

**TOWN OF ONEONTA  
CODE ENFORCEMENT OFFICE  
3966 St Hwy 23, PO Box A  
West Oneonta, NY 13861  
Phone: (607)432-8606 Fax: (607)432-3135  
Web site: [www.townofoneonta.org](http://www.townofoneonta.org)**

**Items to be included with Variance submittal**

1. Application containing statement of development intent with the  names of owners and developers,  Environmental Assessment Form (EAF) and  disclosure statement

2. Site Plan Showing:

- a. Property boundaries
- b. Building location & setbacks
- c. Parking areas (refer to 103-49) & lighting
- d. Loading areas (refer to 103-51 if required)
- e. Drives, ingress and egress points (refer to 103-52)
- f. Sign location and illumination
- g. Existing land use for a distance of 200' from lot
- h. Buffering (if abutting a residential use)
- i. Building permit application and fee
- j. Variance application and fee
- k. Owners within 200 feet
- l. Short EAF
- m. Sketch plan
- n. Copy of tax map

Reviewed date: \_\_\_\_\_ by: \_\_\_\_\_  
Code Enforcement Officer

**APPLICATION TO ZONING BOARD OF APPEALS**  
**Town of Oneonta 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861**  
**www.townofoneonta.org**

Application Purpose:

\_\_\_\_\_ Interpretation  
\_\_\_\_\_ Variance:  use  area  
\_\_\_\_\_ Special Extension

Case No. \_\_\_\_\_  
Date Rec'd CEO \_\_\_\_\_  
Fee Rec'd CEO \_\_\_\_\_  
Date Rec'd ZBA \_\_\_\_\_  
Date Referred to  
Town Planning Board \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Action \_\_\_\_\_  
Date Referred to  
County Planning Board \_\_\_\_\_

Date: \_\_\_\_\_

To the Zoning Board of Appeals:

I/We \_\_\_\_\_ hereby request  
(name of applicant) (address)  
that the Zoning Board of Appeals grant a(n) \_\_\_\_\_  
(interpretation, variance, or special extension)  
of Section \_\_\_\_\_ of the Zoning Ordinance (Section 103) from the Code of the Town  
of Oneonta.

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**COMPLETE RELEVANT SECTION**

**A. Interpretation:**

- 1. Section of Ordinance or Map: \_\_\_\_\_
- 2. Specific Language (or property description of section): \_\_\_\_\_  
\_\_\_\_\_
- 3. Interpretation of the Ordinance intent with regard to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Use Variance (attach site plan):**

- 1. Property Description (attach copy of tax map):  
Tax Map Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Location of property(address): \_\_\_\_\_
- 2. A use variance to the Ordinance is requested for these reasons:
  - a. There are specific problems with the size and shape of lot or structures or the features of the land. Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. The granting of a variance will relieve a hardship which is peculiar to the subject property (not a personal monetary hardship). Describe hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. The granting of the variance will not be detrimental to the surrounding neighborhood because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Area Variance (Applicants need only complete section's B-1, B-2a and E)**

- 1. Attach a sketch plan.

**D. Special Extension**

- 1. Property Description (attach copy of tax map):  
Tax Map Section: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Location of property(address): \_\_\_\_\_
- 2. Attach a sketch plan indicating the non-conforming use and proposed changes to it.
- 3. Complete sections B-1 and B-2a.
- 4. Attach an affidavit indicating that subject non-conforming use existed prior to the adoption of the relevant section of the Zoning Ordinance.

**E. List the name and addresses of ALL property owners within 200 feet.**

# 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.

<b>Part 1 - Project and Sponsor Information</b>				
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.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<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				



<p>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: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>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: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>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: _____          _____          _____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

## DISCLOSURE STATEMENT

Pursuant to the requirements of General Municipal Law Article 5-K, Section 809, an applicant seeking local approval for a planning or zoning action is obligated to disclose the name, residence and the nature and extent of the interest that any officer or employee of the municipality may have with the applicant.

An officer or employee of the municipality is deemed to have an interest in the applicant, when he/she, his/her spouse, their brothers, sisters, parents, children, grandchildren or the 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 applicant or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he/she 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.

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I, \_\_\_\_\_, the applicant for local approval of a planning or zoning action in the Town/Village of \_\_\_\_\_, hereby disclose one of the following (check one):

\_\_\_ 1. No officer or employee of the local agency from which approval is sought has an interest in the applicant.

\_\_\_ 2. There exists an interest in the applicant by at least one officer or employee of the local agency from which approval is sought. These interests are as follows:

NAME	RESIDENCE	NATURE OF INTEREST
a.		
b.		
c.		

**TOWN OF ONEONTA**  
**ZONING BOARD OF APPEALS**  
**Town Hall, 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861**

To: ALL PROPERTY OWNERS WITHIN 200 FT OF:

\_\_\_\_\_ (Property address, & tax map number, also property owner's name if not same as applicant)

Please take notice that the Zoning Board of Appeals, Town of Oneonta will hold a public hearing for a use variance  / area variance  on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at or about \_\_\_\_\_ p.m./ a.m. in the Town Hall 3966 St Hwy 23, West Oneonta, pursuant to an application from:

\_\_\_\_\_ (applicant's name & address)

for: \_\_\_\_\_ (describe purpose in detail)

Copies of the complete text are on file in the Code Enforcement Office in the Town Hall in West Oneonta.

**All interest persons will be given an opportunity to be heard.**

Dated: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_