

TOWN OF SANFORD

APPLICATION FOR VARIANCES AND SPECIAL PERMITS

INFORMATION FOR APPLICANTS

Pursuant to the Land Use Management Local Law of the Town of Sanford, Broome County, New York, which became effective December, 1992, no building or structure shall be erected, moved, altered or expanded, and no land, building or structure shall be occupied or used unless it is in compliance with the regulations set forth in the Land Use Management Local Law for the District in which it is located.

Step One. Call the Code Enforcement Officer of the Town of Sanford at 607-467- and discuss with him what you plan to do. Ask him whether he can issue a building permit and/or whether you need a variance or special permit.

Step Two. Code Enforcement will either deny or grant permit. If denied you will have to seek a variance.

Step Three. Complete the application for appeal (variance), environmental assessment form and agricultural data statement (if needed) and prepare a scaled drawing or map showing your proposed use or structure on the premises including the front line, back line and side line setbacks and the dimensions of the structure and lot coverage.

SUBMIT 8 COPIES OF ALL DOCUMENTATIONS to the Code Enforcement Officer with a check for \$ 50.00 (made out to Town of Sanford) for the filing fee.

Step Four. Review Article VI, sections 601-610 of the Land Use Management Local Law for the powers and duties of the Board of Appeals and the standards for granting variances and special permits.

Step Five. A public notice will be prepared by the Town setting forth the date of the public hearing. You will also receive notice of the public hearing. Please attend the public hearing or have your representative attend the hearing. If there are pending cases to be heard, the Board of Appeals holds its meetings on the fourth Tuesday of each month.

Step Six. The Board will make its decision within 62 days after the public hearing and send you a copy of the decision.

APPLICATION FOR APPEAL

TO THE BOARD OF APPEALS, TOWN OF SANFORD, NEW YORK

APPEAL NO.: _____

DATE: _____

I (We) _____
(Name of Applicant)

of _____
(Mailing address) (City) (State) (Zip)

Hereby appeal to the Board of Appeals from the decision of the Code Enforcement Officer, whereby the Code Enforcement Officer did deny:

- A building permit
- A permit for use
- A certificate of occupancy
- A special permit or extension thereof

1. _____
(Location of property) (Street and # or other identification)

Tax Map #: _____ Use district on zoning map: _____

Is property within 500 feet of: (circle one opposite each)

- | | | |
|--|-----|----|
| A. Any adjoining Town boundary line? | Yes | No |
| B. Any existing or proposed County or State park or other recreation area? | Yes | No |
| C. Any existing or proposed County road? | Yes | No |
| D. Any existing or proposed State road? | Yes | No |
| E. Any existing or proposed County stream or drainage channel? | Yes | No |

2. Type of Appeal. An appeal is made herewith for:
 An area variance
 A use variance
 An interpretation of the Land Use Management Local Law or Zoning map
 A Special Use permit

3. Previous appeal. A previous appeal has
 has not
been made with respect to this decision of the Code Enforcement Officer or with respect to this property.

If so: Such appeal(s) was (were) made in Appeal # _____ Dated: _____

4. REASON FOR APPEAL: (Complete relevant blank. Use extra sheet if necessary.)

a. INTERPRETATION OF THE LAND USE MANAGEMENT LOCAL LAW is requested

because: _____

b. A SPECIAL USE PERMIT is requested pursuant to Article _____, of the Land Use

Management Local Law, because: _____

c. EXTENTION TO A SPECIAL PERMIT is requested because:

d. A USE VARIANCE is requested for these reasons: (All reasons must be answered)

1. Under the land use regulations, I (We) will be deprived of all economic use or benefit from the property in question because: _____

2. The hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood because: _____

3. The variance will not alter the essential character of the neighborhood because: _____

e. AN AREA VARIANCE is requested for these reasons:

1. If the variance is granted, the applicant will have the following benefit: _____

2. There will not be an undesirable change in the character of the neighborhood or a detriment to nearby properties because: _____

3. The applicant cannot attain the benefit of having the variance by any other method because: _____

5. PUBLICATION EXPENSE. I (We), the undersigned understand that a public hearing is required to be held on this request and that notice of such hearing will be advertised in the official Town paper as prescribed by law. I (We) agree to pay the cost of advertising the hearing and any other reasonable expenses billed by the official newspaper and/or by the Town of Sanford.

6. SECTION 809 CERTIFICATION. In accordance with section 809 of the General Municipal Law of the State of New York, the undersigned certifies in submitting this application that no officer or employee of the State of New York or the County of Broome or Town of Sanford is interested in granting said application:

It is understood that:

- (1) A person is "interested" in such an application when he or his spouse or their brothers, sisters, parents, children, grandchildren or 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 services rendered dependent or contingent upon the favorable approval of such application, petition or request,
- (2) ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- (3) Any person who knowingly and intentionally violates the provisions of section 809 of said General Municipal Law shall be guilty of a misdemeanor.

(NOTE: If in any case the applicant cannot make the foregoing certification, the applicant shall so state and shall furnish with the application a signed statement which sets forth in detail the reason therefore.)

The foregoing certification as well as the contents of this entire application is hereby subscribed by the applicant and is hereby affirmed by the applicant as true under the penalties of perjury.

(Applicant signature)

(Applicant phone #)

PROJECT ID NUMBER

617.20
APPENDIX C

SEQR

STATE ENVIRONMENTAL QUALITY REVIEW
SHORT ENVIRONMENTAL ASSESSMENT FORM

for UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality	County
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant / Sponsor Name _____ Date: _____ Signature _____	

**If the action is a Coastal Area, and you are a state agency,
complete the Coastal Assessment Form before proceeding with this assessment**

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? 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.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
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, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action,			NO	YES	N/A
a. A permitted use under the zoning regulations?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?			NO	YES	
			<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____			NO	YES	
			<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES	
			<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Places?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>
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: _____	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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 plain?	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (e.g., storm drains, ditches, etc.)?	NO	YES

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
19. 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 AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		