

Town of Skaneateles Planning Board
INSERT: MAJOR Special Permit – Site Plan Review

(Pursuant to Chapter 148 Art. IV)

Contact Town Staff if you need assistance

Applicant Name: _____
Property Tax Map# _____

PROJECT CLASSIFICATION

Project is: New project: _____ Major Special Permit _____
 Amendment: _____ Major 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 CRITERIA – see §148-18D

SPECIAL PERMIT REVIEW CRITERIA

The applicant shall **submit a narrative written report** responding to the criteria below. (see § 148-16B)

Considerations in granting or denying Special Permits. Before granting a Major project Special Permit, the Town Board shall make specific written findings that the proposed major project:

1. Will comply with all provisions and requirements of this chapter and of all other local laws and regulations and will be consistent with the purposes of the land use district in which it is located, with the Comprehensive Plan and with the purposes of this chapter.
2. Will not result in the release of harmful substances or any other nuisances, nor cause excessive noise, dust, odors, solid waste or glare.
3. Will not adversely affect the general availability of affordable housing in the Town.
4. Will not cause undue traffic congestion, unduly impair pedestrian safety or overload existing roads, considering their current width, surfacing and condition.
5. Will have appropriate parking and be accessible to fire, police and other emergency vehicles.
6. Will not overload any public water, drainage or sewer system or any other municipal facility or service, including schools.
7. Will not degrade any natural resource, ecosystem or historic resource, including Skaneateles Lake or Owasco Lake.
8. Will be suitable for the property on which it is proposed, considering the property's size, location, topography, vegetation, soils, natural habitat and hydrology and, if appropriate, its ability to be buffered or screened from neighboring properties and public roads.
9. Will be subject to such conditions on operation, design and layout of structures and provision of screening, buffer areas and off-site improvements as may be necessary to ensure compatibility with surrounding uses and to protect the natural, historic and scenic resources of the Town.
10. Will be consistent with the community's goal of concentrating retail uses in the village and hamlets, avoiding strip commercial development and locating nonresidential uses that are incompatible with residential use on well-buffered properties.
11. Will be able to comply with the rural siting principles in § 148-25, if applicable, and with the site planning standards of § 148-18D.
12. Will have no greater overall impact on the site and its surroundings than would full development of uses of the property permitted by right. This criterion shall not apply in the HC District.

TURN OVER - for REQUIRED SUBMISSIONS

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(Pursuant to Chapter 148 Art. IV)

SUBMISSION REQUIREMENTS

FILING FEE _____ \$500.⁰⁰ - **NEW** project
_____ \$250.⁰⁰ - **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. MAJOR Special Permit – Site Plan Review insert – completed
- _____ 3. Narrative responses to review criteria or additional supporting documentation
- _____ 4. SEQR **LONG** form – completed (reviewing Board may require completed more information)
- _____ 5. Letter of authorization - if agent of 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 §148-21E & F).

TEN (10) copies of:

- _____ 8. Current survey (per §148-41D(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 §148-18B)
- _____ 10 Erosion-stormwater control plan showing existing and proposed conditions, signed and stamped by licensed design professional (per §148-18B(10) & §148-26).

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
2. Preliminary Conference with Town and Planning Boards (per §148-15A)
3. Submittal Deadline (closest weekday to 1st of each month; required follow-up info 10 days prior to regular meeting)
4. Preliminary Board review of application
 - a. Determine completeness
 - b. Request additional information or submissions
 - c. Schedule site visit and formal review meeting date; set escrow if needed.
 - d. Refer application to other agencies
5. Formal Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution
 - i. Special Permit - Planning Board recommendation; Town Board Decision
 - ii. Site Plan Review Only - Planning Board decision

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