

City of Utica
ZONING ORDINANCE FORM

Date _____

Applicant's Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____ Alt. Phone _____ Fax _____ E-Mail _____

******* A COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST BE INCLUDED WITH THIS APPLICATION*******

Property Owner's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alt. Phone _____ Fax _____ E-Mail _____

Address of Business _____

Legal Description of Property _____

Name of Proposed Business _____

Type of Business _____

Describe Business Operations _____

Proposed Hours of Operation _____

Number of Employees at Busiest Time _____

Estimated Number of Customers at Busiest Times _____

Number of Parking Spots _____ Handicap Spots _____

Describe existing signage (include dimensions and locations)_____

Describe proposed signage (include dimensions and locations)_____

SQUARE FOOTAGE OF:

Storage Rooms _____

Retail or Public Space _____

Kitchen Area _____

Office Space _____

Other (Describe) _____

Total_____

Automatic Sprinkler System? **YES NO**

Proposed Fire Alarm **YES NO**

Proposed Burglar Alarm **YES NO**

*****For those cases requiring site plan review solely as a result of building reoccupancy, site plan review procedures may be modified, at the discretion of the Building Official, to provide for an administrative review by the Building Official in lieu of a more formal review by the City Planning Commission. The Building Official may conduct an administrative review provided all the following are true: 1) Such use is conducted within a completely enclosed building 2) Reoccupancy does not create additional parking demands, beyond twenty-five (25) percent of that which exists 3) Reoccupancy does not substantially alter the character of the site. Every site plan submitted for review shall be in accordance with the requirements of the Ordinance. Administrative review procedures are not intended to modify any ordinance, regulation or development standard.*****

Section 1800 Review & Approval of Site Plans c & d

I CERTIFY THE INFORMATION ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signed: _____

***** INACCURATE OR INCOMPLETE INFORMATION ON THE SITE PLAN WILL EITHER DELAY OR RESULT IN A DENIAL OF THIS APPLICATION. COMPLETING THIS FORM MAY NOT NECESSARILY NEGATE THE NEED TO PROVIDE MORE DETAILED DRAWINGS, INFORMATION, OR FORMAL PRESENTATION TO THE CITY PLANNING COMMISSION OR COUNCIL.*****

