

**Town of Skaneateles Zoning Board of Appeals (ZBA)**

**INSERT: Request to Interpret Zoning Code or Modify a CEO Decision**

(Pursuant to §148-10-10.B)

Contact Town Staff if you need assistance

Applicant Name: \_\_\_\_\_

Property Tax Map# \_\_\_\_\_ of property in question

The applicant is: (choose one):

\_\_\_\_\_ Owner or Agent of property in question

\_\_\_\_\_ Neighbor of property in question

Neighbor address: \_\_\_\_\_

1. **ATTACH COPY** of CEO Decision or Denial of Permit.

2. **Optional** – comments about CEO interpretation/decision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe how that current decision/interpretation affects your property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your alternative interpretation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe the implications of your alternative interpretation to your property and other properties within the town.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TURN OVER** - for REQUIRED SUBMISSIONS

## INSERT: Request to Interpret Zoning Code or Modify a CEO Decision

(Pursuant to §148-10-10.B)

### SUBMISSION REQUIREMENTS

**FOR AN APPLICANT OR PROPERTY OWNER** challenging a CEO decision affecting your property.

#### FILING FEE

\_\_\_\_\_ \$200.00

#### ONE (1) original:

- \_\_\_\_\_ 1. Common Application Form – completed and signed
- \_\_\_\_\_ 2. ZBA INTERPRETATION insert - completed
- \_\_\_\_\_ 3. SEQR short form – completed (reviewing Board may require more information)
- \_\_\_\_\_ 4. Photocopy of CEO decision
- \_\_\_\_\_ 5. Letter of authorization - if agent of owner or applicant.
- \_\_\_\_\_ 6. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-7-1.E & F).

#### NINE (9) copies of:

- \_\_\_\_\_ 7. Current survey (per §148-10-1.D.1), with location map, stamped and signed by licensed land surveyor
- \_\_\_\_\_ 8. Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional.

**PLEASE NOTE:** You may simultaneously apply for a Use or Area Variance in anticipation that your requested interpretation is denied. If so – complete a separate insert for a Use or Area Variance and **combine** these interpretation submissions with those required for a Use or Area Variance.

**FOR A NEIGHBOR** challenging a CEO decision affecting another property.

#### FILING FEE

\_\_\_\_\_ \$200.00

#### ONE (1) original:

- \_\_\_\_\_ 1. Common Application Form – completed and signed
- \_\_\_\_\_ 2. ZBA INTERPRETATION insert - completed
- \_\_\_\_\_ 3. SEQR short form – completed (reviewing Board may require more information)
- \_\_\_\_\_ 4. Photocopy of CEO decision

#### NINE (9) copies of:

- \_\_\_\_\_ 5. Site plan showing property conditions, (obtain from staff – may be subject to FOIL & copy costs)
- \_\_\_\_\_ 6. OPTIONAL – photographs or drawing graphically showing disputed activity.

### PROCEDURE SUMMARY

1. Pre-application meeting/CEO Decision-Denial of Permit
2. Submittal Deadline (Two (2) weeks prior to ZBA meeting date)
3. Preliminary Zoning Board of Appeals review of application
  - a. Determine completeness
  - b. Request additional information or submissions
  - c. Schedule Site visit and formal review meeting date
  - d. Refer application to other agencies
4. Formal Zoning Board of Appeals Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

Contact Town Staff if you need assistance