

TOWN OF ONEONTA
CODE ENFORCEMENT OFFICE
3966 St Hwy 23, PO Box A
WEST ONEONTA, N.Y. 13861
Phone: (607) 432-8606 Fax: (607)432-3135
Web site: www.townofoneonta.org

Items to be included with Special Use Permit 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. Landscaping (greenspace), including grading of site
- ☐ g. Utility/water/sewer systems
- ☐ h. Drainage system-storm sewer, culverts, etc.
- ☐ i. Sign location and illumination
- ☐ j. Existing land use for a distance of 200' from lot
- ☐ k. Buffering (if abutting a residential use)

3. Floodable or wetland area ☐ y ☐ n

- ☐ a. Floodplain/wetland boundaries
- ☐ b. Flood elevations
- ☐ c. Building floor elevation

4. ☐ Building permit application
- ☐ Application fee

Reviewed date: _____

Reviewed by: _____

APPLICATION FOR SPECIAL USE PERMIT
Town of Oneonta, 3966 St Hwy 23, PO Box A, West Oneonta, NY 13861
www.townofoneonta.org

Date: _____

Applicant(s):

Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

E-Mail Address: _____

Tax Map Description:

Section _____ Block _____ Lot _____

Current zoning classification: _____

New Application ☐ Renewal ☐ If renewal, expiration date of approval: _____

Location of project: _____

Please give a brief description of the project (please note any changes proposed that differ from the original approval): _____

Signature of Applicant

****Attach a plot plan showing details of the site and the proposed project. All information should be in accordance with § 103-96 of Town Code (attached).**

**ALL APPLICANTS ARE STRONGLY URGED TO ATTEND ALL MEETINGS
PERTAINING TO THEIR APPLICATIONS.**

TO/FORMS/Application Originals

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:	
		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?			NO
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?			NO
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.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____			
☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO ☐	YES ☐	N/A ☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO ☐	YES ☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO ☐	YES ☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO ☐	YES ☐
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?		☐	☐
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: _____		NO ☐	YES ☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO ☐	YES ☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO ☐	YES ☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO ☐	YES ☐
b. Is the proposed action located in an archeological sensitive area?		☐	☐
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?		NO ☐	YES ☐
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: _____		☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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?		NO ☐	YES ☐
16. Is the project site located in the 100 year flood plain?		NO ☐	YES ☐
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? ☐ NO ☐ YES		NO ☐	YES ☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		☐ NO ☐ YES	

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

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.

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
PLANNING BOARD
Town Hall, 3966 St Hwy 23, West Oneonta, NY 13861
www.townofoneonta.org**

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 Planning Board of the Town of Oneonta will hold a public hearing
for a special use permit on the ____ day of _____, 20 ____ at or about _____ p.m./a.m.
At the Town Hall 3966 St Hwy 23 in West Oneonta, pursuant to an application from:

(applicant's name & address)

for _____

(describe purpose in detail)

Public & semi public uses ☐ Camp/campground ☐ Open space/recreational ☐ Windmill ☐ Radio tower ☐
Solar panels ☐ Kennel/grooming/animal hospital ☐ Boarding/rooming house ☐ 3 or 4 family dwelling ☐
Nursing/convalescent/proprietary home for adults & like uses ☐ Day care center ☐ Retail stores ☐
Office/bank/studio ☐ Commercial garage ☐ Dwelling units accessory to business ☐ Personal service shops ☐
Places of public amusement ☐ Mortuary ☐ Funeral home ☐ Video arcade ☐ Drive in theater ☐
Gas stations ☐ All accessory buildings which are necessary & incidental to the operation of business activities ☐

Copies of the complete text are on file in the Code Enforcement Office in the Town Hall, 3966
St Hwy 23, West Oneonta.

All interested persons will be given an opportunity to be heard.

Dated: _____

Applicant's Signature: _____

GUIDELINES FOR APPLICANTS SPECIAL USE PERMIT

1. To be considered, request for a Special Use Permit must be received, including all attachments, in the Code Enforcement Office ten (10) working days before the date of the Planning Board's meeting. The attached checklist is a guide of information required. If you have any questions please contact the Code Office. The date of the meeting may be ascertained from the Code Enforcement Office.
2. The Code Enforcement Officer will determine if the application is complete, prior to the meeting and the applicant will be advised of any deficiencies.
3. The applicant or an authorized representative must attend the meeting to discuss this application, to answer questions and possibly to arrange to meet with a Planning Board committee for a site visit. If there is no representative present, the Planning Board may decide to table the request.
4. If complete with all information requested, the application will be considered accepted on the date of Planning Board's meeting. The date of the meeting may be ascertained from the Code Enforcement Office.
5. The Planning Board will hold a public hearing within 45 days from the date the application is accepted as complete. The applicant is strongly advised to attend the public hearing.
6. Action on the SEQR (State Environmental Quality Review) process must be taken by the Planning Board prior to any action taken on the application itself. This will normally be done immediately after the public hearing. A completed Part 1 of the EAF must accompany this form to allow completion of the SEQR process.
7. After the public hearing and completion of the SEQR process, approval or denial of the Special Use Permit will be determined by a motion voted on by the Planning Board with a majority of the full Board required to carry the motion. When action is taken, the Chairman (or Chairwomen) will sign approving or denying application.
8. If the action is denied, the applicant may reapply using a new form at the next month's meeting. It is strongly suggested that the applicant address any concerns of the Planning Board, especially if these concerns led to denial of the Permit.
9. Special Use Permits must meet criteria found in the Town Code, Article XXI, §103-96. The applicant is advised to clearly establish that the Special Use Permit requested would meet these criteria.
10. Special Use Permits are generally issued for a period of time which may be as little as a month (in extreme cases) to as long as indefinite period, subject to revocation for just cause under §103-97 of the Town Code. Prior to the expiration of the Special Use Permit, the applicant must reapply.
11. Special Use Permits may be issued by the Planning Board with conditions which must be met during the term of the Permit or prior to effective date of the Permit. If prior conditions are not met, the Special Use Permit is not valid. If, during the term of the Special Use Permit, the Permit holder is no longer complying with conditions, the Permit is subject to revocation according procedures set forth in §103-97 of the Town Code.



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Conditions of Special Use Permit for Short Term Rental

- ☐ A. Dwelling is **not to be listed, advertised, or rented**, until approved
- ☐ B. One family per dwelling unit
- ☐ C. Maximum of 10 occupants
- ☐ D. No off-site parking
- ☐ E. No bedrooms above the 2nd floor
- ☐ F. No open building permits
- ☐ G. No open property maintenance/fire inspection violations
- ☐ H. Living rooms, dens, basements, etc. being used as sleeping rooms must have a smoke detector and have the required emergency escape/rescue openings
- ☐ I. Local emergency contact information must be supplied to the board on a separate sheet of paper.
- ☐ J. Supply the board with drawings showing egress windows/doors, sleeping arrangements, and parking.
- ☐ K. Advise board the listing agency and DBA
- ☐ L. No team parties
- ☐ M. No campfires unrelated to cooking unless in R80 or R40, but not within 150 feet of a neighboring dwelling. Said fires shall be in a fireplace, fireproof container or pit and shall not be located near or adjacent to any flammable materials or structures.
- ☐ N. No amplified sound between 10:00pm to 8:00am, Monday thru Saturday and 10:00pm to 10:00am on Sundays and Holidays.

I hereby acknowledge, understand and agree to abide by the checklist above.

Applicant Signature: _____

Date: _____