



**Development Review
Processes
in
the City of Binghamton**

**CITY OF BINGHAMTON
PLANNING DEPARTMENT
PH: 772-7028 | FAX: 772-7063**

Pre-Development Meetings

- **The Planning Division offers personalized pre-development meetings every Tuesday afternoon, from 2-4 PM, in 30 minute slots.**
- **Potential applicants can consult with staff from the Departments of Planning, Building, and Economic Development to jump-start the application process. Staff from other departments can attend as deemed necessary.**
- **Staff will identify all approvals needed, relevant requirements, and offer deadlines and a potential timeline.**
- **Please call the Department of Planning, Housing, & Community Development at (607) 772-7028 to schedule a meeting!**

Administrative Planning Review

- Required for all changes of use to a permitted use that is “allowed-by-right” and does not involve new construction.
- Reviewed by the Planning Department, Supervisor of Building Construction and Code Enforcement, and the Fire Marshal.
- Generally processed in 1-2 weeks after submission.
- Staff has discretion to request Planning Commission review of a site plan for complex projects.
- Note: only “Type II” actions under SEQR may be reviewed administratively.

Attend pre-development meeting



Submit application, site/ floor plans, and any other relevant documentation



Staff will process the application within 1-2 weeks

Planning Commission Review

- Required for all new construction or additions, for all non-residential uses exceeding 4,000 square feet, for all new parking areas, and for all uses requiring site plan review or a special use permit.
- Generally, 1 or 2 public meetings are required which can take up to 3 months from application submittal to final approval.



Zoning Board of Appeals

- If an applicant perceives a specific regulation to be too burdensome and/or restrictive, they have the ability to request a variance from the Zoning Board of Appeals.
- The Board weighs factors, as set by state statutes, in order to discern if a requested variance warrants being granted in whole or in part*.
- Review is generally takes 1-2 months from submittal of an application to final approval.

**there is no guarantee of approval*



Zoning Board of Appeals (Cont.)

- There are two types of variances:

- Area Variance: request to allow something that is lesser or greater than permitted.

Example: a request to allow a side setback of 3' where 5' is the minimum.

- Use Variance: request to allow a use that is not permitted within the underlying zoning district. These are subject to strict scrutiny under conjunctive legal test, which makes them difficult to obtain.

Example: request to allow a restaurant in a residential district, where such a use is not permitted.

- The legal tests that must be met for area and use variances are included in the *Zoning Board of Appeals* application packet.