



Village of Johnson City Planning & Zoning Application Packet

Contact Information:

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**Clerk to the Planning
& Zoning Boards**

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Who do I Contact?

Please obtain packets from the Planning/Code Office to determine the appropriate forms that must be completed for your individual project. The office is located in Village Hall at the following address:

Johnson City Village Hall
60 Lester Avenue
Johnson City, NY 13790

Once completed, submit eight (8) copies of all forms for review. The Planning Department Clerk will then distribute copies to the Planning Department in order to outline next steps and Planning Board processes.

Please contact the Planning Department with any further question.

Application Requirements:

The following forms must be completed along with a **narrative** as described in the attached Site Plan Requirements:

- Completed Planning & Zoning Application
- Application Fee
- Detailed Site Plan (See attached Site Plan Requirements)
- Short Environmental Assessment Form (EAF) Part I (unless Planning Department recommends Full EAF Part I)
- Additional Supporting Documents as Listed in the Planning & Zoning Application

The Planning Department will then determine if the application is complete. If not, you will be contacted for additional information. Once the Planning Department deems the application complete, materials will be passed to the Clerk for Planning Board distribution.

Planning Process:

Once the application has been deemed complete by the Planning Department and passed to the Village Clerk, the Planning Board will review materials and discuss next steps.

Applications are due on the 1st Friday of every month.

Planning Board Meetings are held on the 4th Tuesday of every month.

Zoning Board of Appeals (ZBA) Meetings are held on the 3rd Monday of every month.

The following processes shall apply to applications submitted to the Village of Johnson City Planning Department:

For Site Plan Review only:

1. Meeting 1 – SEQR and Application Review (Please Note: Review by the Broome County Planning Department will require a 30-day review period from the application submittal date, if required for your property.)

For Special Use Permits:

1. Meeting 1 – Planning Board to set the public hearing for the following meeting and complete SEQR.
2. Meeting 2 – Planning Board to hold the public hearing, approve or deny Special Use Permit, and complete Site Plan Review, if applicable.

For Variance Requests:

1. Meeting 1 – Planning Board to review application and make an advisory opinion for the ZBA.
2. Meeting 2 – ZBA to review application and approve or deny Variance Request.
3. Meeting 3 – For applications requiring a Site Plan Review or Special Use Permit approval, the application will then go back to the Planning Board to complete SEQR, hold a public hearing (Special Use Permits only) and make a determination on the overall project.

For Rezoning Petitions:

1. Meeting 1 – Village Board of Trustees to introduce the Rezone and set public hearing.
2. Meeting 2 – Planning Board to review the application and provide an advisory opinion to the Board of Trustees.
3. Meeting 3 – Village Board of Trustees to complete SEQR review and make a determination on the Rezone.

State Environmental Quality Review Act (SEQRA):

Type I Actions: For large residential projects, development exceeding 10 acres, or large projects exceeding thresholds stated in Section 617.4 of the Department of Environmental Conservation's State Environmental Quality Review Act (SEQRA), a Full EAF Part I must be completed and submitted with the full application. Please contact the Planning Department with any questions regarding Type I Actions.

Type II Actions: Actions as listed in Section 617.5 of SEQRA do not require further environmental review. Applicants shall complete the Short EAF Part I for any submittal. Type II actions will then be deemed complete by the Planning Board once the action is classified.

Unlisted Development: Any development not classified in either Type I or Type II category requires a Short EAF Part I and further discussion with the Planning Department. A Full EAF Part I may be required.

***Environmental Impact Statements (EIS) may be required for certain large developments following a positive declaration or environmental impact, or preemptively by the Planning Board. If required, a more extensive review process will take place. Note: Review of an EIS may require additional meetings.*

VILLAGE OF JOHNSON CITY PLANNING & ZONING BOARD SCHEDULE

Application Due Date:	ZBA Meeting:	Planning Board Meeting:
Friday, February 6, 2026	Monday, February 23, 2026	Tuesday, February 24, 2026
Friday, March 6, 2026	Monday, March 16, 2026	Tuesday, March 24, 2026
Friday, April 3, 2026	Monday, April 20, 2026	Tuesday, April 28, 2026
Friday, May 1, 2026	Monday, May 18, 2026	Tuesday, May 26, 2026
Friday, June 5, 2026	Monday, June 15, 2026	Tuesday, June 23, 2026
Friday, July 3, 2026	Monday, July 20, 2026	Tuesday, July 28, 2026
Friday, August 7, 2026	Monday, August 17, 2026	Tuesday, August 25, 2026
Friday, September 4, 2026	Monday, September 21, 2026	Tuesday, September 22, 2026
Friday, October 2, 2026	Monday, October 19, 2026	Tuesday, October 27, 2026
Friday, November 6, 2026	Monday, November 16, 2026	Tuesday, November 24, 2026*
Friday, December 4, 2026	Monday, December 21, 2026	Tuesday, December 22, 2026*
Friday, January 1, 2027	Monday, January 25, 2026*	Tuesday, January 26, 2026

* Meetings subject to change due to holidays

PLANNING & ZONING APPLICATION FEES

- Site Plan Review** -
1. Existing commercial, industrial or multiple-family structures - \$50.00
 2. New commercial or industrial structure - one and one-half cent (\$0.015) per square foot or a minimum of \$100.00
 3. New residential buildings - one cent (\$0.01) per square foot or a minimum of fifty dollars (\$50.00)
 4. Minor site plan review - \$25.00

Special Permit - \$100.00 application fee

Area Variance - \$100.00 application fee

Use Variance - \$200.00 application fee
subdivision.

Subdivision - \$25.00 per lot proposed in the

Rezone - \$100.00 plus \$10.00 per lot included in the rezone request.

Microcell Telecommunications Tower - \$75.00

Telecommunications Tower Special Use Permit Application Fee - \$2,500.00



PLANNING & ZONING APPLICATION

Village of Johnson City
60 Lester Avenue • Johnson City, NY 13790

PROPERTY INFORMATION

Property Location: _____

Tax Map #: _____ Zoning District: _____

Code Reference(s): _____

239 Review Required: Y / N If yes, date Submitted to Broome County: _____

Public Hearing Required: Y / N If yes, date & by whom: _____

Application Fee: \$ _____

Receipt #: _____

Date: _____

APPLICATION TYPE

Environmental Review _____

PUD Proposal _____

Rezone _____

Site Plan Review _____

Special Permit _____

Subdivision _____

Variance _____

APPLICANT INFORMATION

Applicant: _____

Applicant's Address: _____

Applicant's Phone #'s: Home _____ Work _____ Cell _____

Applicant's E-Mail Address: _____

PROPERTY OWNER INFORMATION (if different from the applicant)

Property Owner: _____

Owner's Address: _____

Owner's Phone #'s: Home _____ Work _____ Cell _____

Owner's E-Mail Address: _____

ARCHITECT/ENGINEER INFORMATION

Architect/Engineer: _____

Address: _____

Phone #'s: Office _____ Cell _____ Fax _____

E-Mail Address: _____

DESCRIPTION OF PROPOSED ACTION - DETAILED SITE PLAN MUST ACCOMPANY THIS APPLICATION

(See attached Narrative & Site Plan Requirements)

Purpose/Brief Description of proposed action: _____

PROJECT/BUSINESS DETAILS (Check all that apply):

- ☐ Sale of Alcohol and/or Alcohol-Related Products
- ☐ Sale of Tobacco and/or Tobacco-Related Products (i.e., pipes, papers)
- ☐ Sale of Cannabinoid and/or Cannabinoid-Related Products (i.e., foods containing cannabinoid, pipes)
- ☐ Sale of Marijuana and/or Marijuana-Related Products (i.e., foods containing marijuana, pipes, papers)

SUPPORTING DOCUMENTATION INCLUDED (Check all that apply):

- ☐ Application Fee – *Cash or check made payable to the Village of Johnson City.*
- ☐ Written Narrative describing the proposed action
- ☐ Detailed Site Plan
- ☐ Written consent from the property owner if different from the applicant
- ☐ Completed SEQR EAF
- ☐ Other Documents - *Please provide 1 copy of any special agreements, easements, restrictions, conveyances or covenants governing the property.*

APPLICATIONS MUST BE SUBMITTED BY THE FIRST FRIDAY OF THE MONTH

The undersigned being duly sworn, deposes and says that he/she is the owner/applicant or the authorized agent of the owner/applicant and that everything contained in this application is a true statement and representation of the proposal and that permission is herewith granted for inspections of the property by the Village Departments, Village Board, Planning Board and Zoning Board of Appeals members.

Sworn to this _____ day of _____, 20____

Signature (Owner/Applicant)

DEVELOPER'S CLAUSE

On behalf of _____ (Developer-Applicant), we hereby certify and agree that the submitted plans meet all the requirements and specifications described in Article 63 (Site Plan), and any other applicable sections of the Village of Johnson City Code. Notwithstanding any notes, provisions or specifications in the plans, we agree on behalf of the Developer-Applicant that Village of Johnson City Code specifications shall take precedence over any such notes, provisions or specifications which may be inconsistent with and/or not in conformance with the Village of Johnson City Code specifications. We further agree that in the event of any inconsistency or ambiguity between the notes, provisions or specifications on the final plans and the Village of Johnson City Code, that in all cases the Village of Johnson City Code specifications shall be controlling with respect to the work, materials or other requirements.

Signature of Developer

Signature of Developer's Engineer or Design Professional



Site Plan Requirements

Article 63 of the Village of Johnson City Zoning Law

Applicants shall submit eight (8) copies of the completed application and any additional forms as indicated on the first page of this packet. Applications are due on the first Friday of every month (see attached Planning and Zoning Board Schedule).

The Village Planning Board may at its discretion waive any requirements of the site plan which are clearly irrelevant to the site and proposed use.

A concept plan may be submitted but is an optional initial step that encourages the applicant to informally discuss the proposed development with the Planning Department.

Meetings are generally held on the fourth Tuesday of each month (see schedule attached).

Section 300-63.2 of the Village of Johnson City Zoning Code states that no construction or site improvement work may commence until site plan approval, where required, has been granted. Site plan review and approval is required in accordance with the procedures of Article 63 for all new buildings and uses and expansions of existing buildings as defined in the Zoning Code.

Site Plan Review shall not be required for the following:

1. Maintenance of existing sign structures in all districts and the placement of signs in all districts; and
2. Placement of a mobile home or manufactured home on a single lot or in an approved mobile home or manufactured home park.
3. Single and two-family residential uses.

A narrative of the proposed erection or alteration must include the following information:

1. Business use
2. Parking, hours, number of employees, service/merchandise and volume of business, amounts of traffic, any pertinent information pertaining to the application
3. Residential use
4. Brief description of alteration(s) or erection(s)

The application must be submitted with a site plan of the lot on which the building will take place. A final site plan for any land use or activity requiring site plan review and approval shall be prepared and submitted to the Planning Department.

Such final site plan shall contain the following information, as applicable:

1. Location name and address of owner, name of designer (if any) of the proposed development.
2. Identification map showing the location of the site within the Town or Villages.
3. Scale, north arrow, and date.
4. Present zoning district in which the site is located.
5. Location of the site in relation to all abutting properties and streets, and showing existing property lines, rights-of-way, and easements.
6. Existing and proposed buildings structures and land uses.

7. A proposed layout of streets and other vehicular circulation facilities including the location and width of driveways and type of curbing on site, loading and maneuvering areas, and ingress and egress to existing and prospective streets and highways.
8. Projected number of seating or employees, if needed, to determine the number of parking spaces.
9. Any wetlands and/or floodable area included in the one-hundred-year floodplain.
10. A topographic survey extending fifty feet beyond the property line may be required.
11. A storm drainage and grading plan showing the collection and disposal of stormwaters, or, if applicable, a stormwater pollution prevention plan consistent with the requirements of Article I and Article II of the Erosion and Sediment Control Law of the Villages.
12. A plan showing proposed utilities and, if required, easements. If a private sewerage system is used, plans for the system shall bear the stamped approval of the Broome County Department of Health.
13. Existing major vegetation (trees and shrubs) and proposed landscaping treatment including species, location, and planting size and full-growth size.
14. Drawings or sketches which illustrate the height, bulk, and design characteristics of the proposed building, and indicate major materials to be used.
15. Location and type of exterior lighting, and location and dimension of exterior signs, including ground and wall signs.
16. Projected number of seating or employees, if needed, to determine the number of parking spaces.
17. Any other information required by the Planning Department to explain the proposal.
18. Application form, Project Narrative form, SEQR documentation.
19. Developer's Clause:

On behalf of _____ (Developer-Applicant), we hereby certify and agree that the submitted plans meet all the requirements and specifications described in Article 63 (Site Plan), and any other applicable sections of the Village of Johnson City Code. Notwithstanding any notes, provisions or specifications in the plans, we agree on behalf of the Developer-Applicant that Village of Johnson City Code specifications shall take precedence over any such notes, provisions or specifications which may be inconsistent with and/or not in conformance with the Village of Johnson City Code specifications. We further agree that in the event of any inconsistency or ambiguity between the notes, provisions or specifications on the final plans and the Village of Johnson City Code, that in all cases the Village of Johnson City Code specifications shall be controlling with respect to the work, materials or other requirements.

Signature of Developer

Signature of Developer's Engineer or Design Professional

20. Any of the above requirements may be waived by the Planning Department if conditions warrant.

The Planning Board shall deny an application on the basis of specific written findings directed to one or more of the following:

1. The application is incomplete in specified particulars or contains or reveals violations of this chapter or other applicable regulations which the applicant has, after written request, failed or refused to supply or correct.
2. The proposed site plan interferes unnecessarily, and in specified particulars, with easements, roadways, rail lines, utilities, and public or private rights-of-way.
3. The proposed site plan unnecessarily, and in specified particulars, destroys, damages, detrimentally modifies or interferes with the enjoyment of significant natural, topographic or physical features of the site.
4. The proposed structures unnecessarily, and in specified particulars, destroy, damage, detrimentally modify or interfere with the significant design features of the existing buildings and structures on the site.

5. The proposed structures or landscaping unnecessarily, and in specified particulars, bear a poor relationship to the existing physical development of the site or results in an overall development that compromises existing design, parking or landscaping elements.
6. The site design does not comply with ADA requirements.
7. The proposed site plan unnecessarily, and in specified particulars, is injurious or detrimental to the use and enjoyment of surrounding property.
8. There is inadequate infrastructure capacity to support the use or development.
9. The proposed site plan and associated improvements fail to mitigate the project's anticipated traffic impacts.
10. The proposed site plan fails to provide for adequate access for emergency vehicles.
11. The pedestrian and vehicular circulation elements unnecessarily, and in specified particulars, create hazards to safety on or off the site.
12. The proposed structure unnecessarily, and in specified particulars, is lacking amenity in relation to or are incompatible with, nearby structures and uses.
13. The proposed site plan unnecessarily, and in specified particulars, is lacking amenity in relation to, or incompatible with, nearby structures and uses.
14. The proposed site plan unnecessarily, and in specified particulars, creates drainage or erosion problems.
15. The proposed structures unnecessarily, and in specified particulars, are incompatible with or lacking in amenity in relation to existing uses on the site or existing building materials, roof shapes and fenestration on the site.
16. The proposed site plan fails to contribute to existing pedestrian-oriented rights-of way and unnecessarily, and in specified particulars, is lacking in amenity in relation to the public realm and streetscape.
17. The proposed site plan detrimentally impacts the visual and physical access to and along the waterfront.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			<input type="checkbox"/>
			<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned _____ acres			
or controlled by the applicant or project sponsor?			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		