



CITY OF JOHNSTOWN
Fire Department / Code Enforcement Office
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PLANNING BOARD APPLICANT GUIDANCE SHEET

This document provides general guidance regarding Planning Board review procedures, including Site Plan Review, SEQRA compliance, and intermunicipal referral requirements. The Planning Board may approve, approve with conditions, deny, or table an application pending additional information.

1. When Planning Board Approval Is Generally Required

Planning Board review is generally required for:

- Site Plan Review
- Special Use Permits
- Subdivisions
- Certain commercial, industrial, or multi-family developments
- Projects requiring environmental review

Applicants should consult the Code Enforcement Office to confirm applicability prior to submission.

2. Site Plan Review

Site Plan Review evaluates compliance with zoning regulations and broader public interest considerations, including:

- Lot configuration and setbacks
- Building placement and dimensions
- Parking and circulation
- Drainage and stormwater management
- Landscaping and buffering
- Lighting and signage
- Utilities and infrastructure capacity

3. SEQRA (Environmental Review)

Under the State Environmental Quality Review Act (SEQRA), the Planning Board must evaluate potential environmental impacts prior to final action.

Applicants must submit the appropriate:

- Short Environmental Assessment Form (Short EAF), or
- Full Environmental Assessment Form (Full EAF)

Projects are classified as:

- Type I Actions

- Unlisted Actions
- Type II Actions (no further environmental review required)

SEQRA review must be completed before final approval is granted.

4. General Municipal Law §239-m Referral

Referral to the Fulton County Planning Department, pursuant to General Municipal Law §239-m, applies to applications located within 500 feet of:

- Municipal boundaries
- County or state roads
- County-owned property
- Agricultural districts

The County has up to 30 days to review and issue advisory comments. The Planning Board may not take final action until the referral period has expired or a response has been received.

A supermajority vote may be required to act contrary to a County recommendation of disapproval or modification.

5. Engineer Plans

Engineer-stamped plans may be required for projects involving:

- Stormwater infrastructure
- Grading or earthwork
- Structural systems
- Commercial construction
- Utility extensions

6. Public Hearings

When a public hearing is required:

- Re-imbusement cost for Publication of Public Hearings will be the responsibility of the applicant. The Clerk will advise and provide a copy of Notice and Invoice to the Code Enforcement Office
- Neighbor notification may be required
- Final action cannot occur until the public hearing is properly noticed and closed

7. Approval Duration and Extensions

Planning Board approvals are valid for one (1) year from the date granted.

If substantial work has not commenced within that time:

- The applicant must request an extension prior to expiration; or
- The applicant may be required to reapply and undergo full review.

8. After Approval

Following Planning Board approval:

- Building Permit fees are paid
- Conditions of approval must be satisfied
- No construction may begin until a Building Permit is issued