

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

(Pursuant to §148 -10-5, 6, 8 & 9)

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:

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2. Describe existing conditions on the property:

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

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## **SITE PLAN REVIEW STANDARDS – see §148-10-6 and PROCEDURES §148-10-8 & 9**

## **SPECIAL PERMIT REVIEW CRITERIA**

The applicant shall **submit a narrative written report** responding to the criteria below. (see § 148-10-5-B)

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 §148-10-6 are satisfied.

**TURN OVER** - for REQUIRED SUBMISSIONS

## INSERT: MINOR- Site Plan Review

(Pursuant to §148-10-5, 6 & 9)

### SUBMISSION REQUIREMENTS

**FILING FEE**  **\$225.00** - 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 §148-7-1-E & F).

**FIVE (5) copies of:**

- 8. Current survey (per §148-10-1-D.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 §148-10-8.A)
- 10 Erosion-stormwater control plan, if required, (per §148-10-8A.10 & §148-5-4E)

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

### PROCEDURE SUMMARY

1. Pre-application meeting with Office of Codes Enforcement/Zoning Office
2. Submittal Deadline (closest weekday to 1<sup>st</sup> of each month; required follow-up info 10 days prior to regular meeting)
3. Preliminary Planning 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 Planning Board Review
  - a. Public hearing
  - b. Receipt of referral recommendations
  - c. Final action and adoption of resolution

Contact Town Staff if you need assistance