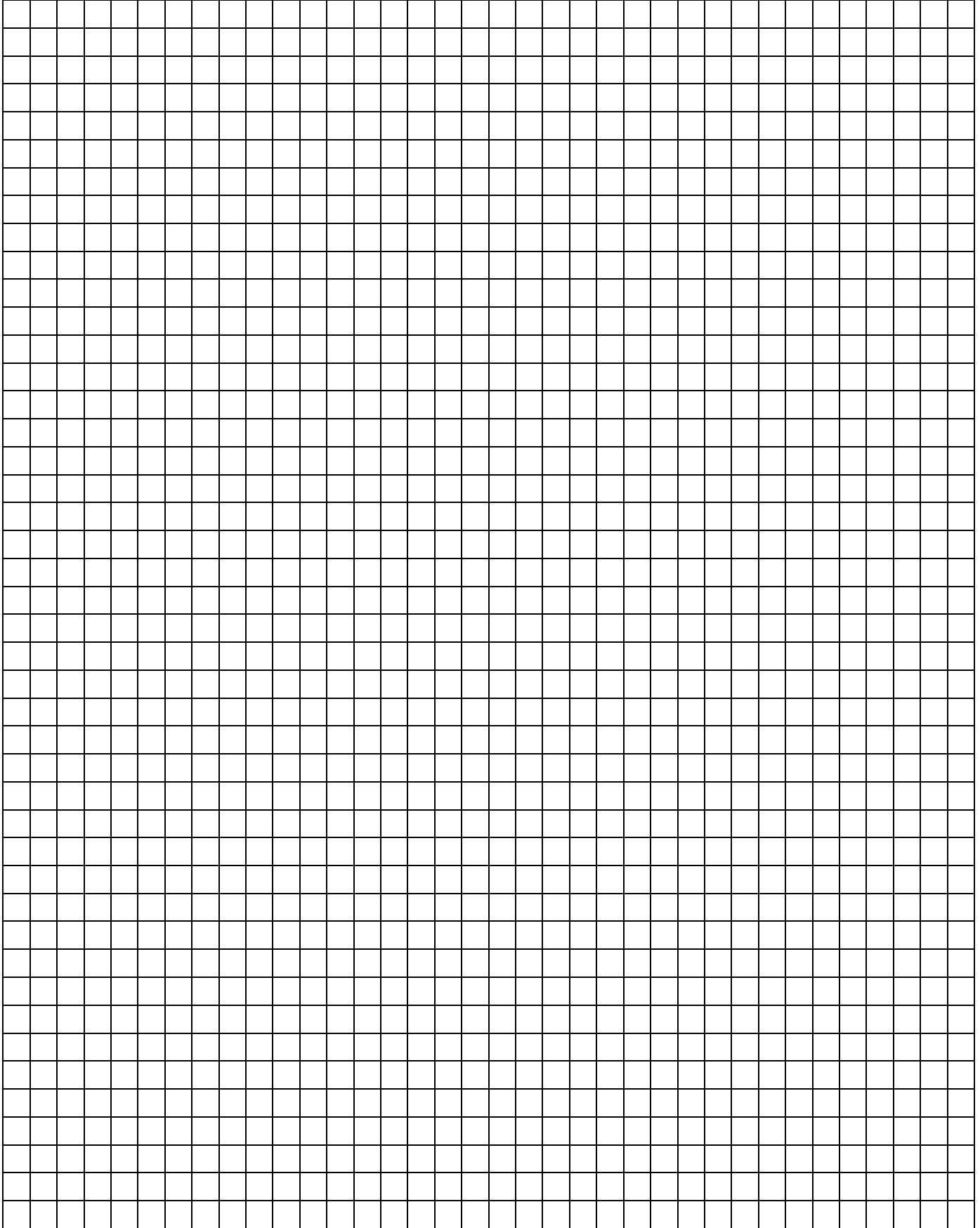
One (1) drawing of the ENTIRE property showing:

1. The location & name of every street that borders the property.
2. Buildings (including sheds, carports, decks, & porches), parking areas (including parking spaces, driveways, & maneuvering lanes), stairs, ramps, pools, patios, walkways, & signs that are not attached to buildings.
3. Indicate on the drawing if any ground is or will be covered by an impervious surface.

Please note:

1. When measuring from a building (etc) to a street, show the distance to the inside of the City sidewalk. If there is no City sidewalk, then measure to the City right-of-way.

SCALE: 1 square = \_\_\_\_\_ Feet \_\_\_\_\_ Inches



**FOR CODE ENFORCEMENT OFFICE USE ONLY**

Documentation submitted:     Site plan drawing (page 5)     Not Required (page 4)

Zoning District:     R-1     R-2     R-3     R-4     MU-1     MU-2     C/I     U     POS     PUD

This Project:     Does comply with the current zoning code  
                   Does not comply with the current zoning code  
                   No zoning review required because no changes are being made

Board Review:     Not Required                      Meeting Date: \_\_\_\_\_  
                       Planning Commission  
                       Zoning Board

This Application:     Approved     Denied     Expired     Withdrawn by Applicant

\_\_\_\_\_   
Date

\_\_\_\_\_   
William Kerbin, Community Development Director

Notes: \_\_\_\_\_  
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