

**CONTACT:**

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Fulton Community Development Agency (CDA)  
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**CONTACT:**

**City of Fulton Code Enforcement**  
141 S. First Street | Fulton, NY 13069  
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**City of Fulton**

**PROJECT PRE-APPLICATION FORM**

**Applicant:** Name \_\_\_\_\_ Title/Role: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_ City, State. & Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant:** Name \_\_\_\_\_ Title/Role: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_ City, State. & Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Sponsor:** Name: \_\_\_\_\_ Title/Role: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
(If other than applicant) Address 2: \_\_\_\_\_ City, State. & Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**— PROJECT DESCRIPTION —**

Project Title: \_\_\_\_\_

Project Address: \_\_\_\_\_

**Project Type** (check one):  Residential  Commercial  Industrial  Institutional  Mixed-Use

**Scope of Work** (check *all* that apply):

- Vegetation Removal
- Addition to Bldg. /Structure
- New Structure
- Accessory Structure
- Facade Change
- New Paving
- New Planting
- Landscaping
- Demolition
- Tree Removal
- Earthwork
- New Parking
- Structure Expansion
- Sign Modification/Replacement<sup>1</sup>

<sup>1</sup> Contact the Fulton Community Development Agency to discuss potential funding assistance/availability for signage enhancements or replacement.

## — Zoning & Environmental Review Information —

Project is in which Zoning District(s)? \_\_\_\_\_

What is the primary use of the proposed project? \_\_\_\_\_

- |  |                                  |                              |                             |
|--|----------------------------------|------------------------------|-----------------------------|
| Does project include extending or enlarging a non-conforming use or structure?   | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is proposed project consistent with adjacent land uses?  | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does project require a Use Variance?   | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does project require a Special Permit or Temporary Special Permit?   | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will project need Zoning Variance(s) for bulk or area regulations?   | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will project meet off-street parking and/or loading regulations?   | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project require a Subdivision?  | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is project a national/local landmark or located in a Historic District?  | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is project within 100 feet of wetlands?  | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is project in a 100-Year Flood Zone or in an area designated by FEMA as a Floodway?  | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is project located within 750 feet of any lot zoned for residential use, any public park, child-care facility, playground, school or house of worship? Notwithstanding the foregoing, if a business that qualifies as a head shop is also an adult-use cannabis retail dispensary duly licensed by the State of New York, the setback requirements from the aforementioned facilities shall be those established by the New York State Cannabis Law and its implementing regulations, as may be amended from time to time. | <input type="checkbox"/> Unknown | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## — Project Narrative —

Applicant must attach a written project narrative describing the proposed development in detail. If a Zoning Variance(s) is needed from the Zoning Board of Appeals, the narrative should explain what variance(s) is needed and why the proposal would be infeasible without relief from requirements. For new multiple dwellings and commercial buildings, the scope and definition of the proposed development shall include all previous development on the property occurring within the past two (2) years within 200 feet of the proposed development, which, when considered together, may have a substantial aggregate impact on surrounding properties.

ELECTRONIC SUBMISSIONS: Please provide electronic versions of ALL documents submitted.

LARGE FILES: Incoming e-mails to City must be under 10 MB in size (incl. msg. envelope), so either provide a CD-OM, flash/thumb drive, or use a free file-sharing web site, like: [www.hightail.com](http://www.hightail.com), [www.dropbox.com](http://www.dropbox.com), [www.google.com/drive](http://www.google.com/drive), etc. You can also split documents into smaller parts and send multiple emails/files to: [codes@cityoffulton.com](mailto:codes@cityoffulton.com).

PROJECT PRE-APPLICATION FORM: Submit to the Community Development Agency in person at 125 W. Broadway, Fulton, NY 13069 or at [cshue@fultoncda.com](mailto:cshue@fultoncda.com).



ESCROW PAYMENTS

I hereby acknowledge that the proposed project may require an escrow payment in accordance with the City of Fulton Escrow Law should professional engineering or legal services be required. Please contact City Codes Enforcement office for more information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Codes Office Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

