

# Town of Salina

## Department of Planning & Development

201 School Road  
Liverpool, New York 13088

315) 451-0492 ♦ FAX (315) 457-4785 ♦ E-Mail [codes@salina.ny.us](mailto:codes@salina.ny.us)

Bernard D. English, Director

### ZONING BOARD OF APPEALS INSTRUCTIONS FOR APPLICATIONS

**NOTE:** Before an application can be considered ready for submittal to the Town of Salina Zoning Board of Appeals, the applicant must provide *all applicable* items noted below:

- APPLICATION** (Completely filled out and signed by the applicant and the owner)
- PROPERTY SURVEY** (Drawn to scale and representing the property as it currently exists, if survey is over 1 year old, provide a survey affidavit)
- SITE PLAN** (Drawn to scale, maximum 1"=50' of the proposed project)
- FLOOR PLANS** (Drawn to scale, showing the proposed layout)
- EXTERIOR SIGNAGE DRAWING** (Showing any existing and proposed signs on the property, where applicable.)
- SHORT ENVIRONMENTAL ASSESSMENT FORM** (Completely filled out and signed)
- APPLICATION FEE** (The application fee must accompany the application. This fee is non-refundable)

Area variance (one- or two-family residential (sheds, pool and fences):	\$75.00
Area variance (one- or two-family residential (all others):	\$125.00
Area variances multiple dwellings and non-residential uses:	\$400.00
Use variances (all uses)	\$500.00
Interpretations to Zoning Ordinance:	\$50.00

- The above must be submitted at least two (2) weeks before the date of the public hearing. (See meeting schedule.)
- The applicant must come to the public hearing ready to prove the need for the granting of the variance or the purpose of the interpretation. (See attached sheet with burden of proof information)
- For additional assistance please call 451-0492. Office hours are from 9:00 AM to 4:30 PM daily.

Town of Salina 201 School Road, Liverpool, NY 13088 <b>ZONING BOARD OF APPEALS</b> <b>APPLICATION</b>	Case# _____ Fee \$ _____ Receipt # _____ Ck# _____
	Date Received _____ Meeting Date: _____

Nature of Appeal	<input type="checkbox"/> Area Variance (one- two-family residential)	<input type="checkbox"/> Area Variance(Commercial)	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Use Variance
Project Name				
Project Address			Zip Code	
Tax Map No.		Zoning District		

**CONTACTS**

Owner Name	Telephone	E-mail
Owner Address		
Applicant Name	Telephone	E-mail
Applicant Address		
Plan Preparer	Telephone	E-mail
Preparers Address		
Attorney	Telephone	E-mail
Attorney Address		
Contact Person	Telephone	E-mail
Contact Person Address		

**APPLICATION DETAILS**

Existing Use	Proposed Use
Describe need for variance/requested interpretation:	
Is property in a floodway or floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is property in a federal or state wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No

I the undersigned, do hereby affirm, under the penalty of perjury, that the information contained in this application is true and accurate to the best of my knowledge and belief. I further understand that intentionally providing false or misleading information is grounds for immediate denial of my application. I further understand that I, or a designated representative, must be present at such hearing held by the Planning Board to consider this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_



**Town of Salina**  
**APPLICATION FOR AREA VARIANCE ATTACHMENT**

(4) Whether the variance will have adverse physical or environmental effects on the neighborhood or district. The requested variance will not have an adverse physical or environmental effect on the neighborhood or district for the following reasons, explain fully:

(5) Whether an alleged difficulty was self-created (although this does not necessarily preclude the granting of an area variance.) Explain whether the alleged difficulty was or not self-created:

Note: The variance, **if granted**, will be the minimum necessary to grant relief from you difficulty.

**Town of Salina**  
**DISCLOSURE AFFIDAVIT**

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK )  
COUNTY OF ONONDAGA) ss.:

1. \_\_\_\_\_, being duly sworn, deposes and says that (s)he is:

\_\_\_\_\_  
(applicant, petitioner, corporation officer, property owner, etc.)

2. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or 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 or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.

3. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

5. That no Town of Salina officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Salina officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_.  
(Individual Signature)

\_\_\_\_\_  
(Corporate Name)

\_\_\_\_\_  
By (Officer)

\_\_\_\_\_  
(Mailing address of applicant)

\_\_\_\_\_ (Telephone Number)      \_\_\_\_\_ (Facsimile Number)

(Individual Acknowledgement)

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) ss.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_, to me known and known to me to be the person described in and who executed the foregoing application for Site Plan Review and Approval, and he duly acknowledged to me that he executed the same.

\_\_\_\_\_  
Notary Public

(Corporate Acknowledgement)

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) ss.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_, to me known, who being by me duly sworn did depose and say that he resides at \_\_\_\_\_, that (s)he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in and which executed the foregoing application for Site Plan Review and Approval; Subdivision Plat and Approval; Variance or Interpretation that he knows the seal of said corporation; that one of the seals affixed to said instrument is such seal; that it was so affixed by order of the directors of said corporation and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public

**SURVEY AFFIDAVIT**

Premises Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Owner: \_\_\_\_\_

State of New York            )  
County of Onondaga        )ss:  
Town of Salina             )

\_\_\_\_\_, currently residing at \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes(s) and says the following:

1. (I)(We) am/are the owner(s) of the property identified above, and (I)(We) have been the owner(s) of said property since \_\_\_\_\_.
2. That the property is improved and used exclusively as a residential structure for no more than two families and that there is and has been no non-residential, or commercial activity whatsoever conducted at the property.
3. That all improvements which are now located on the property have existed since the attached survey was completed.
4. That during (my)(our) ownership, there have been no lawsuits, administrative hearings or court proceedings involving the property. (I)(We) know of no disputes with any persons, including the owners of any of the land which abuts (my)(our) property, in which the size of (my)(our) property or the location of its boundaries has been in issue.
5. That no person has at any time claimed any rights to use any portion of (my)(our) property for any purpose where such person has claimed either ownership of any portion of (my)(our) land or an easement or other right to use or cross (my)(our) property.

It is understood that this affidavit is being given to induce the Town of Salina to consider an application for zoning approval for permit issuance, and (I)(We) understand that it is relying on the truth of the statements made by (me)(us) in this affidavit.

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public, State of New York

**TOWN OF SALINA  
PLANNING AND DEVELOPMENT  
FEE SCHEDULE**

<b>ZONING / PLANNING FEES</b>		<b>Base Fee</b>	<b>Plus</b>	<b>Variable</b>
<b>Variations</b>	(Application fee not refundable)			
	Residential (1- and 2-family uses)			
	Sheds, pools, fences	\$ 75.00		
	All other uses	\$ 125.00		
	Multiple dwellings and other non residential uses	\$ 400.00		
	All use variations	\$ 500.00		
<b>Interpretations</b>	Variance ordinance	\$ 100.00		
<b>Zoning Compliance Letters</b>		\$ 50.00		
<b>Site Plan/Special Permit Review</b>				
	Application for initial site plan review only	\$ 500.00		
	Application for special permit only	\$ 500.00		
	Application for combined site plan and special permit	\$ 900.00		
	Engineering and legal deposit (separate check)			
	Minor (Revision to existing without Stormwater Pollution Prevention Plan) site plan	\$ 2,500.00		
	Major (New or Major site work to existing) site plan	\$ 5,000.00		
<b>Subdivisions</b>	Lot Line Adjustment	\$ 75.00		
	Re-subdivision - Residential (Over 3 lots with not streets or utilities)	\$ 500.00		
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00		
	Minor Residential Subdivision			
	4 lots or less with no new streets/utilities	\$ 500.00		
	Engineering & legal fee (Separate check) [PER LOT]	\$ 1,000.00		
	Major Residential Subdivision (More than 4 lots or with new streets/utilities)	\$ 500.00		
	Engineering & legal (BASE)	\$ 5,000.00	\$ 75.00	per lot created
	Non-residential Subdivision	\$ 500.00		
	Engineering & legal (BASE)	\$ 5,000.00	\$ 500.00	per lot created
<b>Microfilming</b>	Per sheet (if not submitted in electronic format: tiff or pdfa)	\$ 5.00	Per page	



**TOWN OF SALINA  
PLANNING AND DEVELOPMENT  
FEE SCHEDULE**

<b>BUILDING PERMIT FEES</b>		<b>Base Fee</b>	<b>Plus</b>	<b>Variable</b>
<b>Building Permits:</b>	Residential (per dwelling unit)	\$ 25.00	\$ 7.00	Per \$1000 value
	Commercial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Multiple Dwelling (per dwelling unit)	\$ 50.00	\$ 7.00	Per \$1000 value
	Industrial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
<b>Where work started before permit is obtained</b>	<i>Double fee noted above</i>			
<b>Renewal of building permit</b>	25% of original fee: Minimum Fee	\$ 25.00		
<b>Plan Reviews:</b>	<i>(Where no building permit is issued)</i>			
	50% of fee noted above: Minimum Fee	\$ 25.00		
<b>Refund</b>	Where no work is begun on a permit 50% of fee			
<b>Certificate of Occupancy</b>	Permanent	\$ 25.00		
	Temporary (maximum 30 days)	\$ 25.00		
<b>Certificate of Compliance</b>	Where building permit is in effect	\$0.00		
	Where no building permit is in effect			
	1- or 2-family dwelling (per unit)	\$ 50.00		
	All other occupancies/uses (per unit)	\$ 100.00		
<b>Signs</b>	Sign Permits: (Base fee per sign)	\$ 50.00	\$ 1.00	per 1 sq ft
<b>Fences (per Chapter 115)</b>	1- and 2-family uses	\$ 25.00		
	all other uses/occupancies	\$ 100.00		
<b>Microfilming Fee</b>	Where plans are not submitted in electronic format (per page)	\$ 5.00		