

TOWN OF SENNETT
ZONING BOARD OF APPEALS

SUBMISSION REQUIREMENTS

FILING FEE: _____

SEVEN (7) copies of:

- _____ Common Application Form – completed and signed
- _____ ZBA AREA/USE Variance or Special Permit Insert – completed
- _____ Applicable SEQRA **Environmental Assessment Form** – completed
- _____ Photocopy of CEO Determination (if applicable)
- _____ Letter of authorization – if agent of property owner or applicant (record owner must authorize the application in writing)
- _____ Photocopy of permits or correspondence from other agencies (see Referral Section below)
- _____ Current survey with location map, stamped and signed by licensed land surveyor
- _____ Site plan showing all existing and proposed conditions (including structures, location of all utilities, septic, well, etc.) signed and stamped by licensed design professional

REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly. Please indicate if you have contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A – Not Applicable)**

<u>Agency</u>	<u>Contact Date</u>	<u>Response</u>
Town Highway Dept.	_____	_____
Cayuga County DOT	_____	_____
NYS DOT	_____	_____
Cayuga County Health Dept.	_____	_____
NYS DEC	_____	_____
US Army Corp of Engineers	_____	_____
Other	_____	_____

PROCEDURE SUMMARY

1. Pre-application meeting/CEO Determination
2. Submittal Deadline (**Two [2]** weeks prior to ZBA meeting date)
3. Preliminary Board review of application
 - a. Determine completeness
 - b. Request additional information or submission
 - c. Schedule Site visit and formal review meeting date
 - d. Refer application to other agencies
4. Formal Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution