

**Town of Skaneateles Zoning Board of Appeals (ZBA)**

**INSERT: AREA Variance**

(Pursuant to §148-10-10.E)

Contact Town Staff if you need assistance

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

Property Tax Map# \_\_\_\_\_

**The applicant understands that:** (please mark or check to acknowledge that you have read each)

\_\_\_ The area variances, if granted shall be the minimum variance necessary and adequate, while preserving and protecting the character of the neighborhood and the health, safety and welfare of the community.

\_\_\_ The ZBA shall consider the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community. It shall consider that Skaneateles Lake is a public water supply and shall not grant any variance that, individually or in combination with other variances, may result in pollution of the lake from more intensive use of property, encroachment into required lake yards, additional surface water runoff or subsurface leaching of septic waste or any other factors.

The applicant **shall respond in writing** to the following required criteria. (use additional sheets if needed)

- 1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance.

Applicant response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance.

Applicant response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Whether the requested area variance is substantial; within 200 feet of Skaneateles Lake, any area variance that enlarges a building or enables it to encroach into a required lake yard shall be presumed to be substantial because of the cumulative risk of degradation of the lake posed by granting individual variances. This is rebuttable.

Applicant response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; within 200 feet of Skaneateles Lake, any area variance that enlarges a building or enables it to encroach into a required lake yard shall be presumed to have an adverse environmental impact because of the cumulative risk of degradation of the lake posed by granting individual variances. This is rebuttable.

Applicant response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5. Whether the alleged difficulty was self-created, which shall be relevant to the decision of the Board but which shall not necessarily preclude the granting of the area variance.

Applicant response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TURN OVER** - for REQUIRED SUBMISSIONS

**INSERT: AREA Variance**

(Pursuant to §148-10-10.E)

**SUBMISSION REQUIREMENTS**

**FILING FEE**

\_\_\_\_\_ \$200.<sup>00</sup>                      **Amendment:** \_\_\_\_\_ \$100

**ONE (1) original:**

- \_\_\_\_\_ 1. Common Application Form – completed and signed
- \_\_\_\_\_ 2. ZBA AREA Variance insert – completed
- \_\_\_\_\_ 3. Narrative responses to review criteria or additional supporting documentation
- \_\_\_\_\_ 4. SEQR **Short** form – completed (Board may require completed Long Form or more information)
- \_\_\_\_\_ 5. Photocopy of CEO Denial of Permit
- \_\_\_\_\_ 6. Letter of authorization - if agent of property owner or applicant.
- \_\_\_\_\_ 7. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- \_\_\_\_\_ 8. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-7-1.E & F).

**NINE (9) copies of:**

- \_\_\_\_\_ 9. Current survey (per §148.10-1.D.1), with location map, stamped and signed by licensed land surveyor
- \_\_\_\_\_ 10. Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional.

**PLEASE NOTE:** You may simultaneously apply for a Use or Area Variance in anticipation that your requested interpretation is denied. If so – **include** the Interpretation Insert with this submission.

**REFERRALS AND CONTACTS WITH OTHER AGENCIES**

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.**

**Please indicate if you have contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)**

		<u>Contact Date</u>	<u>Response</u>
<b>Highway Access:</b>	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
<b>Water Supply:</b>	Town Water Dept.	_____	_____
<b>Sanitary Waste:</b>	Onondaga Co Health Dept.	_____	_____
<b>Natural Resources:</b>	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____

**PROCEDURE SUMMARY**

1. Pre-application meeting/CEO Denial of Permit
2. Submittal Deadline (Two [2] weeks prior to ZBA meeting date)
3. Preliminary Zoning Board of Appeals review of application
  - a. Determine completeness
  - b. Request additional information or submissions
  - c. Schedule Site visit and formal review meeting date
  - d. Refer application to other agencies
4. Formal Zoning Board of Appeals Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

Contact Town Staff if you need assistance