

**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
www.townofoneonta.org**

SPECIAL SIGN PERMIT APPLICATION

ZONING BOARD OF APPEALS

1. Name, Mailing Address, Telephone #, Cell Phone #, E-mail Address of Applicant(s):

2. Location of premises (physical address):

3. Tax Map No. _____ 4. Zoning District _____ 5. Size of Sign _____

6. Lighting: ☐ Interior ☐ Exterior ☐ No Lighting

7. Type of Sign: ☐ Attached to building ☐ Freestanding ☐ Temporary

8. Listing of existing signs and sizes:

9. **To be submitted**: drawing the details the construction of the sign: exact dimensions; position of lighting or other extraneous devices; location of the sign on the building or lot, specifically in relation to all structures on the lot and to any private or public street or highway; a photograph of the sign. (Attach to application)

10. Written consent of the owner of the building, structure or land on which the sign will be displayed. (Attach)

11. Proof of liability insurance must be submitted to the Code Enforcement Office upon approval of sign by Zoning Board of Appeals.

12. Workman's Compensation secured by contractor: ☐ Yes ☐ No ☐ N/A

It is in the best interest of the applicant to attend all scheduled meetings with regard to this application.

NOTE: New York State law requires those engaging in hazardous employment to have workers compensation/disability coverage in effect. Your signature affirms your knowledge and understanding of this law.

Signature: _____ Date: _____

§76-9 Special Permits

A special permit to exceed the restrictions as set forth in this chapter may be granted by the Town Zoning Board of Appeals if in its judgment it finds that the use for which such permit is sought will not, in the circumstances of the particular case and under any condition that the Board considers to be necessary or desirable, be injurious to the area or otherwise detrimental to the public welfare. The Board shall impose any conditions which it deems necessary to protect the area. The Board shall deny applications for a special permit which in its judgment would prove detrimental to adjacent property. The Board on application and after public notice and hearing, may issue a permit complying with the general standards set forth as follows:

- (1) That the Local Law causes unique hardship because of the physical nature (i.e. size, shape, location or topography) of the lot upon which the sign is to be erected.
- (2) Each special permit use must comply generally with the regulations of this chapter, for the district within which it is to be located.
- (3) Each special permit use shall be of such character, intensity, size and location that it will be in harmony with the orderly development of the district in which it is to be located.

NOTE: Applications will be accepted by the Zoning Board at the scheduled meeting following the submission of an application for a Special Sign Permit. Applications will be voted on by the Zoning Board on the month following the applications acceptance.

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 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? 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 ☐
			YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO ☐
			YES ☐
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, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
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?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
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: _____			

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.		

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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 special sign permit 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: _____