



Office Location: 210 W. MAIN STREET, PO BOX 267,
ELBRIDGE, NY 13060

CONTACT INFORMATION FOR SITE PLAN REVIEW PROCESS:
VILLAGE CLERK TAMMY KUNZ 315.689.3404
PLANNING BOARD CHAIRMAN GRANT WHITFORD
PLANNING BOARD SECRETARY TAMMY KUNZ
TOWN ZONING OFFICER HOWARD TANNER 315.730.7439

6 COPIES

VILLAGE OF ELBRIDGE

Date: _____

PLANNING BOARD APPLICATION

☐ **SITE PLAN** ☐ **MINOR SUBDIVISION** ☐ **SIGN APPLICATION** ☐ **LOT LINE ADJUSTMENT** ☐ **SPECIAL PERMIT**
\$150.00 \$200.00 \$15.00 \$100.00 \$200.00

Applicant Name: _____

Applicant Address: _____ Phone: _____

Property Location: _____ Tax Map Number: _____

Property Owner's Name (if different than applicant) _____

Owner's Address: _____ Phone: _____

Engineer's Name: _____ Phone: _____

Architect: _____ Phone: _____

Attorney: _____ Phone: _____

Property Zoning: _____ Total Area: _____

Description of project: _____

REQUIREMENT: Six (6) copies of your application including a map or survey of the project must be filed with the Village Clerk.

REQUIREMENTS: Check yes/no to indicate information included with application. In general, all information is required.

I. Survey of the property signed by a New York State licensed surveyor including the following:

YES NO

- ☐ ☐ a) Direction and distance to nearest intersection
- ☐ ☐ b) Property lines, boundaries of property plotted to scale
- ☐ ☐ c) Center line and edge of pavement
- ☐ ☐ d) Street right of way
- ☐ ☐ e) Use and ownership of all adjacent properties
- ☐ ☐ f) Dimensions and location of all structures existing on the site
- ☐ ☐ g) Location of all existing trees of greater than a 6" caliper
- ☐ ☐ h) Dimensions of structure to be added or modified including distance from front, side and rear property lines
- ☐ ☐ i) Proposed and existing topographical information
- ☐ ☐ j) Location of State Wetland, Federal Wetlands, Federal floodway or Floodplain
- ☐ ☐ k) All existing easements and utility lines and watercourses

II. Elevations of all sides of the structure to be added or modified including:

- ☐ ☐ a) Building material and color
- ☐ ☐ b) Maximum height of building
- ☐ ☐ c) Location, design and type of construction of all parking and truck loading area

III. Site plan including the following information:

- ☐ ☐ a) Area to be paved and location of all sidewalks
- ☐ ☐ b) Parking space stripping plan with dimensions including location of accessible spaces for those with disabilities
- ☐ ☐ c) all landscaping including:
Note on plan that all planting & grass be maintained. Not all trees
Should be deciduous. Deciduous trees shall be minimum 2-1/2"
Caliper. Other trees shall be a minimum of 8' from the ground to the
top of the tree.
- ☐ ☐ d) Drainage concept including inverts and pipe sizes
- ☐ ☐ e) All proposed site lighting both on the building and on the site.
Including pole height and lamp type and wattage
- ☐ ☐ f) Any outside storage

- ☐ ☐ g) Extent and type of curbing
- ☐ ☐ h) Location of all underground services of power, telephone and cable including locations where services are not underground
- ☐ ☐ i) Proposed signage including any flagpoles and/or planters. Include signage both on building and freestanding and illumination of same
- ☐ ☐ j) Location of any outside trash receptacles; including recycling containers
- ☐ ☐ k) Location of any outside equipment including generators, HVAC and the like
- ☐ ☐ l) Location and size of water and sewer
- ☐ ☐ m) Location of fire hydrants on site, or if none on site, a note including location of closest fire hydrant
- ☐ ☐ n) Location of curb cuts, exits and entrances

IV. STATUTORY REQUIREMENTS: **VILLAGE LAW** **PROPOSAL**

Number of parking spaces	_____	_____
Lot coverage	_____	_____
Building & pavement coverage	_____	_____
Front yard setback	_____	_____
Rear yard setback	_____	_____
Maximum height of building	_____	_____

V. Briefly describe the project. Include existing structures to remain, new structures, and general changes in grade._____

VI. Is the subject property within the Onondaga County Agricultural District #3?

Yes ☐ No ☐

Is the subject property within 500' of the Onondaga County Agricultural District #3?

Yes ☐ No ☐

Is the subject property within 500' of an operating farm?

Yes ☐ No ☐

Do the subject premises presently contain a farm operation?

Yes ☐ No ☐

**** If the answers to any of the questions in Section VI is "Yes" you must complete and attach to this application the Agricultural Data Statement which may be obtained from the clerk.**



STATE OF NEW YORK
COUNTY OF ONONDAGA
VILLAGE OF ELBRIDGE

_____ being duly sworn deposes and says:

I have reviewed §809 of the General Municipal law, a copy of which has been furnished to me by the Elbridge Village Clerk and issued under the provisions of the Ordinances, Local Laws, Rules or Regulations of the Town of Elbridge, do hereby certify that I have read the provisions of Section §809 of the General Municipal Law of the State of New York attached to this certificate.

I do further certify that there is no officer of the State of New York, the County of Onondaga or of the Town of Elbridge or of any other municipality of which the Town of Elbridge is a part who is interested in the favorable exercise of discretion by said Board as to this application, except for those named below:

Name(s)

Address(es)

Signature of Applicant(s)

Date

Sworn to before me this _____ day of _____, _____.

Notary Public



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VILLAGE OF ELBRIDGE PLANNING BOARD

SITE PLAN REVIEW CONSIDERATIONS – FOR APPLICANT REVIEW

- The proposed use is in compliance with all other applicable regulations of the Village of Elbridge Zoning Ordinances, and all other applicable local, state and federal regulations.
- The proposed use will not have an adverse impact upon the character or integrity of any land use within the immediate neighborhood having any unique cultural, historical, geographical, architectural, or other special characteristic.
- The proposed use is to be developed in such a way as to ensure maximum amenities available to the site based upon a consideration of the site plan and functional requirements of the proposed use.
- The proposed use is physically and visually compatible with and will not impede the development or redevelopment of the general neighborhood or adversely affect existing land use with close proximity to the subject site.
- The proposed use will be provided with adequate supporting services such as adequate fire and police protection, public and private utilities and all other supporting governmental services necessary and appropriate to the proposed use.
- Controls for vehicular and pedestrian movement are designed to provide for the safety of the general public and for the occupant, employees, attendants, and other persons for whose benefit the use is intended.
- Aesthetic characteristics, including design, texture, materials, etc, will be considered in the review process.
- Physical attributes of the site, including size, shape, elevation, topography and natural vegetation, will be considered in the review process.



NEW YORK STATE

STANDARDS FOR THE GRANTING OF SPECIAL PERMITS

TOWN LAW SECTION § 267-a.

§ 267-a. Permitted action by planning board.

30.123 Special Use Permit

A. The Planning Board may grant Special use Permits as hereinafter authorized. A land use activity that requires a Special use permit is not automatically approved. An applicant only becomes entitled to a Special Use Permit to conduct the desired use, if the applicant demonstrates to the Planning Board that the proposed use will be conducted in accordance with the following standards, and only after the Planning Board has made findings determining that:

- (1) The use complies with all special requirements of this Chapter.
- (2) The use is appropriate for the particular location.
- (3) All potential adverse impacts upon the neighborhood have been mitigated to the extent that is reasonably practicable
- (4) The use would not change the essential character of the neighborhood.
- (5) The use is not detrimental to the health, safety and general welfare of the neighborhood.

GENERAL MUNICIPAL LAW

SECTION 809, Disclosure in certain applications.

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of plat, exemption of 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 or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant,
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the 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 service rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. In the County of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law.
4. Ownership of less than five per cent of the Stock of a corporation whose stock is listed on the New York American Stock Exchanges shall not constitute an interest for the purposes of this section.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

