

ZONING BOARD OF APPEALS

Village of Skaneateles

26 Fennell Street

Skaneateles, NY 13152

315-685-2118

Fax 315-685-0730

.....
Instructions for Application for Appeal and/or Applications for Special Use Permit to the
Zoning Board of Appeals
.....

- A. Please prepare this 2 page Appeal or Application for a Special Use Permit by printing in ink or by computer. Submit the signed and dated original and 6 copies to the Secretary of the Zoning Board of Appeals.
- B. Please complete the “Short Environment Assessment Form, Appendix B” located on the Village of Skaneateles website. Submit the signed and dated original and 6 copies to the ZBA secretary.
- C. Please submit with your application and copies the appropriate fee per the schedule below:

- 1. Appeals and Application for Variances:
 - a. Shed, Fence, A/C Pad.....**\$100.00***
 - b. A variance that does not increase non-conformity.....**\$100.00***
 - c. Adaption for handicapped accessibility.....**\$100.00***
 - d. Residential up to \$500,000.....(per parcel).....**\$250.00***
 - e. Residential over \$500,000.....(per parcel).....**\$500.00***
 - f. Commercial.....(per parcel).....**\$300.00***
- 2. Applications for Special Use Permits.....(per parcel).....**\$200.00***
- 3. Other applications: If public hearing is required.....**\$200.00***
If no public hearing is required.....**\$100.00***
- 4. Renew expired time limit condition or a variance.....**Same as original cost**

***Plus expert assistance expenses, professional fees**

(Section 2, paragraph 5 of Local Law #2 of 1995, defines this as “Expert assistance expenses to be paid on behalf of the Zoning Board of Appeals: On any application or appeal the applicant or appellant shall be obligated to pay for all expert assistance, including but not limited to engineering services required by and as determined by the Zoning board of Appeals through and including the date of the application for a Certificate of Occupancy or a Certificate of Completion.”)

- D. Please attach to your appeal and/or application, all information required by the provisions of Zoning Law of the Village of Skaneateles, (Local Law #2-1975) relating to your appeal and/or application. A copy of the Zoning Law is available for viewing at the Village Office, or on the internet at www.generalcode.com.
- E. Upon receipt of the COMPLETE “Notice of Appeal or Application for Special Use Permit” and the required fee(if any), the Zoning Board Secretary shall forward all said information to the Planning Board for recommendation, and then to the Zoning Board of Appeals. A legal notice of the Zoning Board of Appeals will be published in the *Skaneateles Press* or other declared legal publications 10 days before the public hearing.

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.....
(1) NOTICE OF APPEAL

(2) APPLICATION FOR SPECIAL USE PERMIT
.....

Date of Application_____

To the Zoning Board of Appeals of the Village of Skaneateles, Onondaga County, New York

I/We _____
Printed or Typed Name of Appellant(s) and/or Applicant(s)

Address_____

(1) I hereby appeal the decision of the Village Code Enforcement Officer (Building Inspector)

_____ which was denial of a Zoning Permit

_____ which was denial of a Certificate of Occupancy

_____ to vary the strict application of the provisions of:

Article_____ Section 225 Subsection_____

Article_____ Section 225 Subsection_____

Article_____ Section 225 Subsection_____

(2) I hereby apply for: (check all applicable)

_____ A **SPECIAL USE PERMIT** required by the provisions of Article III, Section 225-10
B (1) & Section 225-11 B (2)

_____ A **FLOODWAY PERMIT** required by the provisions of Article III, Section 225-10
B (3) & Article VI, Section 225-18 B
.....

This appeal or application relates to:

_____ Street Number _____ Street Name

Tax Map Number_____

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The applicant shall use this sheet to state the Zoning Board of Appeals details of the variances requested.

Zoning District of the lot _____

Column

- #1 From the Density Control Schedule (Section 225-A5) fill in the minimum requirements for said lot in your Zoning District
- #2 Indicate the existing set-back dimensions, percentages, that are not-conforming with the figures in column #1, and that will not be changed by the proposed construction
- #3 Indicate the dimensions, area (in square feet) and percentages that will result from your proposed construction
- #4 Indicate the variance requested (subtract #3 from #1)

Columns →	#1	#2	#3	#4
Open Area (sq. ft.) as a % of lot area				
Front yard dimension (ft.)				
Left side yard dimension (ft.)				
Right side yard dimension (ft.)				
Both side yards combined (ft.)				
Rear yard dimension (ft.)				
Max. width of structure as a % of lot width (Structure width divided by lot width)				
Min. livable floor area, each dwelling				

List below any OTHER variances, Special Permits requested
(Section of the Zoning Law) (Description)

Please state below all reasons to support your appeal or application. Attach other sheets as needed to support your appeal/application

Dated _____

Signature of Applicant/Appellant

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban	<input type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial
<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Residential (suburban)
<input type="checkbox"/> Parkland	<input type="checkbox"/> Other(Specify):		

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

***Short Environmental Assessment Form
Part 2 - Impact Assessment***

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)