

TOWN OF ARCADIA-BUILDING & ZONING DEPARTMENT
201 FREY ST
NEWARK, NY 14513
315-331-0919

REQUIREMENTS AND PROCEDURES FOR A REQUEST TO THE ZONING
BOARD OF APPEALS FOR USE VARIANCES OR AREA VARIANCES.

1. An application must be completed and signed by the property owner/applicant.
2. The required fee of \$ 100.00 per application must be paid in full prior to any processing of the request.
3. The Short Environmental Assessment form must be completed by the applicant.
4. An accurate site plan and survey map with all buildings and proposed buildings and uses must be submitted prior to processing the application; 6 (SIX) copies are required for submittal.
5. The applicant must appear before the Zoning Board of Appeals for the variance requested and a public hearing will be held.
6. The ZBA may be required to request review of the variance application by the Town Planning Board and the Wayne County Planning Board. The applicant may wish to participate in the Planning Board review proceedings, if applicable.
7. The neighbors within 500' of the property in question will be notified of the pending application by mail conducted by this office.
8. A legal notice will be advertised in the local paper by this office if a Public Hearing is required.
9. The applicant must attend all meetings as required by the Town of Arcadia. The applicant may designate an agent or representative to attend the meetings such as a lawyer or realtor for the applicant. The failure to attend any of the required meetings may result in the application being denied.

If the variance is granted, the applicant may apply for a building permit.

I _____, the applicant have read,
understood and agreed to all of these requirements and procedures.

Signed _____
Dated _____

(OVER)

TOWN OF ARCADIA BUILDING & ZONING DEPARTMENT
APPLICATION FOR SPECIAL AUTHORIZATION, SPECIAL NECESSITY OR SPECIAL USE

Location of Property _____

Owner of Property _____

Owner's Mailing Address _____

Owner's Phone # _____ Work Phone# _____

Applicant's Name _____

Applicant's Address _____

Applicant's Phone# _____ Work Phone# _____

I hereby appeal to the Town Board/Planning Board of the Town of Arcadia from the decision of the Code Enforcement Officer denying my request for a Building Permit.

A Special Authorization, Special Necessity or Special Use Permit is requested because _____

Signed: _____

Dated: _____

Tax ID# _____ Zoning _____

Fee & Date Paid _____

Provision of the Zoning Ordinance Appealed _____

617.20
Appendix B
Short Environmental Assessment Form

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
			☐
			☐
2. Does the proposed action require a permit, approval or funding from any other governmental 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, adjoining and 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 service(s) available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near 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 site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the proposed action located in an archeological sensitive area?	☐	☐	
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: _____ _____ _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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	YES	
	☐	☐	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	☐	☐	
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES	
If Yes,	☐	☐	
a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? ☐ NO ☐ YES			
If Yes, briefly describe: _____ _____			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	☐	☐
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing:	☐	☐
a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
Name of Lead Agency Date	
Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer	
Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)	

PRINT

Date: _____

In accordance with New York State Town Law, the Town of Arcadia will use the data in this statement to assist in evaluating the impacts of proposed development projects on farm operations in Agricultural Use Districts.

A. Name of Applicant: _____
Mailing Address: _____

Telephone _____

REQUEST FOR: () Special Use Permit; () Site Plan Approval; () Basic Subdivision Approval;
() Minor Subdivision Approval; () Major Subdivision Approval; () Salvage & Recycling Operation;
() Zoning; () Other _____

B. Description of the proposed project. Please include the location, address and tax account number of the project, its operating characteristics, any known impacts on vegetation, e.g. trees, hedgerows, or other significant natural plant material.

Description: _____

Location of Site: _____

Tax Map #: _____ Zoning District: _____

of Acres in Parcel: _____ # of Acres Involved in this Project: _____

Please indicate what the intentions are for the use of the remainder of the property: _____

Is the project located in an Agricultural District? ____ Yes ____ No

Are there any Agricultural Districts within 500 feet of the project boundary? ____ Yes ____ No

Are there any Agricultural Operations located within 500 feet of the project boundary? ____ Yes ____ No

C. If any of the questions above have been responded to positively, then the applicant must supply a list of names, mailing addresses, and tax account number of any land owners in the Ag District whose property contains active farm operations and whose property line is within 500 feet of the property lien of the land containing the proposed project:

	<u>NAME:</u>	<u>ADDRESS:</u>	<u>TAX ACCOUNT #:</u>
1.			
2.			
3.			
4.			
5.			
6.			

D. Include a copy of a tax map which outlines the property of the proposed project, and any properties identified as containing farm operations within 500 feet of the property of the proposed project. Identify on the tax map(s) all tax parcels so effected.