



Village of Johnson City Planning & Zoning Application Packet

Contact Information:

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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 3, 2026	Monday, November 16, 2026	Tuesday, November 24, 2026*
Friday, December 4, 2026	Monday, December 21, 2026*	Tuesday, December 22, 2026*
Monday, January 4, 2027	Monday, January 18, 2027	Tuesday, January 26, 2027

* 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
243 Main Street • Johnson City, NY 13790
Phone: (607) 797-9098 • Fax: (607) 798-9553

Application Fee: \$ _____

Receipt #: _____

Date: _____

APPLICATION TYPE

Environmental Review _____

PUD Proposal _____

Rezone _____

Site Plan Review _____

Special Permit _____

Subdivision _____

Variance _____

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: _____

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: _____

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 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	YES
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.		☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		☐	☐
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 or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
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?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
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?	NO	YES	
	☐	☐	
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?	☐	☐	
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?	NO	YES	
	☐	☐	
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: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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
	☐	☐
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES
	☐	☐
	☐	☐
	☐	☐
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
	☐	☐
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
	☐	☐
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
	☐	☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO	YES
	☐	☐
	☐	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		