

Town of Owego, New York

Site Plan Approval Process

The Town of Owego Planning Board is responsible for all site plan reviews.

If the project is within 500 feet of a state or county highway, a NYS Certified Agricultural District, or a municipal or county boundary, the Tioga County Planning Board must also review.

Depending on the location of the project, specific zoning requirements may need to be met. Staff in the Town of Owego's Planning & Zoning office are available to assist applicants throughout the approvals process. Applicants are strongly encouraged to meet with Joann Lindstrom, Planning and Zoning Administrator, prior to submission Lindstromj@townofowego.com. Applicants are also encouraged to contact the Planning & Zoning office to verify the zoning district of the parcel(s).

For projects undergoing Site Plan Review only:

- 9 hard copies (including one full size set of plans) and one digital copy with 11" x 17" digital plans

For projects seeking Special Use Permit approval:

- 14 hard copies (including one full size set of plans) and one digital copy with 11" x 17" digital plans

Site Plan Review Checklist

The owner of the property shall submit a site plan and supporting data that has been prepared by an architect, landscape architect, engineer or land surveyor and shall include the following information presented in drawn form and accompanied by written text:

- A survey of the property, showing existing features including contours, buildings, structures, trees over four inches in trunk diameter, streets, utility easements, rights-of-way and land use
- A site plan/plot plan showing proposed building locations and land use areas. Include the parcel's zoning district as well as the specific setback, lot size, parking, building height, and building coverage requirements.
- Traffic circulation, parking and loading spaces, and pedestrian walks
- Landscaping plans, including site grading and landscape design
- Preliminary architectural drawings for buildings delineated to be constructed, including floor plans, exterior elevations and sections
- Preliminary engineering plans, including street improvements, a drainage system and public utility extensions

- Engineering feasibility studies of any anticipated problems that might arise due to the proposed development as required by the Planning Board
- A construction sequence and time schedule for completion of each phase for buildings, parking spaces and landscaped areas
- A description of the proposed uses, including hours of operation, number of employees, expected volume of business and type and volume of traffic expected to be generated
- A description of all existing deed restrictions or covenants applying to the property
- New York State Environmental Quality Review (SEQR) Environmental Assessment Form Part I (full EAF is required if a Type I action—contact P&Z if uncertain)
- Include copies of applicable permits with the New York State Department of Transportation, Tioga County Highway and/or Public Health Departments, Town of Owego Highway and/or Utilities Departments

The following requirements may or may not apply to your project. Contact the Planning & Zoning office to confirm:

- If soil disturbance is one acre or more, include a Stormwater Pollution Prevention Plan (SWPPP) consistent with the requirements of Articles I and II of Chapter 99, Stormwater Management
- If parcel is adjacent to a NYS Agricultural District, a signed copy of Part I of an Agricultural Data Statement form
- If parcel is within one of the Town of Owego’s Well Head Protection Zones, project must first be approved by the Owego Town Board, prior to any other reviews
- If parcel is within a floodplain, applicant will be required to obtain a Floodplain Development Permit from the town

The Owego Town Code is available online <https://ecode360.com/OW0781>

Tioga County GIS Tool (Mapping) www.tiogacountyny.com

- At top of page, click “SERVICES” in the drop down menu, then select GIS Maps
- Choose Tioga County Geographic Information Tool
- Agree to Terms...click “OK”
- Enter address or zoom down to desired area with mouse
- Features available
 - Basemap Gallery
 - Measurement (Area, Distance, Location)
 - Info about Tool

To complete the SEQR form, applicants should use the Environmental Assessment Form Mapper tool at the New York State DEC’s website: <https://gisservices.dec.ny.gov/eafmapper/>