

**Town of Big Flats**  
Department of Planning

476 Maple Street  
Big Flats, NY 14814  
T: 607-562-8443  
http://www.bigflatsny.gov



## Site Plan Application

This application form is required as part of any request to process a planning action involving the review of a proposed Site Plan. In addition, the Town of Big Flats Municipal Code requires specific material to be submitted with this form. A copy of the applicable sections of the code are available upon request. It is the applicants responsibility to ensure that application package are complete and accurate.

**NOTE: AN INCOMPLETE APPLICATION CANNOT BE SCHEDULED FOR REVIEW**

**Preliminary Acceptance Date:** \_\_\_\_\_  
**Final Approval Date:** \_\_\_\_\_ **Conditions**  Yes  No

Department Use Only:

Name of Proposed Development: \_\_\_\_\_

**Applicant:**

**Plans Prepared by:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Owner (If Different):**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Actions Requested**

- Site Plan Review
- Site Plan Amendment
- Area/Use Variance Requested (Additional Fees Apply)
- Special Use/RLO Permit Required (Additional Fees Apply)

**Ownership Intentions:**  Purchase  Lease  Other: \_\_\_\_\_

**Project Location:**

**Parcel ID:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Other Permits Needed:**  Dept. of Health –Water/Septic  
(all may not be applicable)  Town of Big Flats DPW- Water

- Chemung County Sewer District
- NYSDEC- SPDES
- NYS/ACOE-Wetlands
- FAA
- NYSDOT
- Chemung County DPW-Driveway
- Town of Big Flats DPW-Driveway
- Town of Big Flats Building Permit
- Other: \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**Variance(s) Requested:** \_\_\_\_\_

**Proposed Use(s) of Site:** \_\_\_\_\_

**Anticipated Construction Start Date:** \_\_\_\_\_

**Anticipated Completion Date:** \_\_\_\_\_ **Will Construction be Phased:** \_\_\_\_\_

**Current Land Use of Site** (agricultural, commercial, residential, etc.): \_\_\_\_\_

**Character of Surrounding Lands** (agricultural, residential, wetlands, etc.): \_\_\_\_\_

Estimated Cost of Proposed Improvement: \$ \_\_\_\_\_

Estimated/Projected number of daily customers, employees, residents, etc.:

Estimate/Projected Hours of Operation: \_\_\_\_\_

**Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:**

- for residential buildings include number of dwelling units by size (efficiency, one-bedroom, two-bedroom, three- or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.
- other proposal structures.

(Use separate sheet if needed)

---



---



---



---



---



---



---

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT**

Check one:  ✓

- Owner
- Power of Attorney\*
- Contract to Purchase\*
- Official Agent\*
- Other: \_\_\_\_\_

I hereby certify that the above information and accompanying documents are truthful and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses, at my expense, for preparation of necessary environmental, engineering and planning studies.

_____	_____
Legal Owner/Official Agent	Date
_____	_____
Legal Owner/Official Agent	Date
_____	_____
Applicant (If Different)	Date

**FEE SCHEDULE**

**Residential: \$250.00\***  
**Non-Residential: \$500.00\*\***  
**Concept: \$200.00 (Fee goes toward full review)**

**\*add \$50.00 per 1,000 Sq. Ft. Gross Floor Area**  
**\*\*add \$150.00 per 2,500 Sq. Ft. Gross Floor Area**

**Department Use (only)**

Lead Agency: \_\_\_\_\_ Environmental Determination: \_\_\_\_\_

- Type I
- Type II
- Unlisted

**Final Plans Signed and Filed:** \_\_\_\_\_ **Application Closeout Date:** \_\_\_\_\_  
 Director of Planning Date

**Public Hearing:**  Yes  No **Date Advertised:** \_\_\_\_\_ **Date Conducted:** \_\_\_\_\_