Project: **Project Name & (eB #)**

Cornell funded projects at Endowed (non-State) facilities/land typically follow Municipal Approvals outlined in D3b. Confirm at project onset the approval path with OUA/Planning and CCF Director or CCF AHJ. Also refer to D3a for related Permit requirements.

- State College project using Cornell Funds at Cornell building follow D3
- Endowed College project using Cornell Funds at State Building follow D4
- SUCF Managed or SUCF Campus-Let projects on Cornell land refer to CCF Director and OUA/Planning

☐ Project involving new buildings, additions, or site impacts (*parking, open space*), review Municipal approvals with OUA/Planning. *(CU Planner reaches out to Municipal Planner to determine other board or committee approval requirements (ILPC, SHPO, Board of Public Works, etc.) prior to Consultant selection process)*

☐ Complex Projects: Hold internal Municipal Approval Meeting *(OUA/Planning Office, University Counsel, Government Relations, Key Stakeholders)* mapping Municipal and AHJ approvals

☐ Complex Projects: Projects spanning multiple jurisdictions (*building, site improvements, storm water, etc.*) may required MOU – time intensive and requires University Counsel *(among others)*

☐ Coordinate Municipal approvals with Design PAR, Consultant RFP, Consultant Contract, Project Schedule, and Internal Municipal/Design Reviews

☐ Prior to PM engagement with Municipal Staff, coordinate with OUA/Planning. Submission of applications, documents, and presentations should be reviewed by OUA/Planning *(often others – see Complex Project note above)*
☐ Set Municipal Approval Schedule (Include document/presentation prep., submission deadlines, CU pre-municipal presentation meeting/practice, and meeting/board dates):

- Sketch plan approval
- Prelim site plan
- SEQR/ EAF/ EIS ([www.dec.ny.gov](http://www.dec.ny.gov))
  - SEQR/CEQR (Engage E&S and FE)
- Final site plan
- When Stormwater Pollution Prevention Plan (SWPPP) required, complete prior to final site approval (*PM remind Consultant that local SWPPP req. may exceed min. State req.*)

☐ Projects with AHJ responsibility with Town or City of Ithaca, engage in regular CU/AHJ meetings

☐ Review project in early Design with EH&S (Fire Marshal) and appropriate fire department

- Determine fire authority: establishes related req. for municipal approval
- Written Fire Department approval required for most Municipal/AHJs

☐ Compliance w/ Tompkins County 239 Review

- Meet with the OUA/Planning Office to determine if 239 L-M review will be required, go to the [239 website](http://239website) and review possible triggers (*ex. near municipal boundary, county road or land*)
- Project may need to respond to Tompkins County Energy Recommendations for New Construction
- If MOU between two Municipalities is anticipated, engage CU Councel early

☐ City/Town:

- Green Building Code after FY2020 – required (*once Approved*)

**Note:** Projects that require Zoning Variance and Planning Board approval may also require: traffic study, sound/noise study, aesthetic impact study, archeological assessment, etc. Many times a Sketch Plan review (if needed) is used in part to define any special concerns.