



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

Deposit Fee:

\$_____

Application Fee:

\$_____

**CRITERIA NECESSARY TO DEMONSTRATE TO THE
ZONING BOARD OF APPEALS THE LEGITIMACY OF:**

A USE VARIANCE

An applicant for a Use Variance must demonstrate to the Board of Appeals that the zoning has caused unnecessary hardship, which is defined to require a showing:

1. That under the applicable zoning regulations, the applicant is deprived of all economic use or benefit from the property, and
2. That the hardship is unique, and does not apply to a substantial portion of the district or neighborhood, and,
3. That the variance will not alter the essential character of the neighborhood, and
4. That the hardship is not self-created.

AN AREA VARIANCE

Town Law Section 267-b(3)

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 new variance.
2. Whether the benefit sought by the applicant can be achieved by some feasible method other than a variance.
3. Whether the requested variance is substantial.
4. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district.
5. Whether the alleged difficulty was self-created (that it was, will not necessarily preclude the granting of the area variance).

TOWN OF CAZENOVIA FORM OF APPEAL OR APPLICATION

An appeal or application must be in writing and on file in the Town Clerk's office during regular business hours FIFTEEN (15) days prior to the regular scheduled Town Planning Board meeting and contain or include the following:

1. Name and address of the petitioner and his relationship to the subject property, i.e., whether he is owner, lessee, etc.
2. Legal description of subject property and its street address.
3. Zone in which the subject property is located.
4. What permit, determination, ruling, interpretation or variance is sought, setting forth the articles and sections of the said ordinance under which the appeal or application is submitted.
5. SITE PLAN MAP showing:
 - 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(A certified plot plan may be required where boundary is an issue. Site plan approval may be conditional pending completed plans.)
6. Descriptions of the proposed use and the exterior construction and appearance of the proposed buildings and structures (Blueprints of proposed structure may be required)
7. Whether or not an application has been made to the Zoning Enforcement Officer and the date and nature of the disposition made by him.
8. Whether or not an application has been made to the Planning Board and the date and nature of the disposition made by it.
9. Decision by the Madison County Planning Board if applicable.
10. Grounds of the appeal or application.
11. Names and addresses of all owners of land which immediately adjoins the subject property or which abuts the same street or streets as such property and is within 500 feet of the exterior boundaries of such property (exclusive of street rights-of-way). A sample copy and date of their notification shall be supplied.(see page 6 for details)
12. The deposit and application fees MUST be paid at the time application is submitted to the Town Office.

DEVELOPMENT & PROJECT DEPOSIT FEES SCHEDULE

Relative to: Local Law No. 3 - 2006 (adopted 10/2/06)

Local Law No. 3 - 2007 (adopted 2/12/07)

The following fees must be placed on account with the Town of Cazenovia at the time of application submittal.

Variances:

Area Variance.....\$200.00 per app
Use Variance.....\$500.00 per app
Special Use Permit.....\$250.00 per app

Cell Towers: fee is NON-REFUNDABLE

New Tower.....\$3,500.00 per app
Co-location.....\$750.00 per app

Escrow fees to offset legal, engineering, and other professional consultation expenses for any project before the Town of Cazenovia Boards (Town Board, Planning Board, Zoning Board of Appeals) are collected and placed in a separate escrow account at the time of application to the Board(s). The balance is returned to the applicant approximately 45 days after the completion of the project - or, if more funds are needed, a written request will be made.

The Development & Project Fee must be submitted in a separate check payable to the Town of Cazenovia.

In recent years, most Central New York towns and villages have enacted laws which require applicants for zoning relief to reimburse the municipality for professional fees associated with the review of such applications. In Cazenovia, Local Law 3-2006 would require that applicants for special permits, variances, site reviews and subdivisions as well as developers who construct new roads, drainage facilities, utilities or parks who apply for a new or extended special district, reimburse the Town for all engineering and legal expenses associated with the process. This reimbursement is completely separate from any application fees (which are used to offset the costs of the Codes Office, the ZBA and the Planning Board). The philosophy behind this reimbursement law is that applicants, the persons who will benefit from the application if approved, should pay the costs associated with the review process rather than the Town's taxpayers who receive no direct benefit from the application.

Normally, the attorneys review the application for compliance with Town requirements, review and help to guide the Boards through the environmental review process, prepare necessary documents for environmental review, prepare certain referrals to the County Planning Board, if required by statute, advise the Board with respect to legal issues involved and prepare resolutions as needed. Most applications require some, if not all of these items. If the application warrants, as determined by the reviewing Board, the application will be referred to the Town Engineers for review and recommendation. Normally, issues involving drainage or traffic will lead to engineering involvement.

At the time your application is submitted to the Town, you must also submit the required deposit AND any pertinent application fee(s). The reviewing Board will not accept your application as complete nor will it process your application unless the application fee and the development deposit are delivered to the Town.

Developer deposits are an estimate of what it will take to complete a review of your application under normal circumstances. If the deposit is exceeded, you will be required to pay additional amounts. If there is a balance left after final action by the Town, it will be returned to you. You are only required to pay fees that are reasonable and necessary. This is not a "blank check" process. A formal review procedure exists for any questions you may have regarding professional billings.

Engineering and legal costs can be minimized by the submission of complete applications, including required plans in the detail required by the zoning law or subdivision regulations, as the case may be. Copies of relevant Town laws, including the Developer Fees Law, can be obtained from the Town Clerk's Office.

**Cazenovia Town Board
Resolution No. 29
unanimously adopted 3/8/04**

- 1. All applicants, and their agents, including lawyers, engineers, surveyors, etc, with projects before the Planning Board, Zoning Board of Appeals, and Town Board, must supply at least two complete and identical copies of all maps, plans, drawings, engineering reports, or any paper document that cannot be easily reproduced on-site by the Town of Cazenovia Office.**
- 2. Upon arranging the sign-out of the documents with the Town Office, any interested party may borrow the duplicate copy for the purpose of reproduction and/or study, for a period not to exceed three days.**
- 3. This policy is to go into effect immediately and pertains to all current projects before the Planning Board, Zoning Board of Appeals, and Town Board, as well as future projects.**

TOWN OF CAZENOVIA
MADISON COUNTY, NEW YORK

APPLICATION TO THE ZONING BOARD OF APPEALS

Tax Map Number_____

Appeal Number_____

Applicant_____

Telephone No_____

Owner of Subject Property_____

Signature of Owner if Other than Applicant _____

Location of Subject Property_____

Type of Application: _____Use Variance _____Area Variance
 _____Interpretation _____Relief from order of ZEO
 _____Special Permit _____Other
 _____Extension of a Nonconforming Use

Zone in which Subject Property is located_____

PROVISIONS OF THE ZONING ORDINANCE APPEALED:
(indicate specific Article, Section, Subsection of the Ordinance appealed by number)

State grounds of the appeal_____

Has a previous appeal been made on this parcel? _____Yes _____No

What must be proven in order to be granted an area variance – State law requires the applicant to show that the benefit the applicant stands to receive from the variance will outweigh any burden to health, safety and welfare that may be suffered by the community.

Please answer the following questions:

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 _____

2) whether the benefit sought by the applicant can be achieved by some method which will be feasible for the applicant to pursue but would not require a variance _____

3) whether the requested area variance is substantial _____

4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district _____

5) whether an alleged difficulty is self-created _____

What must be proven in order to be granted a use variance – If requesting a use variance, that is, permission to establish a use of property not otherwise permitted in the zoning district, the applicant must prove “unnecessary hardship.” To prove this, State law requires the applicant to show ***ALL*** of the following:

1) that the property is incapable of earning a reasonable return on initial investment if used for any of the allowed uses in the district (actual “dollars and cents” proof must be submitted) _____

2) that the property is being affected by unique, or at least highly uncommon circumstances _____

3) that the variance, if granted, will not alter the essential character of the neighborhood _____

4) that the hardship is not self-created _____

Attach a SITE PLAN MAP showing:

- 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

This image shows a full page of handwriting practice paper. It features approximately 20 horizontal dashed lines spaced evenly across the page, providing a guide for letter height and placement. The background is plain white, and there are no margins or additional markings.

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_____

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

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 which 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
			<input type="checkbox"/>
			<input type="checkbox"/>
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
			<input type="checkbox"/>
			<input type="checkbox"/>
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:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If Yes,	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If Yes, explain the purpose and size of the impoundment: _____ _____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If Yes, describe: _____ _____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If Yes, describe: _____ _____		
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

SEQR Notice of Completion of Draft/Final EIS

Potential Environmental Impacts:

A copy of the Draft/Final EIS may be obtained from:

Contact Person: _____

Address: _____

Telephone Number: _____

A copy of this notice must be sent to:

Department of Environmental Conservation, 50 Wolf Road, Albany, New York 12233-1750

Chief Executive Officer, Town/City/Village of _____

Any person who has requested a copy of the Draft/Final EIS

Any other involved agencies

Environmental Notice Bulletin, Room 538, 50 Wolf Road, Albany, New York 12233-1750

Copies of the Draft/Final EIS must be distributed according to 6NYCRR 617.12(b)

State Environmental Quality Review
Notice of Completion of Draft/Final EIS

Project Number _____ **Date** _____

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State environmental Quality Review Act) of the Environmental Conservation Law.

A ☐ Draft or ☐ Final (check one) Environmental Impact Statement has been completed and accepted by the _____ as lead agency, for the proposed action described below.

If a Draft EIS: Comments on the Draft EIS are requested and will be accepted by the contact person until _____

Name of Action:

Description of Action:

Location: Include street address and the name of the municipality/county. A location map of appropriate scale is also recommended.