

### **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*
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- 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 I239 L-M review will be required, go to the [239 website](#) 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 Council early
- City/Town:
  - [Ithaca Energy Code Supplement](#) – required (*once Approved*)
- For more information on Hot Work Permits, please view the Contractor Guidelines [here](#)

**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.*