

APPLICATION PROCESS
For the Town of Sullivan Boards

Reviewing your application can be a lengthy process depending on the complexity of your situation. The information below has been provided so that you can anticipate how long the review process might take. Please note that a 2- 3 month review process is not uncommon, and that it may take longer. Providing complete and detailed information and being prepared for questions at board meetings will speed up the process. Please do not hesitate to contact the Codes Enforcement Department at 315-687-5251 if you have any questions or need assistance.

PLANNING BOARD

SPECIAL PERMIT -	Preliminary Meeting, then the following month Public Hearing – Planning Board grants approval or disapproval (minimum review period is 2 months)
SITE PLAN REVIEW-	If Planning Board has all the necessary information, can grant approval or disapproval in one meeting; (average review period for non-commercial project is 2 months)
SIGN PERMIT-	If Planning Board has all the necessary information, can grant approval or disapproval in one meeting;* (average review period is 2 months)

If applications do not meet the Town of Sullivan Codes, they will be referred to the Zoning Board of Appeals.**

ZONING BOARD OF APPEALS

VARIANCE APPLICATION (could be up to 2 months)

- Planning Board must then review the application and make recommendation to the Zoning Board of Appeals;
- Public Hearing with Zoning Board of Appeals –If the Zoning Board of Appeals has all the necessary information, can grant approval or disapproval at the Public Hearing.

*[If sign permit requires Zoning Board of Appeals approval and receives it, the applicant must return to the Planning Board to obtain Planning Board Sign approval.]

** [An area variance can go directly from the Codes Enforcement Office to the ZBA for a Public meeting.]

PLEASE NOTE:

- Any application on a State or County road and Oneida Lake may require referral to the Madison County Planning Board. If required, this could delay the review process up to one month.

PLEASE READ THE FOLLOWING CAREFULLY:

The Zoning Board of Appeals (ZBA) normally meets the second Thursday of the month, although this schedule is subject to change. In order for your application to be placed on the ZBA's agenda, you must file your complete application two weeks before the meeting will be held. The placement of your application on the meeting agenda is subject to both caseload, the evaluation of your application under the NYS Environmental Quality Review Act, and the requirements for referral to the Madison County Planning Board.

Please type or print your application. Please submit an original of the application and three (3) copies.

The zoning board of appeals reserves the right to limit the number of cases it hears at any one meeting to the first applications received. Additional applications may be delayed until a later meeting, despite submissions prior to a filing deadline. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED AT ALL.

Once an application has been scheduled for a public hearing, a notice of this public hearing will be published in a local newspaper, mailed to all property owners within 500 feet and mailed to the applicant. The application will be open for inspection at the Town Clerk's office.

Unless otherwise notified, all meetings at which public hearings are to be held will begin at 7:30 PM in the Town Hall, 7507 Lakeport Road, Chittenango. **The applicant or an authorized representative must attend the public hearing to explain the case or variance request to the Zoning Board of Appeals.**

VARIANCE SUBMITTAL REQUIREMENTS
(Incomplete applications will be rejected.)

- ☐ 1. Two (2) copies of an accurate survey map of the property drawn by a licensed land surveyor. The survey must designate existing structures and proposed structures or additions (to scale). The survey must also show driveways and/or parking spaces. The distances from the rear line, front line, and side lines to the closest point on the primary structure must be shown. Distances from accessory or secondary structures to boundary lines should be shown as appropriate.
- ☐ 2. Two (2) copies of the completed application form and attachments as detailed in #3.
- ☐ 3. Site plan; floor plans, if applicable; parking plan, if applicable; photos. Please attach a site plan of the property, drawn to scale, showing the dimensions of the lot, all existing buildings, and the exact size and location of the proposed construction, including the dimensions from the front, side, and rear boundaries of the lot.
- ☐ 4. Environmental Assessment Form (Page 1 must be completed by the applicant, if the short form is used.).
- ☐ 5. Fee of \$ 50 for all variance applications.

The application may be either mailed or delivered in person to the address at the top of the page.

RECEIVED BY: _____ DATE: _____

Town of Sullivan
7507 Lakeport Road
Chittenango, New York 13037

APPLICATION
to the
ZONING BOARD OF APPEALS
for
AREA OR USE VARIANCE

OFFICIAL USE ONLY
Date Application Received: _____
Tax Map No: _____
Current Zoning Designation: _____
Date of Action: _____
Action Taken: _____
Notification sent to Homeowner: _____

Original and two copies are to be submitted to the Secretary of Zoning Board of Appeals with an Application fee of \$50.00.

Fee Paid: _____ Date Application Completed: _____

Applicant Name: _____ Phone #: _____

Applicant Address: _____

Owner (if different): _____

Location of Property (street number and name): _____

Request for: _____ **AREA VARIANCE** _____ **USE VARIANCE**

Briefly describe what you want to do (*examples: build a garage, add an addition, install a shed*)

Why is a Variance required? (*Example: Zoning allows a 4 ft fence; I would like a 6 ft fence*)

Is the hardship created unique and not shared by all properties alike in the immediate vicinity of this property in this use district? (Yes or No) _____

Why or why not?

Will granting this Variance produce any undesirable change in the character of the neighborhood or would it create a detriment to nearby properties? (Yes or No)

Please include any additional information which you feel is important and helpful for the Board to understand your situation. You may include photographs, maps, surveys, etc.

Is any part of the subject property within 500 feet of another municipality (town, village, county or school district?) (Yes or No)_____ If yes, which one? _____

Is any part of this property within 500 feet of a State or Federal highway? (Yes or No) _____
If yes, which one? _____

Please attach a site plan map showing what you propose to do. The map should identify:

- Direction of North, South, East, West
- Location of existing and proposed structures and their dimensions to the boundaries of the property (attach a survey if available)

Owner's Signature _____

Print Name

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 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	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.			☐	☐
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:			☐	☐
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. 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: _____ _____ _____			

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 plan?	NO ☐	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☐	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? 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)? If Yes, explain the purpose and size of the impoundment: _____	NO ☐	YES ☐

49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		