

**IMPORTANT INFORMATION FOR APPLICANTS**  
*(Please Read Before Beginning the Application Process!)*

It is the **APPLICANT'S RESPONSIBILITY** to **FULLY** complete the attached application **AND** the "Short Environmental Assessment Form" (SEQR) **BEFORE** submission to the Town of Schuyler. Please make sure that **ALL** applicable information has been completed and included which, with the exception of Applications for Zoning Text Amendments and Zoning Map Amendments, **REQUIRES INCLUSION OF THE FOLLOWING:**

- ***A SKETCH of the proposed business site drawn to scale, depicting existing and proposed buildings, proposed ingress/egress, internal traffic circulation patterns, designated parking, areas, existing zoning district map, and north arrow.***

**RESOURCES FOR OBTAINING THE REQUIRED INFORMATION WILL INCLUDE THE FOLLOWING:**

- ***Tax bills, personal records and your familiarity of your property, its location and adjacent neighboring area.***

**PLEASE NOTE** that **ALL** applications to the Zoning Board of Appeals are **REQUIRED** to be forwarded to the Herkimer-Oneida Planning Program (HOCPP) for review at their monthly Board meeting. **NO** Public Hearings can legally be held until this review is completed & the agency's recommendation on the project has been rendered to the Town of Schuyler.

- ***The HOCPP will NOT accept incomplete applications. Therefore, NO Public hearing can be scheduled until ALL applicable information is included on your application.***
- ***Applicants are encouraged NOT to submit payment until ALL required information has been included in and/or submitted with the application.***

**INCOMPLETE APPLICATIONS** received by the ZBA Secretary for scheduling of a Public Hearing will be **RETURNED TO THE APPLICANT** via 1<sup>st</sup> Class Mail for completion & return to the Town. This includes **PAID** applications that may have also been reviewed by the Codes Officer.

- ***Due to missed deadlines for submission of your application to the HOCPP in time for their once-monthly meeting, this can, and most likely will, result in a SIGNIFICANT DELAY in setting your Public Hearing date.***

**HELP IS AVAILABLE!**

- ***For TELEPHONE ASSISTANCE in completing your application, please contact the ZBA Secretary, Jeffery Dingman, at 315-724-5849.***

**ZONING ORDINANCE**  
**TOWN OF SCHUYLER • HERKIMER COUNTY, NEW YORK**  
**APPLICATION TO THE ZONING BOARD OF APPEALS**

Appeal Number: \_\_\_\_\_

Date: \_\_\_\_\_  
(Office Use Only)

**This Section to be Completed by Applicant(s):**

To the Zoning Board of Appeals, Town of Schuyler, New York:

☐ I ☐ We: \_\_\_\_\_ of \_\_\_\_\_  
[Name(s) of Applicant(s)] [Street and Number/Municipality — Legal Residence]

Hereby appeal to the Zoning Board of Appeals from the decision of the Building Inspector on Application for Permit:

Dated: \_\_\_\_\_, 20\_\_\_\_\_, whereby the Building Inspector did: ☐ grant ☐ deny  
[Permit Application Date]

\_\_\_\_\_ of \_\_\_\_\_, Town of Schuyler, NY:  
[Name of Applicant for Permit] [Street & Number — Legal Residence]

☐ Permit for Use ☐ Temporary Permit or Extension Thereof ☐ Certificate of Existing Use ☐ Permit for Occupancy  
[check appropriate box above]

Location of Property: \_\_\_\_\_ [Street & Number — Proposed Project] \_\_\_\_\_ [Zoning Map District]  
(R-1, R-2, R-M, R-A, C-H, C-I, C-T, F-P, P-D)

**This Section to be Completed by Codes Officer:**

Building Permit No. (if applicable): \_\_\_\_\_ Date of Issuance (if applicable): \_\_\_\_\_

Provision(s) of the Zoning Ordinance Appealed:

\_\_\_\_\_ [Article, Section, Subsection and Paragraph]

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[Codes Officer's Signature]

**3. Type of Appeal**

Appeal is herewith made for:

- ☐ Temporary Permit  
☐ Interpretation of the Zoning Ordinance or Zoning Map  
☐ Variance to the Zoning Ordinance  
☐ Special Use Permit under the Zoning Ordinance

Notice: \$250 Fee must be paid before application is placed  
on Zoning Board of Appeals.

Paid on \_\_\_\_\_ ZBA Verification \_\_\_\_\_

**This Section to be Completed by Applicant(s):**

Applicant Name(s): \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell / (\_\_\_\_) \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell

Location of Real Property *(Please fill out completely):*

A. Frontage Road Name: \_\_\_\_\_

B. Nearest Intersecting Road Name: \_\_\_\_\_

Direction: ☐ East ☐ West ☐ North ☐ South Distance: \_\_\_\_\_ ☐ miles ☐ feet

C. Tax Map Parcel: Map No.: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

D. Dimensions/Area of Property: \_\_\_\_\_ ☐ Acres \_\_\_\_\_ ☐ Sq. Ft. • Dimensions: \_\_\_\_\_ x \_\_\_\_\_

D. Existing Zoning District: ☐ R-1 ☐ R-2 ☐ R-A ☐ C-H ☐ C-I ☐ C-T ☐ F-P ☐ P-D

R-1: Residential-1 • R-2: Residential-2 • R-M: Residential-Manufactured Home Park • R-A: Residential-Agricultural  
C-H: Commercial-Highway • C-T: Commercial-Telecommunications • F-P: Flood Plain • P-D: Planned Development

***Please include a plot plan on separate sheet, with all measured setbacks from all structures and proposed structures.***

Brief Summary of Proposed Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Office Use Only)*

State of New York )  
County of Herkimer )<sup>ss</sup>

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
[Town Clerk or Notary Public]

\_\_\_\_\_  
[Signature of Applicant]

\_\_\_\_\_  
[Signature of Applicant]

☐ **Area Variance or Special Use Permits:**

Residential FEE: \$100.00, Plus Cost of Publication

Commercial and Multi-Residential FEE: \$150.00, Plus Cost of Publication

Additional Meetings: \$100 each

Additional Meetings: \$100 each

☐ **Zoning Change:** FEE: \$200 plus cost of publication

☐ **Change of Use:** NO FEE

Application Accepted by: \_\_\_\_\_

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

Fee/Amount Received: \_\_\_\_\_

☐ Cash ☐ Check # \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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?				<b>NO</b>	<b>YES</b>
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.					
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?				<b>NO</b>	<b>YES</b>
If Yes, list agency(s) name and permit or approval:					
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, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
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?  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: _____	<b>NO</b>	<b>YES</b>	
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?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
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 (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES	<b>NO</b>	<b>YES</b>	

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

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** 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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** 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)