

**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\*\*\*\*\***

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Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

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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.\*\*\***

