

**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.

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

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4. Describe your alternative interpretation.

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

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**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**

       **\$225.00**

#### **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