

City Engineering Dept

City of Watertown

Room 304

245 Washington St

Watertown, NY 13601

Reference Location at:

891 Coffeen St

Watertown, NY 13601

To whom it may concern:

Regarding Site Plan Waiver application involving 891 Coffeen St Watertown, NY.

The plan for expansion includes paving of the proposed area, subject to a 5' set back from the existing sidewalk along Coffeen Street.

The dimensions of this area is approximately 2160 square feet. The approximate number of parking spaces will be 7 or 8. The size of each space will be 10' x 20' with striping.

Brush will be removed, as needed, to accommodate the area to be finished. The access will allow for 2 way travel in or out of the parking area. This new area will provide a marked benefit, not only to better parking, but also with snow removal in the winter.

Respectfully,

James D. Penney - Watertown



**CITY OF WATERTOWN
SITE PLAN WAIVER**

1869

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: State Farm Parking Lot Expansion

Tax Parcel Number: 8-13-103

Property Address: 891 Coffeen St, Watertown Ny 13601

Existing Zoning Classification: Neighborhood Business

OWNER OF PROPERTY

Name: LAURA D. PENAZEK-WHITNEY

Address: 891 Coffeen St Watertown Ny 13601

Telephone Number: 315-788-0041

Fax Number: 315-788-1779

APPLICANT

Name: LAURA D. PENAZEK-WHITNEY

Address: 891 Coffeen ST. Watertown Ny 13601

Telephone Number: 315-788-0041

Fax Number: 315-788-1779

Email Address: _____

ENGINEER / ARCHITECT / LAND SURVEYOR

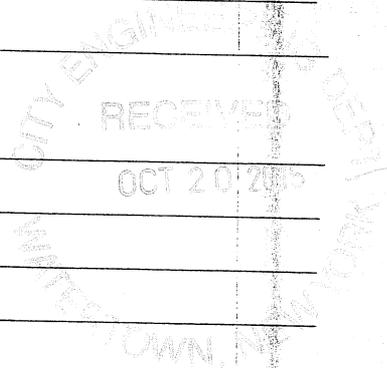
Name: N/A

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____



work sheet

REQUIRED DRAWINGS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)
- COMPLETED PART I OF ENVIRONMENTAL ASSESSMENT FORM
- SITE PLAN SKETCH *attached*

- Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets etc.
- All proposed above ground features are shown and clearly labeled "proposed".
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- All vehicular & pedestrian traffic circulation is shown.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".
- The north arrow & graphic scale are shown.

GENERAL INFORMATION

- Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.
- Plans have been collated and properly folded.
- Explanation for any item not checked in the Site Plan Waiver Checklist.
(Attach separate sheet with explanation and comments)

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) Laura D. Penazek-Whitney

Applicant Signature *Laura D. Penazek-Whitney* Date: Oct 14, 2015

801 E

BACK CORNER

Added Lease property

← Proposed new Parking →

EXISTING SF area property

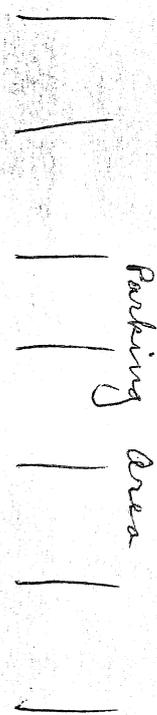
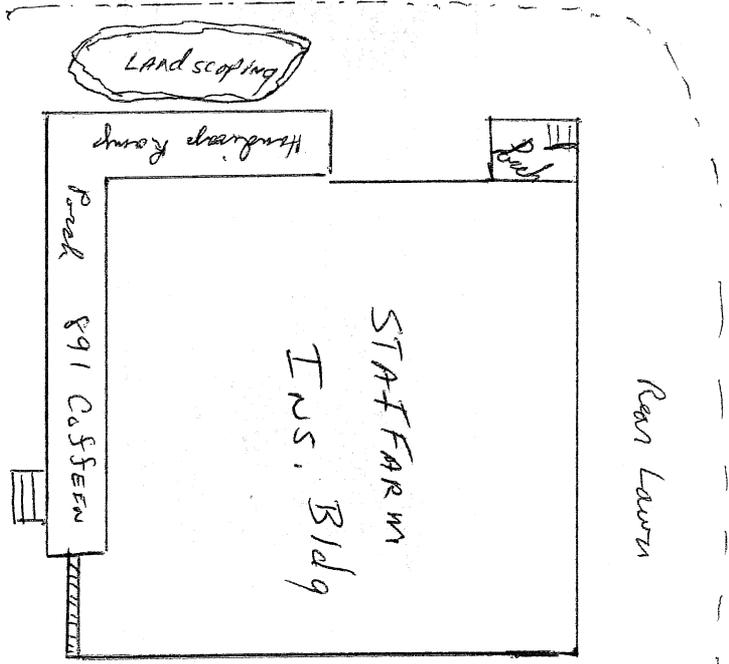
EXISTING DRIVEWAY

FRONT STANCE

891 COFFEE

ST

FRONT



REAR

FRONT LAWN AREA

SIGN

PARKING area



Rear Entrance

← SIDEWALK →

BELLEVUE AVE

Business Lease

THIS AGREEMENT, entered into this 14th day of October 2015 Between RICHARD A. CHASE, (hereinafter called the "Lessor"), party of the first part, and LAURA D. PENAZEK-WHITNEY DBA STATE FARM INSURANCE AGENCY, (hereinafter called the "Lessee" or "Tenant", part of the second part;

WITNESSETH, that the said Lessor does this day lease unto said Lessees, and said Lessee does hereby hire and take as Tenant under said Lessor the VACANT LOT (approximately 20 ft. wide by 120ft long) adjoining lessors and lessees' property at 865 Coffeen Street, Watertown, New York, to be used by the Lessee for the sole purpose of a parking lot. The term of this lease is for one hundred twenty (120) months beginning the 15th day of October, 2015, and ending on the 14th of October 2025, for the agreed total of three hundred dollars (\$300.00) per month. Rent shall be payable to Lessor and forwarded to Lessor's address at 1760 County Route 45, Fulton, New York 13069.

The following express stipulations and conditions are made a part of this Lease and are hereby assented to the Lessee:

1. The Lessee shall not assign this Lease, nor sub-let the premises, or any part thereof nor use the same, or any part thereof, nor permit the same, or any part thereof, to be used for any other purpose than as above stipulated without written consent of the Lessor, and all improvements which may be made by Lessee, except movable improvements, shall become the property of the Lessor and remain upon the premises as a part thereof, and be surrendered with the premises at the termination of this Lease. Lessor's consent to the above shall not be unreasonable withheld.
2. All personal property placed or moved in the premises above described shall be at the risk of the Lessee or owner thereof, and Lessor shall not be liable for any damage to said personal property, or from any act of negligence of any other person whomsoever.
3. That the Tenant shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and City Government and of any and all their Departments and Bureaus applicable to said premises, for the correction, prevention and abatement of nuisances or other grievances, in, upon, or connected with said premises during said term.
4. The prompt payment of rent for said premises upon the dates named, and the faithful observance of the rules and regulations printed upon this Lease, and which are hereby made a part of this covenant, and of such other further rules or regulations as may be

hereafter made by the Lessor, are the conditions upon which the Lease is made and accepted and any failure on the part of the Lessee to comply with the terms of said Lease, or any said rules and regulations now in existence, or which may be hereafter prescribed by the Lessor, shall at the option of the Lessor, work a forfeiture of this contract, and all of the rights of the Lessee hereunder, and thereupon the Lessor, his agent or attorneys, shall have the right to enter said premises, and remove all persons therefrom forcibly or otherwise, and the Lessee thereby expressly waive any notice and all required by law to terminate tenancy, and also waive any and all legal proceedings to recover possessions of said premises, and expressly agree that in the event of a violation of any terms of this Lease, or of said rules and regulations now in existence, or which may hereafter be made, said Lessor, his agent or attorneys, may immediately re-enter said premises and dispossess the Lessee without legal notice or the institution of any legal proceedings whatsoever.

5. Either party breaching this agreement shall be liable for reasonable attorney's fees and cost necessary to enforce same.
6. It is expressly, agreed and understood by and between the parties to this agreement, that the Lessee shall be liable for any damage or injury incurred on said property. Falls or Injuries caused by ice or snow from the carelessness, negligence or improper maintenance of said property shall also be the Lessees' responsibility. The Tenants agree to keep and maintain the Leasehold Premises and surrounding areas in a clean and sanitary condition at all times, free of all garbage and debris. The lawn care and snow removal will be maintained at the expense of the Tenants.
7. If the Lessee shall become insolvent or if bankruptcy proceedings shall be begun by or against the Lessee, before the end of said term the Lessor is hereby irrevocably authorized, at its option, to forthwith cancel this Lease, as for a default. Lessor may elect to accept rent from such receiver, trustee or other judicial officer during the term of their occupancy in the fiduciary capacity without effecting Lessor's rights as contained in this contract, but no receiver, trustee or other judicial officer shall ever have any right, title or interest in or to the above described property by virtue of this contract.

8. This contract shall bind the parties and their assigns or successors, and the heirs, assigns, administrators, legal representatives, executors or successors as the case maybe, of the parties.
9. The rights of the Lessor under the foregoing shall be cumulative, and failure on the part of the Lessor to exercise promptly any rights given hereunder shall not operate to forfeit any of the said rights.
10. It is further understood and agreed between the parties hereto that any charges against the Lessee by the Lessor for services or work done on the premises by order of the Lessee or otherwise accruing under this contract shall be considered as rent due and shall be included in any lien for rent due and unpaid.
11. The Lessee shall give one hundred eighty (180) days written notice to the Lessor in the event they wish to terminate this Lease prior to the end of the term.
12. Lessee shall be responsible for insuring all personal property and contents on premises against loss. The Lessee shall at all times maintain sufficient and customary public liability insurance for the said property.

RE. 13. lease may be Renewed after 10 yrs with a price adjustment

For the Lessor: Richard A. Chase
 1760 County Route 45
 Fulton, New York 13069

For the Lessee: Laura D. Penazek-Whitney
 DBA State Farm Insurance Agency
 Corner of Coffeen Street & Bellow Ave.
 Watertown, New York 13601

IN WITNESS WHEREOF, the parties hereby have hereunto executed this instrument for the purpose herein express, the day and year above written.

Richard A. Chase

Laura D. Penazek-Whitney

Date: 10/14/15

Date: 10-14-15

Lessor: RICHARD A. CHASE

Lessee: Laura D. Penazek-Whitney

October 22, 2015

To whom it may concern,

I grant Laura Whitney permission to apply for a site plan waiver for her proposed parking lot extension on the property I have leased to her on Coffeen St Watertown, NY.

Richard Chase

A handwritten signature in black ink, appearing to read "Richard Chase", written in a cursive style.

315-402-7303