

# VILLAGE OF MORRISVILLE

P.O. BOX 955

MORRISVILLE, NEW YORK 13408

TELEPHONE: (315) 684-7007

FAX: (315) 684-9268

## APPLICATION FOR SITE PLAN REVIEW

### FILING INSTRUCTIONS

Pursuant to §180-25 of the Code of the Village of Morrisville, whenever any structure is proposed to be constructed, added to or modified in any zone, except one-family dwellings and accessory structures or two-family dwellings and accessory structures, or whenever any structure in a residential zone which is used in whole or in part for nonresidential purposes is proposed to be added to or modified, or when any existing structure in any zone is proposed to be changed to a use other than a one-family or two-family dwelling, which is different than its present use, the owner of the land on which such proposed or existing structure is located shall submit a site development plan to the Planning Board. Review and approval by the Planning Board is required before development is undertaken.

The attached application will enable you to provide the Planning Board with enough information to review your project in the shortest possible time. However, due to State and County requirements, certain reviews and public notices are required which usually take a minimum of 5-6 weeks. Therefore, you should plan your project carefully and present this application well in advance of your intended construction start. You should plan to attend the next available meeting of the Village of Morrisville Planning Board to discuss your project. The Planning Board meets the first Tuesday of each month at 7:30 p.m. at the Morrisville Public Library. Please call the Village Clerk in advance to confirm the meeting is being held and to be placed on the agenda.

Additionally, if you intend to erect, alter or relocate any permanent sign, a permit is required. Please request the application for sign permit from the Village Clerk. Please note that the application for sign permit is subject to review and approval by the Code Enforcement Officer and the Planning Board.

Failure to fully complete the form may delay approval.

Before the application for site plan review can be considered complete and ready for submission to the Village Planning Board, the applicant must file the following with the Village Clerk:

1. Original and 7 copies of the application completely filled out and signed.
2. 7 copies of the proposed site plan and exterior building elevations in accordance with §180-25 of the Village Code showing all design elements referred to in §180-25 C of the Village Code, as applicable.
3. 7 copies of an appropriate Environmental Assessment Form.
4. 3 copies of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached)
5. A check for the required application fee of \$125.00 payable to the 'Village of Morrisville'.
6. Applications must be filed with the Village Clerk on or before the last business day of the month preceding the next scheduled Planning Board meeting for initial consideration. Please note that a final decision on your application cannot be made without the required notices being made (as indicated above).

**PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING**

**VILLAGE OF MORRISVILLE  
APPLICATION FOR SITE PLAN APPROVAL**

*Village Use Only*

(Date Application Filed \_\_\_\_\_  
(  
(Date of Hearing \_\_\_\_\_  
(  
(Date of Final Action \_\_\_\_\_  
(  
(Action \_\_\_\_\_

TO THE PLANNING BOARD OF THE VILLAGE OF MORRISVILLE:

\_\_\_\_\_ (Applicant), hereby requests site plan approval by the Planning Board in regard to the development proposed herein and respectfully states:

1. Applicant is the (owner) (purchaser under contract) (tenant) of the subject property containing approximately \_\_\_\_\_ acres, identified on the tax map as account number(s) \_\_\_\_\_, and located at (show street address, or if none, general description; attach survey map and any restrictive covenants if applicable):
  
2. Applicant acquired the subject property on \_\_\_\_\_, or if not the owner, the names(s), address(es) and telephone number(s) of the owner(s) of record of the subject property (is) (are):
  
3. Applicant requests approval in relation to the subject property pursuant to Section 180-25 of the Village of Morrisville Zoning Ordinance for the purpose of :
  
4. The present land use of the subject property is \_\_\_\_\_ and has been devoted to this use since \_\_\_\_\_.
  
5. The subject property is located in the following zoning district(s): \_\_\_\_\_
  
6. There are no existing violations of applicable zoning or subdivision regulations with respect to the subject property except:
  
  
7. The proposed zoning of the subject premises is \_\_\_\_\_
  
8. The proposed operation for which approval is requested:
  - a. Days of week and hours of operation \_\_\_\_\_
  - b. Maximum number of employees on site at one time \_\_\_\_\_
  - c. Size and location of all signage (attach signage drawings to scale & particulars) \_\_\_\_\_
  

d. Specific Requirements:	Ordinance	Proposal
Parking Spaces	_____	_____
Lot Coverage	_____	_____
Front Yard Setback	_____	_____
Side Yard Setback	_____	_____
Rear Yard Setback	_____	_____
Maximum Height of Bldg	_____	_____

9. Name of business (if conducting under a name other than your own): \_\_\_\_\_

10. Has a Business Certificate (DBA) been filed with the County Clerk? \_\_\_\_\_

11. The proposed use will be consistent with all provisions of the Village of Morrisville Zoning Code except:

12. The subject premises are within 500 feet of:

\_\_\_\_\_ The boundary of any city, village or town; or

\_\_\_\_\_ The boundary of any existing or proposed county or state park or any other recreation area; or

\_\_\_\_\_ The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or

\_\_\_\_\_ The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or

\_\_\_\_\_ The existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or

\_\_\_\_\_ The boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agricultural and markets law.

13. Upon information and belief, the names and mailing addresses of all adjoining property owners of each adjoining parcel, are as follows (attach additional sheets if necessary):

Name

Address

NORTH:

SOUTH:

EAST:

WEST:

For all projects valued at \$10,000 or greater, provide the following professional information as applicable:

14. Applicant's Licensed Contractor:

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

15. Applicant's Licensed Land Surveyor:

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

16. Applicant's Engineer:

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

17. Applicant's Architect:

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

18. Applicant's Attorney:

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

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

19. A site plan and exterior building elevations in accordance with §180-25 of the Village Code showing all design elements referred to in Section C, as applicable, are submitted with this application. In the event that all required documents are not furnished to the Planning Board at the time of submission of this application, applicant hereby waives any and all rights which might otherwise accrue by virtue of Article 7 of the New York Village Law.
20. Applicant consents to appropriate Village action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Planning Board.
21. Applicant hereby acknowledges and represents that all disclosures required by law, and specifically those required by Section 809 of the New York General Municipal Law, have been submitted in writing to the Planning Board prior to or at the time of submission of this application.

Dated: \_\_\_\_\_, 20\_\_\_\_\_.

APPLICANT'S SIGNATURE:

\_\_\_\_\_  
(Individual Signature)

\_\_\_\_\_  
(Corporate, Partnership or LLC Name)

By: \_\_\_\_\_  
(Officer, Partner or Member)

\_\_\_\_\_  
(Mailing Address of Applicant)

\_\_\_\_\_  
(Telephone Number)

Signature of owner who is not the applicant:

The undersigned owner(s) of the above described property hereby acknowledge and consent to the submission of this application.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

STATE OF NEW YORK            )  
COUNTY OF \_\_\_\_\_) SS:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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Notary Public

STATE OF NEW YORK            )  
COUNTY OF \_\_\_\_\_) SS:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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Notary Public

**VILLAGE OF MORRISVILLE**

**DISCLOSURE STATEMENT**

This affidavit is a part of and must be completed and attached to every application, petition, or request submitted for subdivision approval (approval of a plat), site plan approval, special use permit, zone change or other zoning approval under the Code of the Village of Morrisville.

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_) SS

1. \_\_\_\_\_ being duly sworn, deposes and says that he/she is:  
\_\_\_\_\_  
(applicant, petitioner, corporation officer, property owner, etc.)

2. That deponent has read and is familiar with the provisions of the General Municipal Law Section 809 which states:

I. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

II. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- (a) is the applicant, or
- (b) is an officer, director, partner or employee of the applicant, or
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- (d) is a party to an agreement with such an applicant express or implied, whereby he/she may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

III. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

IV. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

3. That no Village of Morrisville Officer, employee or a relative of either, as defined in Section 809 of the General Municipal Law has any interest in this application or request.

-OR-

4. If a Village of Morrisville Officer, employee or a relative of either as defined in Section 809 of the General Municipal Law has any interest in this application or request give the full particulars in the following paragraph.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Applicant, etc. - signature)

(Individual Applicant's Acknowledgment)

STATE OF NEW YORK            )  
COUNTY OF \_\_\_\_\_) SS

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the Applicant in this (Application or Request): that he/she has read the foregoing affidavit and knows the contents thereof; that the same is true to the knowledge of deponent, except as to matters therein stated to be alleged in information and belief, and that as to those matters he believes it to be true.

\_\_\_\_\_  
(Applicant, etc. - signature)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Corporate Applicant's Acknowledgment)

STATE OF NEW YORK            )  
COUNTY OF \_\_\_\_\_) SS

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the Applicant in this (Application or Request): that he/she has read the foregoing affidavit and knows the contents thereof; that the same is true to the knowledge of deponent, except as to matters therein stated to be alleged in information and belief, and that as to those matters he believes it to be true.

\_\_\_\_\_  
(Applicant, etc. - signature)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public