

**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**

**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**

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: \_\_\_\_\_

**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.

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:	
Address:		E-Mail:	
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			



<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> <input type="checkbox"/>	<p><b>YES</b></p> <input type="checkbox"/>
<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> <input type="checkbox"/>	<p><b>YES</b></p> <input type="checkbox"/>
<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> <input type="checkbox"/>	<p><b>YES</b></p> <input type="checkbox"/>
<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: _____</p>		<p>Date: _____</p>
<p>Signature: _____</p>		

**PRINT FORM**

Project:

Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Agency Use Only [If applicable]

Project:

Date:

### Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**



## 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 same)

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: \_\_\_\_\_