

Town of Skaneateles Planning Board
INSERT: MINOR Special Permit – Site Plan Review

(Pursuant to Chapter 148 Art. IV)

Contact Town Staff if you need assistance

Applicant Name: _____
Property Tax Map# _____

PROJECT CLASSIFICATION

Project is: New project: _____ Minor Special Permit _____
 Amendment: _____ Minor Site Plan Review _____

PROJECT DESCRIPTION (attach additional sheets if needed)

1. Describe the proposal:

2. Describe existing conditions on the property:

3. Describe proposed physical or operational changes to the property:

SITE PLAN REVIEW CRITERIA – see §148-18D

SPECIAL PERMIT REVIEW CRITERIA

The applicant shall **submit a narrative written report** responding to the criteria below. (see § 148-16A)

1. That the request is consistent with the purposes of the land use district in which it is located and with all applicable provisions of this chapter.
2. That the request will not adversely affect surrounding land uses by creating excessive traffic, noise, dust, odors, glare, pollution or other nuisances.
3. That the request is consistent with the Comprehensive Plan.
4. That all relevant site planning criteria in §148-18D are satisfied.

TURN OVER - for REQUIRED SUBMISSIONS

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SUBMISSION REQUIREMENTS

FILING FEE _____ **\$200.00** - **NEW** project
 _____ **\$100.00** - **AMENDMENT/ 6 month EXTENSION** of approved project
 Professional fees are additional (to be determined at initial review)

ONE (1) original:

- _____ 1. Common Application Form – completed and signed
- _____ 2. MINOR Special Permit – Site Plan Review insert – completed
- _____ 3. Narrative responses to review criteria or additional supporting documentation
- _____ 4. SEQR **Short** form – completed (Board may require completed LONG FORM or more information)
- _____ 5. Letter of authorization - if agent property owner or applicant.
- _____ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- _____ 7. 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 §148-21E & F).

TEN (10) copies of:

- _____ 8. Current survey (per §148-41D(1)), with location map, stamped/signed by licensed land surveyor.
- _____ 9. Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional. (per §148-18B)
- _____ 10 Erosion-stormwater control plan, if required, (per §148-18B(10) & §148-26)

REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.**

Please indicate if you have contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)

		<u>Contact Date</u>	<u>Response</u>
Highway Access:	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
Water Supply:	Town Water Dept.	_____	_____
Sanitary Waste:	Onondaga Co Health Dept.	_____	_____
Natural Resources:	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____

PROCEDURE SUMMARY

1. Pre-application meeting with Office of Codes Enforcement
2. Submittal Deadline (closest weekday to 1st of each month; required follow-up info 10 days prior to regular meeting)
3. Preliminary Board review of application
 - a. Determine completeness
 - b. Request additional information or submissions; set escrow if needed.
 - c. Schedule site visit and formal review meeting date; set escrow if needed.
 - d. Refer application to other agencies
4. Formal Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution

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