



TOWN OF SOUTHPORT

1139 Pennsylvania Avenue, Elmira, NY 14904

Variance Procedure

Variance procedure requires a Public Hearing to be held. Procedure on what you will need to do for the Public Hearing will be provided to you. The Town will also post a sign on the variance property stating the date and time of the Public Hearing. It will take at least two meetings before you will have the Board of Appeals decision. There is no guarantee your variance will be granted. If your Variance is granted, you may also be required to go before the Planning Board for Site Plan Review. Code Enforcement will provide you with all information needed.

If the Variance application is approved, a Building Permit is required for any construction, renovations, or alterations. ALL commercial projects will require stamped architect prints. ALL other projects costing \$20,000 and over will require stamped architect prints. Discuss your project fully with the Code Enforcement Officer.

1. Write a detailed letter to the **Board of Appeals** explaining request and be specific with number of employees, hours of operation, off street parking places, signs, etc.
2. Fill out part 1 only of attached State Environmental Assessment (SEQR) form.
3. Read, sign and date the Acknowledgement Sheet.
4. Submit a property survey. Major projects will require full site plan drawings. Discuss with Code Officer.
5. If you do not own the property, provide letter from owner giving you permission for your project. If you are buying the property, provide copy of purchase offer agreement (we do not need to know cost).
6. Non- refundable application fee: \$75.00 Make check payable to "Town of Southport".

Submit all paperwork to our office 10 days prior to the Board of Appeals meeting _____
Late applications will be put on the next agenda.

You or your representative must attend all meetings. 1st meeting _____ Wednesday at 7:00 PM Town Hall.

Some applications need to be reviewed by Chemung County Planning Board. If you get a letter from them about a meeting, you can attend but not required to do so.

I/we hereby certify that I/we have read the instructions and received a copy. I/we understand that a provision of laws and ordinances covering this application will be complied with whether specified or not. Instructions specified here do not presume to give authority to violate or cancel provisions of any other law or local law regulating this application and/or construction or performance of construction relating to this application. I/we understand that I/we cannot operate or start the project applied for herein until such time as the Town of Southport grants approval and all necessary permits are secured.

Applicant signature _____ Date _____

Address _____

Phone _____

<i>OFFICE USE: Address:</i>	<i>Tax Map No:</i>	<i>Zoned:</i>
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Use Variances

- A. The Zoning Board of Appeals, on an appeal from a decision or determination of the Code Enforcement Officer, shall have the power to grant use variances as defined herein.
- B. No use variance shall be granted by the Zoning Board of Appeals without a showing by the applicant that the zoning regulations and restrictions have caused unnecessary hardship; in order to prove such unnecessary hardship, the applicant shall demonstrate the following facts to the Zoning Board of Appeals for each and every permitted use under the zoning regulations for the particular district in which the lot is located:
- (1) The applicant cannot realize a reasonable return, provided that lack of return is substantial and demonstrated by competent financial evidence;
 - (2) The alleged hardship relating to the lot in question is unique and does not apply to a substantial portion of the district or neighborhood in which the lot is located;
 - (3) The requested use variance, if granted, will not alter the essential character of the district neighborhood in which a lot is located; and
 - (4) The alleged hardship is not self-created.
- C. The Zoning Board of Appeals, in granting a use variance, shall grant the minimum variance that it deems necessary and adequate to address the unnecessary hardship or balance proven by the applicant and at the same time preserve and protect the character of the neighborhood and health, safety and general welfare of the community.

ACKNOWLEDGEMENT

The above information explains what the Board of Appeals will be considering on a Use Variance application.

I acknowledge receiving a copy of this explanation sheet and that it is my responsibility to be prepared to explain and discuss with the Board of Appeals how my application for a Use Variance complies with all of the issues listed above.

Applicant Signature

Date

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 which 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 governmental 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, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
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? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? 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: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

PLOT PLAN

Date: _____

Name: _____

Phone: _____

Owner Address: _____

Middle box represents your parcel. Draw in existing structures and their sizes as if you were looking down on the property. Draw in what you want to build, if any, and their sizes. Label how far all old and new structures are from lot lines.

*Lot lines are where your property pins are. Do not measure from sidewalk or edge of road. Measure from your front property pin. Talk to Code Enforcement Officer if not sure.

Neighbor on left		Neighbor on right
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Address: _____

Is this a corner lot? _____