



PLANNING DEPARTMENT
VILLAGE OF JOHNSON CITY

MUNICIPAL BUILDING
243 MAIN STREET • JOHNSON CITY, NY 13790

PHONE: (607) 797-9098
FAX: (607) 798-9553
WEBSITE: www.villageofjc.com

Zoning Application Check List

The following items are needed **prior** to the acceptance of a Zoning Permit Application. Missing information will delay the processing of your application.

- Completed Zoning Application
- Application Fee
(Cash or check made payable to the Village of Johnson City. Please note - If this fee is not paid by 4:00pm on the date of the Planning Board meeting, the application will be pulled from the board's agenda)
- Written Narrative describing the proposed action
- Detailed Site Plan
(See the site plan narrative for specific information that must be included on the plan. Applicants must provide at least one copy of the plan on paper no smaller than 11" x 17". For more detailed projects, such as new building construction, applicants must also provide one copy on paper that is 22" x 34".)
- Written consent from the property owner if different from the applicant
- Completed SEQR (short form)
- Completed SEQR (long form)
- 239 Review Submission Form
(This is required for properties that are located within 500 feet of a State or County Road or a Municipal Boundary)
- Other Documents - Please provide 1 copy of any special agreements, easements, restrictions, conveyances or covenants governing the property.