

VILLAGE OF CAZENOVIA  
APPLICATION FOR SITE PLAN, SPECIAL PERMIT  
AND ARCHITECTURAL REVIEW

Filing Instructions

Before the application can be considered complete and ready for submission to the Village Planning Board, the applicant must file the following with the Village Clerk:

1. Original and 7 copies of the application completely filled out and signed.
2. 8 copies of the proposed site plan and exterior building elevations in accordance with Article XXIII of the Village Code showing all design elements referred to in Section 180-22, Section 180-23, and/or Section 180-24 of the Village Code, as applicable.
3. 8 copies of an appropriate Environmental Assessment Form.
4. 3 copies of the Disclosure Statement required under Section 809 of the New York General Municipal Law (form attached).
5. A check for the required application fee payable to the "Village of Cazenovia". Application fees are as follows:

Site Plan Review - \$250.00

Special Permit - \$50.00

Architectural Review – No fee

Applications for more than one review procedure require payment of only the highest of the applicable fees.

6. Executed Professional Fees and Administrative Costs Payment Agreement (form attached – subject to approval by Board of Trustees).
7. Applications must be filed with the Village Clerk no less than ten (10) days prior to the date requested for initial consideration.

PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING

VILLAGE OF CAZENOVIA

APPLICATION FOR SITE PLAN APPROVAL, SPECIAL USE PERMIT,  
AND ARCHITECTURAL REVIEW

Village Use Only (Date Application Filed \_\_\_\_\_  
(  
(Date of Hearing \_\_\_\_\_  
(  
(Date of Final Action \_\_\_\_\_  
(  
(Action \_\_\_\_\_

TO THE PLANNING BOARD OF THE VILLAGE OF CAZENOVIA:

\_\_\_\_\_, (Applicant) hereby  
requests \_\_\_\_\_ Site Plan Approval  
\_\_\_\_\_ Special Use Permit  
\_\_\_\_\_ Architectural Review

approval by the Planning Board in regard to the development proposed herein and  
respectfully states:

1. Applicant is the (owner) (purchaser under contract) of the subject property containing approximately \_\_\_\_\_ acres, identified on the tax map as account number(s) \_\_\_\_\_, and located at (show street address, or if none, general description; attach survey map and any restrictive covenants if applicable):
  
2. Applicant acquired the subject property on \_\_\_\_\_, \_\_\_\_\_, or if not the owner, the name(s), address(es) and telephone number(s) of the owner(s) of record of the subject property (is) (are):
  
3. Applicant requests a approval in relation to the subject property pursuant to Section(s) (180-22) (180-23) (180-24) of the Village of Cazenovia Zoning Ordinance for the purpose of:

4. The present land use of the subject property is \_\_\_\_\_ and has been devoted to this use since \_\_\_\_\_.
5. The subject property is located in the following zoning district(s): \_\_\_\_\_.
6. There are no existing violations of applicable zoning or subdivision regulations with respect to the subject property except:
7. The proposed zoning of the subject premises is \_\_\_\_\_.
8. The proposed operation for which approval is requested:
- Days of week and hours of operation \_\_\_\_\_
  - Maximum number of employees on site at one time \_\_\_\_\_
  - Size and location of all signage \_\_\_\_\_
- | d. Specific Requirements: | Ordinance | Proposal |
|---------------------------|-----------|----------|
| Parking Spaces            | _____     | _____    |
| Lot Coverage              | _____     | _____    |
| Front Yard Setback        | _____     | _____    |
| Side Yard Setback         | _____     | _____    |
| Rear Yard Setback         | _____     | _____    |
| Maximum Height of Bldg.   | _____     | _____    |
9. The proposed use will be consistent with all provisions of the Village of Cazenovia Zoning Code except:
10. The subject premises are within 500 feet of:
- \_\_\_\_\_ the boundary of any city, village or town; or
  - \_\_\_\_\_ the boundary of any existing or proposed county or state park or any other recreation area; or
  - \_\_\_\_\_ the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
  - \_\_\_\_\_ the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
  - \_\_\_\_\_ the existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or
  - \_\_\_\_\_ the boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agricultural and markets law.

11. Upon information and belief, the names and mailing addresses of all adjoining property owners of each adjoining parcel, are as follows (attached additional sheets if necessary):

Name

Address

NORTH:

SOUTH:

EAST:

WEST:

12. Applicant's Licensed Land Surveyor:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
13. Applicant's Engineer:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
14. Applicant's Architect:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
15. Applicant's Attorney:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
16. A site plan and exterior building elevations in accordance with Article XXIII of the Village Code showing all design elements referred to in Section 180-22, Section 180-23 and/or Section 180/24 of the Village Code, as applicable, are submitted with this application. Applicant agrees to pay all fees and expenses required pursuant to Section 180-20 of the Village Code and to enter into a professional fees and administrative costs payment agreement upon approval by the Board of Trustees. In the event that all required documents are not furnished to the Planning Board at the time of submission of this application, applicant hereby waives any and all rights which might otherwise accrue by virtue of Article 7 of the New York Village Law.

17. Applicant consents to appropriate Village action either revoking any approval which may be granted hereafter or obtaining necessary injunctive relief in the event applicant fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Planning Board.
18. Applicant hereby acknowledges and represents that all disclosures required by law, and specifically those required by Section 809 of the New York General Municipal Law, have been submitted in writing to the Planning Board prior to or at the time of submission of this application.

Dated: \_\_\_\_\_, 20\_\_\_\_

APPLICANT'S SIGNATURE:

\_\_\_\_\_  
(Individual Signature)

\_\_\_\_\_  
(Corporate, Partnership or LLC Name)

By: \_\_\_\_\_  
(Officer, Partner or Member)

\_\_\_\_\_  
(Mailing address of Applicant)

Telephone Number \_\_\_\_\_

Signature of owner who is not the applicant:

The undersigned owner(s) of the above described property hereby acknowledge and consent to the submission of this application.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
Date

STATE OF NEW YORK       )  
COUNTY OF \_\_\_\_\_) SS.:

On the \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, personally appeared, \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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

STATE OF NEW YORK       )  
COUNTY OF \_\_\_\_\_) SS.:

On the \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, personally appeared, \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

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