



Deposit Fee:

\$_____

Application Fee:

\$_____

TOWN OF CAZENOVIA • 7 ALBANY STREET • CAZENOVIA • NY 13035 • 315-655-9213

APPLICATION FOR SPECIAL USE PERMIT

Application is hereby submitted for: (check one)

☐ SPECIAL USE PERMIT (MAJOR)

MAJOR SPECIAL USE DEPOSIT: \$3500.00

APPLICATION FEE: \$150.00

☐ SPECIAL USE PERMIT (MINOR)

MINOR SPECIAL USE DEPOSIT: \$350.00

APPLICATION FEE: \$150.00

PROJECT NAME/LOCATION

PROJECT NAME: _____ DATE: _____

PROPERTY ADDRESS: _____

TAX MAP ID: _____

ZONING

CURRENT ZONING: _____

EXISTING USE: _____

Is this property subject to any previous land use cases: _____

☐ YES ☐ NO

If yes, please list the Ordinance Number: _____

PROPOSED USE

(Please include a detailed description of the proposed use in the required applicant's report)

APPLICANT/CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____ COMPANY: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

PROPERTY OWNER SIGNATURE: _____

PERMIT PROCEDURE

- A. Pre-application meeting and workshop. Before filing any application, a preliminary conference with the Codes Enforcement Officer is required to discuss the nature of the proposed use, to explain application requirements, provide a preliminary review for completeness, and to classify it as a major or minor project.

REQUIRED SUBMISSIONS FOR SPECIAL USE PERMIT APPLICATIONS

- A. Major project special permits. An application for a major project special use permit shall submit the following information. The number of copies required to be submitted and required submittal date shall be established by the reviewing board.
- (1) A major project application form. Copies of the application form and applicant's guide may be obtained from the Town Clerk's office or Town Zoning Office.
 - (2) Copies of a preliminary site plan and materials, containing the information listed in Chapter 133, Site Plan Review, as the Board deems necessary for conceptual review of the proposed use.
 - (3) A narrative report specifically describing how the proposed use will satisfy the criteria set forth in § 165-114, as well as any other applicable requirements relating to the specific use proposed.
 - (4) A long-form environmental assessment form or draft environmental impact statement.
 - (5) An agricultural data statement. (available from the Codes Enforcement Officer).
 - (6) The major project special permit application fee, as established by the Town Board, and required escrow deposit for review costs.
 - (7) A disclosure of interest form as required by § 809 of the General Municipal Law.
- B. Minor project special permits. An applicant for a minor project special permit shall submit the following information. The number of copies required to be submitted and required submittal date shall be established by the reviewing board.
- (1) A minor project application form. Copies of the application form and applicant's guide may be obtained from the Town Clerk's office or Town Zoning Office.
 - (2) Copies of a plot plan providing information sufficient to enable

the Board to make an informed decision (which may include some of the site plan information listed in Chapter 133).

- (3) A brief narrative describing the proposed use.
- (4) A short-form environmental assessment form (EAF) unless the reviewing board determines that the proposed special permit shall require a long-form EAF.
- (5) An agricultural data statement (available from the Codes Enforcement Officer).
- (6) The minor project application fee as established by the Town Board and any escrow deposit (if required).
- (7) A disclosure of interest form as required by § 809 of the General Municipal Law.

SITE PLAN REVIEW CHECKLIST

- (1) The title of the drawing, including the name and address and phone numbers of the applicant and the professional responsible for the preparation of such drawing.
- (2) North arrow, scale and date.
- (3) The boundaries of the property plotted to scale, including location, widths, elevations, topography at two-foot intervals (or as otherwise required by the Planning Board), and names of all existing and proposed streets and other pertinent features within 200 feet of the boundaries of the property.
- (4) The location and sizes of all existing and proposed buildings and structures, including building envelopes.
- (5) Deed restrictions (existing and proposed).
- (6) The identity and mailing addresses of the owners of all adjacent properties.
- (7) The locations, dimensions and purposes of all existing and proposed setbacks and easements.
- (8) The location, dimensions and purposes of any areas dedicated for public use.
- (9) A grading and drainage plan, showing existing and proposed contours, rock outcrops, depth to bedrock, soil characteristics (including type) and watercourses.
- (10) The location, design, type of construction, proposed use (including hours of operation) and exterior dimensions of all buildings.
- (11) Provisions for width and weight requirements of access streets and roads for fire trucks, school buses, Town equipment and other such vehicles.
- (12) Descriptions and color (s) of structure façade materials, including roofing, trim, etc.
- (13) Elevations at a scale of 1/4 inch equals one foot for all exterior facades of the proposed structure (s) and/or alterations to or expansion of existing facades, showing design features and indicating the type and color of materials to be used.
- (14) The location, design and type of construction of all parking and truck-loading areas, showing access and egress, with traffic circulation.
- (15) Provisions for width and weight requirements of access streets and roads for fire trucks, school buses, Town equipment and other such vehicles.

- (16) Provision for pedestrian access and walks.
- (17) The location of outdoor storage, if any.
- (18) The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- (19) A description of the method of sewage disposal and location, size, flow direction, design and construction materials of such facilities.
- (20) A description of the method of securing public water and location, size, design and construction materials of such facilities, where applicable. When no public water is proposed, a statement of the availability (quantity and quality) of subsurface water sources.
- (21) The location of fire and other emergency zones, including the location of fire hydrants, and ingress and egress to the same.
- (22) The location, size and design and type of construction of all proposed signs.
- (23) The location and proposed development of all buffer areas, including existing vegetative cover in specific detail for types of plantings, size and spacing.
- (24) The location, size and design of existing and proposed outdoor lighting facilities.
- (25) Identification of the location and amount of building area proposed for retail sites or similar commercial activity.
- (26) Landscape plan showing all existing natural land features, trees, forest cover and all proposed changes to these features, including size, type of plant material and spacing.
- (27) Photographs of all surrounding structures taken from a street side elevation (to depict existing predominant architectural features of the existing neighborhood).
- (28) An estimated project construction schedule.
- (29) A record of application for and status of all necessary permits from other governmental bodies.
- (30) Identification of any permits from other governmental bodies required for the project's execution.

- (31) Location and identification of any view sheds, natural, historical, architectural or cultural features, ridgelines, protected natural resources or other land features deemed to be of value in any Town-recognized Comprehensive Plan and/or any other amended and/or officially recognized Town planning document or resource.
- (32) A statement from the applicant setting forth in what matter the proposed site plan preserves open space, scenic views, identified natural resources on or within the viewshed of the subject property, the architectural compatibility with the architectural character of the area or neighborhood.
- (33) Such other elements, documents or information integral or related to the proposed development as may be considered necessary in the particular case by the Planning Board.
- (34) As part of the application, the applicant shall submit forms and documents required to show compliance with Environmental Quality Review and such other documents as may be required by law including a completed Short Environmental Assessment Form. (Long Form may be required at discretion of Planning Board.)

DISCLOSURE OF INTEREST FORM

Section 809 of the General Municipal Law provides as follows:

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 or 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 the "Applicant") to the extent known to such Applicant.

For the purpose of this section, an officer or employee shall be deemed to have an interest in the Applicant when he/she, his/her spouse, or his/her brothers, sisters, parents, children, grandchildren, or the spouse of any of them

is the Applicant, or

is an officer, director, partner or employee of the Applicant, or

legally or beneficially owns or controls stock of a corporate Applicant or is a member of a partnership or association Applicant, or

is a party to an agreement with such an Applicant, express or implied, whereby [he/she] 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.

A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

In connection with said application, petition or request, the undersigned hereby states, pursuant to the provision of section 809 of the General Municipal Law, the name, residence and the nature and extent of the interest of any state officer or employee of the Town of Cazenovia and/or the County of Madison, in the person, partnership or association making the application, petition or request (the Applicant). If none, insert word "none".

Signature of Applicant

TOWN OF CAZENOVIA

APPLICATION FOR USE VARIANCE, SUBDIVISION/CONTROLLED SITE/SPECIFIC PERMIT

1. The property is within an Agricultural District containing a farm operation or on property with boundaries within 500 feet of a farm operation located in an Agricultural District:

_____ YES _____ NO

2. If the above answer is yes, the Applicant must prepare an Agricultural Data Statement which is annexed hereto.

3. I, the Applicant, have made the above determinations by a review of the Town Real Property Tax Maps and the applicable Agricultural District Maps.

APPLICANT

BY: _____
(Title)

TOWN OF CAZENOVIA
AGRICULTURAL DATA STATEMENT

1. Name and address of applicant:
2. Description of the project and its location (*i.e.*, application for a specific permit controlled site approval, use variance, subdivision approval):
3. Is applicant's property located within a designated agricultural district?
_____ Yes _____ No

If yes, list the name and address of all farm operations within the same district.
4. Name and address of owners of land (within the Agricultural District) containing farm operations which are located within 500 feet of the boundary of the project property:
5. Attach copy of tax map showing all properties listed in response to items 1 and 3 above.

Dated: _____

Signature of Applicant

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- a. North Arrow, scale of map
- b. Location and accurate dimensions of existing and proposed structures; parking areas; and available utilities
- c. Location of County or State facility or Corporate Village Line
- d. Zoning classification of proposal
- e. Surrounding land use (within 200' of subject property lines)
- f. Surrounding zoning classifications

The applicant shall be required to mail the appropriate notices for public hearing to all owners of property within 500 feet of the subject property.

TAX MAP NUMBER

NAME AND ADDRESS OF OWNER

[illegible]

Notification, by mail, stating your appeal, and the date, time and location of hearing before the Zoning Board of Appeals must be given to all of the above persons no less than five (5) days prior to such hearing. A sample copy and date of their notification shall be supplied to this Office.

Signature of Applicant_____ Date_____

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 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
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.			YES
			☐
			☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
			☐
			☐
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:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
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?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
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?	NO	YES	
	☐	☐	
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?	☐	☐	
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?	NO	YES	
	☐	☐	
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: _____			
