

## VARIANCE SUBMITTAL CHECKLIST - SIGNS

- APPLICATION FORM** (completely filled out with owner's signature)
- APPLICATION FEE** (The application fee must accompany the application. This fee is non-refundable)
  - Sign Area Variances: \$400.00
  - Use Variances: \$500.00
- DETERMINATION** (from Code Enforcement Officer or Director that denies the requested permit/action)
- ENVIRONMENTAL ASSESSMENT FORM** (Completely filled out and signed)
- PROPERTY SURVEY** (Drawn to scale and representing the property as it currently exists, including adjacent street, existing buildings with setback lines shown, any easements, water-bodies, floodplains and wetlands)
- LEGAL DESCRIPTION** (copy of property deed for the subject property)
- SCALED ELEVATION** (Drawn to scale, showing the signs on the building façade is the sign proposed is a wall signs)
- SITE PLAN** (Showing the location of the proposed signs, for freestanding signs only, drawn to scale, maximum 1"=50' of the proposed project.)
- PHOTOGRAPHS OR DRAWINGS** (Provide photographs or drawings of the signs proposed.)
- SIGN INVENTORY:** (Provide a sign inventory of all existing signs to remain and any new proposed signs. This should include the type of sign (freestanding, wall, projection, window, etc.), height of sign, width of sign, depth, total sign area for each individual sign and of all signs, height above finished grade, locations of all proposed and existing signs, type of materials, and method of illumination.
  - Example: Sign #1, Wall sign (proposed) 25 square feet (5'x5'). Sign is plastic panel in metal frame, lettering is red on a white background. Sign is back illuminated. Sign will be mounted on front of building above main entrance to store. (see attached drawing)

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	<b>SIGN VARIANCE</b>	<input checked="" 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: \_\_\_\_\_



**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.

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

\_\_\_\_\_  
(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

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

<b>ZONING / PLANNING FEES</b>		<b>Base Fee</b>	<b>Plus</b>	<b>Variable</b>
<b>Variances</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 variances	\$ 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  
ZONING BOARD  
2018 MEETING SCHEDULE (1<sup>st</sup> & 3<sup>rd</sup> Monday)  
7:00 P.M.**

<b>SUMITTAL DATE</b>	<b>DATE OF MEETING</b>
1/19/18	2/5/18
2/16/18	3/5/18
3/2/18	3/19/18
3/16/18	4/2/18
3/30/18	4/16/18
4/20/18	5/7/18
5/4/18	5/21/18
5/18/18	6/4/18
6/1/18	6/18/18
6/15/18	7/2/18
6/29/18	7/16/18
7/20/18	8/6/18
8/3/18	8/20/18
8/31/18	9/17/18
9/14/18	10/1/18
9/28/18	10/15/18
10/19/18	11/5/18
11/2/18	11/19/18
11/16/18	12/3/18
11/29/18	12/17/18

**\*\*No Meetings in January**

**(Complete Application & Fees must be received by 12 Noon of submittal date)**