

EST. 1821  
55,337 ACRES

# TOWN OF SANFORD

BROOME COUNTY 91 SECOND STREET DEPOSIT, N.Y. 13754

PHONE: (607) 467-3214 · FAX: (607) 467-5414

## APPLICATION FOR VARIANCES AND SPECIAL PERMITS INFORMATION FOR APPLICANTS

Pursuant to the Land Use Management Local Law of the Town of Sanford, Broome County, New York, which became effective December, 1992, no building or structure shall be erected, moved, altered or expanded, and no land, building or structure shall be occupied or used unless it is in compliance with the regulations set forth in the Land Use Management Local Law for the District in which it is located.

**Step One.** Call the Code Enforcement Officer of the Town of Sanford at 607-467-5093 and discuss with him what you plan to do. Ask him whether he can issue a building permit and/or whether you need a variance or special permit.

**Step Two.** Code Enforcement will either deny or grant permit. If denied you will have to seek a variance.

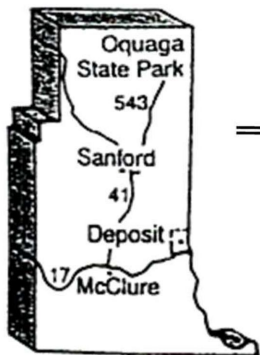
**Step Three.** Complete the application for appeal (variance), environmental assessment form and agricultural data statement (if needed) and prepare a scaled drawing or map showing your proposed use or structure on the premises including the front line, back line and side line setbacks and the dimensions of the structure and lot coverage.

**SUBMIT 8 COPIES OF ALL DOCUMENTATIONS to the Code Enforcement Officer with a check for \$50.00 (made payable to Town of Sanford) for the filing fee.**

**Step Four.** Review Article VI, sections 601-610 of the Land Use Management Local Law for the powers and duties of the Board of Appeals and the standards for granting variances and special permits.

**Step Five.** A public notice will be prepared by the Town setting forth the date of the public hearing. You will also receive notice of the public hearing. Please attend the public hearing or have your representative attend the hearing. If there are pending cases to be heard, the Board of Appeals holds its meetings on the fourth Tuesday of each month.

**Step Six.** The Board will make its decision within 62 days after the public hearing and send you a copy of the decision.



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## APPLICATION FOR APPEAL

TO THE BOARD OF APPEALS, TOWN OF SANFORD, NEW YORK

APPEAL NO: \_\_\_\_\_

DATE: \_\_\_\_\_

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I (We) \_\_\_\_\_  
(Name of Applicant)

of \_\_\_\_\_  
(Mailing address) (City) (State) (Zip)

Hereby appeal to the Board of Appeals from the decision of the Code Enforcement Officer, whereby the Code Enforcement Officer did deny:

- ☐ A building permit
- ☐ A permit for use
- ☐ A certificate of occupancy
- ☐ A special permit or extension thereof

1. \_\_\_\_\_  
(Location of property) (Street and # or other identification)

Tax Map #: \_\_\_\_\_ Use district on zoning map: \_\_\_\_\_

Is property within 500 feet of: (circle one opposite each)

- |                                                                            |     |    |
|----------------------------------------------------------------------------|-----|----|
| A. Any adjoining Town boundary line?                                       | YES | NO |
| B. Any existing or proposed County or State Park or other recreation area? | YES | NO |
| C. Any existing or proposed County Road?                                   | YES | NO |
| D. Any existing or proposed State Road?                                    | YES | NO |
| E. Any existing or proposed County stream or drainage channel?             | YES | NO |

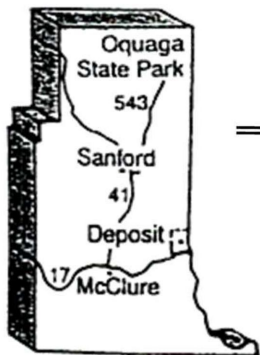
2. TYPE OF APPEAL. An appeal is made herewith for:

- ☐ An area variance
- ☐ A use variance
- ☐ An interpretation of the Land Use Management Local Law or Zoning map
- ☐ A Special Use permit

3. PREVIOUS APPEAL. A previous appeal ☐ HAS ☐ HAS NOT been made with respect to this decision of the Code Enforcement Officer or with respect to this property.

If so: Such appeal(s) was (were) made in Appeal # \_\_\_\_\_ Dated: \_\_\_\_\_

4. REASON FOR APPEAL: (Complete relevant blanks. Use extra sheet if necessary.)



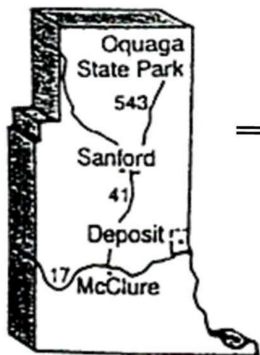
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1. INTERPRETATION OF THE LAND USE MANAGEMENT LOCAL LAW is requested because \_\_\_\_\_  
\_\_\_\_\_
2. A SPECIAL USE PERMIT is requested pursuant to Article \_\_\_\_\_, of the Land Use Management Local Law, because: \_\_\_\_\_  
\_\_\_\_\_
3. EXTENSION TO A SPECIAL PERMIT is requested because: \_\_\_\_\_  
\_\_\_\_\_
4. A USE VARIANCE is requested for these reasons: (All reasons must be answered)
  1. Under the land use regulations, I (We) will be deprived of all economic use or benefit from the property in question because: \_\_\_\_\_  
\_\_\_\_\_
  2. The hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood because: \_\_\_\_\_  
\_\_\_\_\_
  3. The variance will not alter the essential character of the neighborhood because: \_\_\_\_\_  
\_\_\_\_\_
5. AN AREA VARIANCE is requested for these reasons:
  1. If the variance is granted, the applicant will have the following benefit: \_\_\_\_\_  
\_\_\_\_\_
  2. There will not be an undesirable change in the character of the neighborhood or a detriment to nearby properties because: \_\_\_\_\_  
\_\_\_\_\_
  3. The applicant cannot attain the benefit of having the variance by any other method because: \_\_\_\_\_  
\_\_\_\_\_
5. PUBLICATION EXPENSE. I (We), the undersigned understand that a public hearing is required to be held on this request and that notice of such hearing will be advertised in the official Town paper as prescribed by law. I (We) agree to pay the cost of advertising the hearing and any other reasonable expenses billed by the official newspaper and/or by the Town of Sanford.
6. SECTION 809 CERTIFICATION. In accordance with section 809 of the General Municipal Law of the State of New York, the undersigned certifies in submitting this application that no officer or employee of the State of New York or the County of Broome or Town of Sanford is interested in granting said application:



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It is understood that:

1. A person is “interested” in such an application when he or his spouse or their brothers, sisters, parents, children, grandchildren or spouse of any of them
  - a. Is the applicant, or
  - b. Is an officer, director, partner or employee of the Applicant, or
  - c. Legally or beneficially owns or controls stock of a Corporate applicant or is a member of a partnership or association applicant, or
  - d. Is a party to an agreement with such an applicant, express or implied, whereby he 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,
2. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purposes of this section.
3. Any person who knowingly and intentionally violates the provisions of section 809 of said General Municipal Law shall be guilty of a misdemeanor.

NOTE: If in any case the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the application a signed statement which sets forth in detail the reason therefore.

The foregoing certification as well as the contents of this entire application is hereby subscribed by the applicant and is hereby affirmed by the applicant as true under the penalties of perjury.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant Phone #)

# *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.

|                                                                                                                                                                                                            |  |                          |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|--------------------------|
| <b>Part 1 – Project and Sponsor Information</b>                                                                                                                                                            |  |                          |                          |
| 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                       | YES                      |
| 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. |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other government Agency?                                                                                                        |  | NO                       | YES                      |
| If Yes, list agency(s) name and permit or approval:                                                                                                                                                        |  | <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:                                                                                                                           |  |                          |                          |
| <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,<br>a. A permitted use under the zoning regulations?<br>b. Consistent with the adopted comprehensive plan?                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | N/A<br><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?<br>b. Are public transportation services available at or near the site of the proposed action?<br>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?                                                                                                                                                                                                                                                                                             | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> |                                                                     |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                             | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><input type="checkbox"/>                                                                 |                                                                     |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: _____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NO<br><br><input type="checkbox"/>                                                                 | YES<br><br><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?<br>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<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><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?<br>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?<br>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____                                                                                                                                                                                     | NO<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 | YES<br><br><input type="checkbox"/><br><br><input type="checkbox"/>                                 |                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</b><br><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional<br><input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban                                                                                                                                                            |                          |                          |
| <b>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?</b>                                                                                                                                                                                                                                                                                                                                                                                            | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>16. Is the project site located in the 100-year flood plan?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>17. Will the proposed action create storm water discharge, either from point or non-point sources?</b><br>If Yes, <div style="margin-left: 20px;">           a. Will storm water discharges flow to adjacent properties?<br/><br/>           b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?         </div> If Yes, briefly describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                          |
| <b>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)?</b><br>If Yes, explain the purpose and size of the impoundment: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>                                                                                                                                               | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</b><br>If Yes, describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>                                                                                                                                                                                                                           | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</b><br>If Yes, describe: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>                                                                                                                                                                                                                         | NO                       | YES                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>                                                                                                                                                                                                                                                                                                                                                                       |                          |                          |