

Planning Board Application Procedure

Village of Marcellus

6 Slocombe Avenue
Marcellus, NY 13108
(315) 673-3112

Village Law §7-725 and the Village of Marcellus 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 powers and duties of the Planning Board have been vested in the Village Board of Trustees. The board normally meets at 7:00 P.M. on the third Wednesday 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 - \$100.00. Revised site plan - \$50.00.
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 plus administrative costs
3. Sub-division of land - \$100.00 plus \$500.00 deposit for engineering and legal fees incurred by the Village of Marcellus.
4. State Environmental Quality Review Long Form (SEQR) - \$25.00

B. Applicants submitting electronically and prepared to present electronically at the meetings must submit:

1. The electronic documents to: codes@villageofMarcellus.com
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.

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APPLICATION TYPE - PLEASE SELECT ONE:

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

PROJECT LOCATION INFORMATION:

Address of project: 17-27 East Main St Marcellus, NY 13108

Tax Map # 314801 004 - 01 - 10.1, 12.0 and 13.0

Project Name: Stewart's Shops - Marcellus

APPLICANT INFORMATION:

Property Owner: Richard J. Nojaim and Grocer, LLC

Address of property owner: 27 East Main St.

Phone # (315) 729-8189 Fax # email: moj@aol.com

Lease Holder: _____

Address of property owner: _____

Phone # _____ Fax # _____

Contact Person: Charles "Chuck" Marshall

Address of property owner: PO Box 435, Saratoga Springs, NY 12866

Phone # (518) 269-0664 Fax # email: cmarshall@stewartsshops.com

Architect/Engineer: Scott E. Kitchner, P.E.

Address of property owner: PO Box 435, Saratoga Springs, NY 12866

Phone # (518) 581-1201 Fax # email: skitchner@stewartsshops.com

EXISTING PROPERTY INFORMATION

Current zoning classification: VC - Village Center

Surrounding land use: Mix of residential and commercial

North: Residential: Jason and Heidi Randall

South: Bounded by Main Street

East: Professional Building: K&J Properties of Marcellus

West: Retail: Charles J. Nojaim

Total site area (sq feet or acreage): 1.39 acres

Dimensions of property: 240' along Main St; 190' along Orange St; 326' along western boundary interior to property

Existing number of parking spaces: 33

Current land use (residential, commercial, undeveloped, etc.): _____

The largest portion of the land is ~12,000 square foot grocery store, minimum green space except 0.15 acre greenspace

Current conditions of site (buildings, brush, etc.): _____

The 0.15 greenspace area is largest but minimum site landscaping, treed area to north behind residential