

Town of Skaneateles Zoning Board of Appeals (ZBA)

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

(Pursuant to §148-45A)

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 §148-45A)

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 §148-21E & F).

NINE (9) copies of:

- _____ 7. Current survey (per §148-41D(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 Board 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 Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution

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