

**TOWN OF SKANEATELES  
COMMON APPLICATION FORM**

**Site Plan Review, Special Permit, Variance, Subdivision, Zone Change**

Contact Town Staff if you need assistance

**I. PROPERTY INFORMATION**

**Address:** \_\_\_\_\_ **Tax Map# (s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Proposal** *(example: propose to build a single family residence on a vacant 2.3 acres lot in the RF District)*

Proposal is to \_\_\_\_\_  
\_\_\_\_\_

**II. ACTION(S) REQUESTED** *(ONE (1) Common Application Form may be used for multiple actions on same project)*

Application is for the following: - **Mark ALL appropriate actions & ADD related INSERTS:**

**Planning Board:**

\_\_\_\_ Site Plan Review:                      \_\_\_\_ Major                      \_\_\_\_ Minor  
\_\_\_\_ Special Permit:                      \_\_\_\_ Major                      \_\_\_\_ Minor  
\_\_\_\_ Subdivision:                      \_\_\_\_ Major                      \_\_\_\_ Minor  
\_\_\_\_ Lot Line Adjustment-Lot Merger-Resubdivision

**Zoning Board of Appeals**

\_\_\_\_ Area Variance  
\_\_\_\_ Use Variance  
\_\_\_\_ Interpretation

**Town Board:**

\_\_\_\_ Special Permit – Major  
\_\_\_\_ Zone Change/Text Amendment

**III. CERTIFICATIONS**

**Site Inspection and Public Hearing**

1. The applicant agrees, on reasonable notice, to site inspections in conjunction with the review of this application by board members and/or representatives of the Town of Skaneateles.
2. The applicant understands that a hearing(s) may be held on this application and that notice of such hearing(s) will be advertised in the official Town paper as prescribed by law.

**Fees**

The applicant agrees to pay expenses incurred by the Town related to the review of this application that may include processing expenses, cost of public notice(s) and escrow (when required by the reviewing Board) expenses.

**Compliance**

The undersigned affirms under the penalty of perjury that to the best of his/her knowledge and belief that all the statements given in and accompanying **(INSERTS, plans, any supporting documents)** this Common Application Form are accurate and true. The undersigned agree to comply with all applicable laws, ordinances and regulations; that all work will be performed in the manner as set forth in the application and in accordance with the final resolution, plans and specifications as adopted by the respective Town boards.

**Owner:**                      Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant/Agent:**                      Print name: \_\_\_\_\_  
*(if different)*

Relationship to owner: \_\_\_\_\_ *(legal documentation may be required)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. CONTACT INFORMATION**

OWNER

APPLICANT (if different than owner)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**V. PROFESSIONAL ADVISOR(S)**

Type of advisor: \_\_\_\_\_

Type of advisor: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Firm: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**VI. NOTIFICATION – SURROUNDING PROPERTY OWNERS** *(staff assistance available)*

Write owner name & mailing address of adjacent properties and properties directly across street/highway.

**North Boundary**

Name & Mailing address

Circle: adjacent or across street/highway

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**South Boundary**

Name & Mailing address

Circle: adjacent or across street/highway

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**East Boundary**

Name & Mailing address

Circle: adjacent or across street/highway

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**West Boundary**

Name & Mailing address

Circle: adjacent or across street/highway

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. AGRICULTURAL DATA STATEMENT**

*(Pursuant to NYS Agricultural & Markets Law 25AA §305-a) (See also Town Zoning §148-31C)*

- |    |   |    |     |
|----|---|----|-----|
| 1. | Is this property within an Agricultural District and contains farm operations?          | No | Yes |
| 2. | Is this property within 500 ft of a farm operation located in an agricultural district? | No | Yes |

**If Yes to either question** - provide the name and address of land owners containing farm operations located **within an Agricultural District and within 500 ft** of the application property. This is **NOT** required for applications for **Area** Variances.

*(use additional sheet if more space is needed)*

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Tax Map#: _____	Tax Map#: _____

**VIII. DISCLOSURE OF INTEREST** *(pursuant to NYS General Municipal Law §809)*

1. **Every** application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality **shall state** the name, address, and the nature and extent of the interest of any state officer and any officer and employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the application) to the extent known to such applicant.
2. An officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their parents, siblings, children, grandchildren or the spouse of any of them:
  - a. Is the applicant, or
  - b. Is an officer, director, partner or employee of the applicant, or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
  - d. Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

The **applicant hereby states**, pursuant to the provision of Section 809 of the General Municipal Law, the name, residence and the nature and the extent of the interest of any state officer or employee of the Town of Skaneateles and/or the County of Onondaga with this application.

***If none, insert "none"***

<b>Name</b>	<b>Residence Address</b>	<b>Nature of relationship</b>

**IX. REFERRAL TO COUNTY PLANNING AGENCY:**

**Check appropriate box**

Does this application propose new text or amendments to the Town Comprehensive Plan(s) or zoning regulations? No    Yes

Is the property within **500 feet** of:

- 1. Town of Skaneateles boundary line? No    Yes
- 2. state or county thruway/highway/roadway? No    Yes
- 3. existing or proposed state or county park/recreational area? No    Yes
- 4. existing or proposed county-owned stream or drainage channel? No    Yes
- 5. existing or proposed state or county-owned parcel on which a public building or institution is situated? No    Yes
- 6. a farm operation located in an agricultural district? No    Yes

**X. LOCATION AND SITE INFORMATION** *(staff assistance available)*

- 1. Is the property fully or partially covered by designated flood hazard area? No    Yes
  - 2. Is the property fully or partially affected by regulated wetlands? No    Yes
  - 3. Is the property fully or partially within the Lake Watershed Overlay District for:
    - Skaneateles Lake? No    Yes
    - Owasco Lake? No    Yes
  - 4. Is the property fully or partially within the Open Pit Mining Overlay District? No    Yes
  - 5. Is any lake, stream or other watercourse within:
 

*(see Watercourse definition Town Zoning §148-56)*

    - a) 100' of proposed project? No    Yes
    - b) 200' of proposed project? No    Yes
  - 6. Does any portion of property contain slopes:
    - exceeding 12%? No    Yes
    - exceeding 30%? No    Yes
  - 7. Is any portion of property limited by any easements? No    Yes
- If yes –specify easement type(s) and holder name(s): \_\_\_\_\_

- 8. What is the existing Zone District(s) on the property: **Check all that apply**
  - Rural and Farming (RF) \_\_\_\_\_
  - Rural Residential (RR) \_\_\_\_\_
  - Highway Commercial (HC) \_\_\_\_\_
  - Hamlet (HM) \_\_\_\_\_
  - Industrial/Research/Office (IRO) \_\_\_\_\_

9. List prior zoning or subdivision actions from the Town of Skaneateles *(staff assistance available)*

\_\_\_\_\_

\_\_\_\_\_

10. The property is \_\_\_\_\_ [sq. ft. – acres] and what is its general character of existing use?

- Check all that apply**
- |                   |                       |
|-------------------|-----------------------|
| Vacant _____      | Non-residential _____ |
| Agriculture _____ | Commercial _____      |
| Residential _____ | Industrial _____      |