

Town of Skaneateles Planning Board

INSERT: MINOR Site Plan Review

(Pursuant to §148 -10-5, 6, 8 & 9)

Contact Town Staff if you need assistance

Applicant Name: _____

Property Tax Map# _____

PROJECT CLASSIFICATION

Project is: New project: _____
Amendment: _____ Minor Site Plan Review _____

PROJECT DESCRIPTION (attach additional sheets if needed)

1. Describe the proposal:

2. Describe existing conditions on the property:

3. Describe proposed physical or operational changes to the property:

SITE PLAN REVIEW STANDARDS – see §148-10-6 and PROCEDURES §148-10-8 & 9

TURN OVER - for REQUIRED SUBMISSIONS

INSERT: MINOR– Site Plan Review

(Pursuant to §148 -10-5, 6 & 9)

SUBMISSION REQUIREMENTS

FILING FEE _____ \$200.⁰⁰ - **NEW** project
_____ \$100.⁰⁰ - **AMENDMENT/ 6-month EXTENSION** of approved project
Professional fees are additional (to be determined at initial review)

ONE (1) original:

- _____ 1. Common Application Form – completed and signed
- _____ 2. MINOR Site Plan Review 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. Letter of authorization - if agent property owner or applicant.
- _____ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- _____ 7. 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).

TEN (10) copies of:

- _____ 8. Current survey (per §148-10-1.-D.1), with location map, stamped/signed by licensed land surveyor.
- _____ 9. Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional. (per §148-10-8.A)
- _____ 10 Erosion-stormwater control plan, if required, (per §148-10-8A.10 & §148-5-4E)

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

PROCEDURE SUMMARY

1. Pre-application meeting with Office of Codes Enforcement/Zoning Office
2. Submittal Deadline (closest weekday to 1st of each month; required follow-up info 10 days prior to regular meeting)
3. Preliminary Planning Board review of application
 - a. Determine completeness
 - b. Request additional information or submissions; set escrow if needed.
 - c. Schedule site visit and formal review meeting date; set escrow if needed.
 - d. Refer application to other agencies
4. Formal Planning Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution

Contact Town Staff if you need assistance