

Joseph Colern Jr.
Building Inspector
Code Enforcement Officer



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Asst. Building Inspector
Asst. Code Enforcement Officer

Town of Elma
Erie County, New York

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PROCEDURE IN ORDER TO BE REFERRED TO THE ZONING BOARD OF APPEALS

1. A \$125.00 filing fee must be paid.
2. A survey of the property must be submitted.
3. All forms must be complete and signed.
4. Drawings must be submitted to explain your case. These drawings must be at least 8 ½ x 11 in size, show location of the septic system and tile field.
5. Completed forms, fee, survey & drawings must be submitted to Building & Zoning Officer no later than three (3) weeks prior to the regularly scheduled Zoning Board meeting.

NOTE: The Zoning Board meets once a month on the second Tuesday at 7:00 PM, at the Elma Town Hall, 1600 Bowen Road, Elma, NY

IMPORTANT NOTICE: Please submit 8 copies of all paperwork as indicated above. This includes 8 copies of your application forms. Otherwise we will make copies for you at 25 cents each. Thank you.

TOWN OF ELMA
ZONING BOARD OF APPEALS REQUEST

Building Application: _____
Building Permit: _____

Zoning Appeal Case No: _____
Date: _____

TO THE ZONING BOARD OF APPEALS, TOWN OF ELMA, NEW YORK

I (we) _____ of _____
Name of Appellant Street and Number

_____, _____ HEREBY APPEAL TO THE ZONING BOARD OF APPEALS
Municipality State

FROM THE DECISION OF THE BUILDING INSPECTOR ON APPLICATION NO. _____

DATED _____ FOR BUILDING PERMIT NO. _____ DATED _____

WHEREBY THE BUILDING INSPECTOR DID

() GRANT TO _____
Name of Applicant for Permit

() DENY OF _____, _____, _____
Street and Number Municipality State

() A PERMIT FOR USE () A VARIANCE – TO THE ZONING ORDINANCE

1. LOCATION OF THE PROPERTY _____

ZONE DISTRICT _____ SBL# _____

2. PROVISION(S) OF THE ZONING ORDINANCE APPEALED. (Indicate the article, section, subsection and paragraph of the Zoning Ordinance being appealed, by number. (Do not quote the Ordinance.) _____

3. TYPE OF APPEAL. Appeal is made herewith for approval for:

() A Permit () A Variance – to the Zoning Ordinance

4. PREVIOUS APPEAL. A previous appeal () has () has not been made with respect to this decision of the Building Inspector or with respect to this property.

5. REASON FOR APPEAL. (Use extra sheet if necessary.) _____

a. A VARIANCE TO THE ZONING ORDINANCE IS REQUESTED FOR THESE REASONS:

(1) STRICT APPLICATION of the Ordinance would produce UNDUE HARDSHIP because: _____

(2) The hardship is created UNIQUE and is not shared by all properties alike in the immediate vicinity of this property and in this use district because: _____

(3) The VARIANCE would NOT CHANGE THE CHARACTER OF THE DISTRICT because: _____

b. A PERMANENT () PERMIT IS REQUESTED because: _____

TEMPORARY () _____

Mail or deliver to: _____ (Signature)
_____ (Address)
_____ (City/Town, State & Zip)
_____ (Telephone No.)

If above spaces are insufficient, use attached sheet marking your answers to correspond with question number and section.

617.20
Appendix B
Short Environmental Assessment Form

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				

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)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)