SIGN VARIANCE APPLICATIONS

(1) An appeal to the Zoning Board of Appeals for administrative review or variance shall be made to the Zoning Enforcement Officer. The Zoning Enforcement Officer shall forthwith transmit to the Board of Appeals all papers constituting the record upon which the action appealed from was taken.

(2) The Application

-- ALL attached forms must be completed.
-- SIGN variance applications must include copies of the sign application denial.

A. The first page of the variance application packet is similar to a building permit application that will, as part of the variance process, be denied. The reason for the denial will be determined and noted by the Zoning Enforcement Officer and the packets will then be forwarded to the Zoning Board of Appeals.

B. The applicant shall provide THIRTEEN (13) SEPARATE COLLATED PACKETS, each containing completed copies of ALL FORMS in this application packet, along with plot plans or site plans, and any accompanying documentation or narrative.

(3) Prior to taking action on an application, the Zoning Board shall refer all applications for properties which fall under Section 239-m of the General Municipal Law to the County Planning Board for a determination. Generally, these would involve properties within 500 feet of a town boundary, a county or state park or other recreational area, thruway or other controlled-access highway or right-of-way, or any county-or state-owned land in which a public building or institution is situated. Applicants should be aware that the County Planning Board meets once a month and this may cause a delay in scheduling the application for the Zoning Board agenda.

(4) When the application is placed on the Zoning Board agenda, the Secretary of the Zoning Board will notify the applicant of the date and time.

(5) FEES: Payable at time of submission -- $150.00 residential applications
                                         $300.00 commercial applications
APPLICATION FOR PERMIT REQUIRING REVIEW BY ZONING BOARD OF APPEALS

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described.

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Owner's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
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<tr>
<td>Phone</td>
<td>Phone</td>
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<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>Property Location</td>
<td>See</td>
</tr>
<tr>
<td></td>
<td>Block</td>
</tr>
<tr>
<td></td>
<td>Lot</td>
</tr>
</tbody>
</table>

EXISTING Use:

EXISTING/ Zoning Classification

Lot Size/ Area

EXISTING/ Building Size:

<table>
<thead>
<tr>
<th>CURRENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontage</td>
</tr>
<tr>
<td>Front Yard Depth</td>
</tr>
<tr>
<td>Right Side Yard Width</td>
</tr>
<tr>
<td>Left Side Yard Width</td>
</tr>
<tr>
<td>Rear Yard Depth</td>
</tr>
<tr>
<td>Building Height</td>
</tr>
<tr>
<td>Stories</td>
</tr>
</tbody>
</table>

ADJACENT PROPERTY OWNER NAMES (not addresses):

<table>
<thead>
<tr>
<th>North</th>
<th>South</th>
</tr>
</thead>
</table>

PROJECT DESCRIPTION (Briefly describe the proposal):

Failure to provide names will result in unnecessary delay

<table>
<thead>
<tr>
<th>INTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontage</td>
</tr>
<tr>
<td>Front Yard Depth</td>
</tr>
<tr>
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<tr>
<td>Rear Yard Depth</td>
</tr>
<tr>
<td>Building Height</td>
</tr>
<tr>
<td>Stories</td>
</tr>
</tbody>
</table>

FEE: ______________________ payable to Town of Clifton Park

Signature of Owner, Applicant or Agent:

Clearly Print Name of Owner, Applicant or Agent:

(To be completed by Agency)
This application is hereby disapproved and forwarded to the Zoning Board of Appeals for the reason(s) cited below:

Dated: ______________________

X Zoning Enforcement Officer
SIGN PERMIT VARIANCE

APPLICANT FOR SIGN

Name: _____________________________________________
Address: ___________________________________________
City/State/Zip: _______________________________________
Phone: _____________________________________________

PROPERTY OWNER

Name: _____________________________________________
Address: ___________________________________________
City/State/Zip: _______________________________________
Phone: _____________________________________________

ALL ABOVE FIELDS MUST BE COMPLETED

BUSINESS NAME: __________________________________________

BUSINESS LOCATION/ADDRESS __________________________________________

THIS APPLICATION IS FOR A: _____ New Sign _____ Modification to Existing Sign

TYPE OF SIGN __________________ Freestanding _____ Sq. Ft. _____ Height _____ Ft. Yd. _____ Side Yd. _____ R. Yd.

_______ Wall ____________ Sq. Ft. ____________ Height

__________ Other ____________ Sq. Ft. ____________ Height ____________ Pt. Yd. ____________ Side Yd. ____________ R. Yd.

Describe Other: __________________________________________

PROPOSED SIGN MESSAGE: __________________________________________

IDENTIFY TYPES AND LOCATIONS OF EXISTING SIGNS: ____________________________

Signature of Applicant __________________________________________ Date: __________________________

Clearly Print Name __________________________________________

FOR OFFICIAL USE ONLY

Zoning District ______ Function __________________________ Chart ____________ Allowable area (sq. ft.) of sign per sign law ______ Sq. Ft.

CONSTRUCTION OF SIGN AUTHORIZED

Assigned Permit Number __________________________________________
Square Footage Authorized: _________ Height: __________________________
Setbacks Authorized _________ Ft. Yd. _________ Side Yd. _________ R. Yd.
Conditions: _______________________________________________________

CONSTRUCTION OF SIGN NOT AUTHORIZED

Reason Denied: ____________________________________________________

Setbacks Authorized _________ Ft. Yd. _________ Side Yd. _________ R. Yd.

Date Applicant Notified of Disapproval: ___________________________

Approved By: ______________________________________ Date: __________________________
SIGN VARIANCE APPLICATION

1. PERMIT No. Assigned by Building Dept. Property Location: Street Address Date

2. Project Description (Briefly describe the proposal)

3. SIGN VARIANCE (NOTE—In making its determination, the Zoning Board of Appeals will have to consider the benefit conferred if the application is granted, and then weigh that benefit against any detriment to the health, safety and welfare of the neighborhood or community by such grant. In making its determination, the Zoning Board of Appeals will weigh the factors you describe in this section (A through E below). The application requires the Board to take into consideration the benefit to be conferred to you, the applicant, and to weigh that benefit against the detriment to the health, safety and welfare of the neighborhood. Explain, using the five factors below, why the benefit to you will not be outweighed by the detriment to the community or neighborhood: (If more space is needed, please attach extra sheets to this form)

A. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the sign variance;

B. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than a sign variance;

C. Whether the requested sign variance is substantial;

D. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and

E. Whether the alleged difficulty was self-created. (Note, this consideration shall be relevant to the decision of the Zoning Board of Appeals but shall not necessarily preclude the granting of the sign variance.)
4. The board of appeals, in the granting of sign variances, shall grant the minimum variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

5. **APPLICANT CERTIFICATION**
   I hereby depose and say that all of the above statements and the statements contained in the attached submission are true to the best of my knowledge and belief.

_________________________
Clearly Print Applicant’s Name

_________________________
Applicant Signature

Sworn to before me this ___________ day of _________________ 20__.  

_________________________
Notary Public Signature
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.

<table>
<thead>
<tr>
<th>Part 1 - Project and Sponsor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Action or Project:</td>
</tr>
<tr>
<td>Project Location (describe, and attach a location map):</td>
</tr>
<tr>
<td>Brief Description of Proposed Action:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Applicant or Sponsor:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/PO:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

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.

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:

3.a. Total acreage of the site of the proposed action?
    b. Total acreage to be physically disturbed?
    c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?

4. Check all land uses that occur on, adjoining and near the proposed action.
   - Urban
   - Rural (non-agriculture)
   - Industrial
   - Commercial
   - Residential (suburban)
   - Forest
   - Agriculture
   - Aquatic
   - Other (specify): ______________________________
   - 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?  
      NO  YES  N/A

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?  
      NO  YES
   b. Are public transportation service(s) available at or near the site of the proposed action?  
      NO  YES
   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?  
       NO  YES
   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?  
       NO  YES
   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:  
   NO  YES
   ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
   ☐ Wetland ☐ Urban ☐ 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?  
       NO  YES
    b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?  
       NO  YES
    If Yes, briefly describe:  
    NO  YES
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?”

<table>
<thead>
<tr>
<th>No, or small impact may occur</th>
<th>Moderate to large impact may occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?</td>
<td>□  □</td>
</tr>
<tr>
<td>2. Will the proposed action result in a change in the use or intensity of use of land?</td>
<td>□  □</td>
</tr>
<tr>
<td>3. Will the proposed action impair the character or quality of the existing community?</td>
<td>□  □</td>
</tr>
<tr>
<td>4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</td>
<td>□  □</td>
</tr>
<tr>
<td>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?</td>
<td>□  □</td>
</tr>
<tr>
<td>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?</td>
<td>□  □</td>
</tr>
<tr>
<td>7. Will the proposed action impact existing: a. public / private water supplies?</td>
<td>□  □</td>
</tr>
<tr>
<td>b. public / private wastewater treatment utilities?</td>
<td>□  □</td>
</tr>
<tr>
<td>8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</td>
<td>□  □</td>
</tr>
<tr>
<td>9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?</td>
<td>□  □</td>
</tr>
<tr>
<td>No, or small impact may occur</td>
<td>Moderate to large impact may occur</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?</td>
<td>☐</td>
</tr>
<tr>
<td>11. Will the proposed action create a hazard to environmental resources or human health?</td>
<td>☐</td>
</tr>
</tbody>
</table>

**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.

☐ 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.

☐ 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.

<table>
<thead>
<tr>
<th>Name of Lead Agency</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print or Type Name of Responsible Officer in Lead Agency</td>
<td>Title of Responsible Officer</td>
</tr>
<tr>
<td>Signature of Responsible Officer in Lead Agency</td>
<td>Signature of Preparer (if different from Responsible Officer)</td>
</tr>
</tbody>
</table>
OWNER AUTHORIZATION FOR
ZONING VARIANCE REVIEW

The undersigned, who is the owner/contract vendee of the premises known as ________________________________, and identified as Tax Map #_____________________, hereby authorizes ________________________________ to bring the application herein before the Zoning Board of the Town of Clifton Park for review of a proposed variance approval.

The undersigned further permits the Town or its authorized representative access to the property to review existing site conditions during the review process.

STATE OF NEW YORK    )
COUNTY OF SARATOGA     )SS.

On this _____day of __________________, Two Thousand and __________, before me, the subscriber, personally appeared ________________________________ to me personally known and known to me to be the same person described in and who executed the within Instrument, and he acknowledged to me that he executed the same.

______________________________   ________________________________
Owner/Contract Vendee           Notary Public