

**Fee – Area Variance – Single Project \$160.00 Payable to the Town of Santa Clara**

**Use Variance – Single Project \$210.00 Payable to the Town of Santa Clara**

A. Statement of Ownership and Interest:

The applicant(s) \_\_\_\_\_

Is (are) the owner(s) of property situated at the following location:

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Lot #, Street #, Road (State, County, Town, Right of Way)

Property Description \_\_\_\_\_  
(as per tax Bill)

B. Relief sought: The applicant(s) request(s) the following variance(s):

1. Structure setback from water or wetland

a. Indicate: \_\_\_ body of water, \_\_\_ Stream, \_\_\_ wetland, \_\_\_ Resource Management Class

b. Describe structure and purpose \_\_\_\_\_

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(If more space is needed attach added page(s))

c. Dimensions of construction: L \_\_\_\_\_ ft, W \_\_\_\_\_ ft, H \_\_\_\_\_ ft

**(Submit scaled sketch showing dimension & site Location)**

Excavation \_\_\_\_\_ ft. depth

d. Distance Change requested: from 75 ft to \_\_\_\_\_ ft

2. Lot line setback (Section 6, Article 5) **Submit scaled sketch showing both existing and new setbacks.**

a. Side or rear: (indicate which or both)

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

b. Public road/right of way: (indicate which or both)

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

- c. Body of water, stream, and wetland: (indicate which type and whether parcel is in APA designated Resource Management). **CONSULT CODE ENFORCEMENT OFFICER IN THIS AREA.**

TYPE \_\_\_\_\_ RESOURCE MANAGEMENT \_\_\_\_\_

**PLEASE NOTE:** Specific attention will be given to site size, terrain, soil structure, vegetation, animal life, type of structure (including excavation), type of water flow, etc. Owner will be responsible for any test and/or specialized data collection required.

- d. Sewage/septic: (Section 6.4, Article 11) Follow directions as per 2 c. above.

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

3. Sewage/septic/water supply distance relationship: (Section 6.4, Article 11) Follow directions as per 2 c. above.

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

**NOTE:** Any request for a lessening of requirements of N. Y. State Health Dept. requirements must first be denied by the Code Enforcement Officer before as appeal is filed with the State Health Dept.

4. Height: (Section 6.4)

From \_\_\_\_\_ ft to \_\_\_\_\_ ft

5. Shoreline: **Show location(s) and dimensions of all structures affected through scaled sketch(es) plus new dimensions and/or location(s). See Law 6.4 and indicate type(s) of structure(s).**

**Type of Structure**

**Wharf** \_\_\_\_\_ **Dock** \_\_\_\_\_ **Pier** \_\_\_\_\_ **Boathouse** \_\_\_\_\_

(Check all that apply)

- a. Wharf:

Extension form shoreline: from \_\_\_\_\_ ft to \_\_\_\_\_ ft

Lateral dimension: from \_\_\_\_\_ % to \_\_\_\_\_ %

Area from \_\_\_\_\_ ft to \_\_\_\_\_ ft

- b. Dock:

Extension form shoreline: from \_\_\_\_\_ ft to \_\_\_\_\_ ft

Lateral dimension: from \_\_\_\_\_ % to \_\_\_\_\_ %

Area from \_\_\_\_\_ ft to \_\_\_\_\_ ft

- c. Pier:

Extension form shoreline: from \_\_\_\_\_ ft to \_\_\_\_\_ ft

Lateral dimension: from \_\_\_\_\_% to \_\_\_\_\_%

Area from \_\_\_\_\_ft to \_\_\_\_\_ft

d. Boathouse:

Setback from \_\_\_\_\_ft to \_\_\_\_\_ft

Height from \_\_\_\_\_ft to \_\_\_\_\_ft

Area from \_\_\_\_\_ft to \_\_\_\_\_ft

e. Area Combination:

Wharf from \_\_\_\_\_ft to \_\_\_\_\_ft

Dock from \_\_\_\_\_ft to \_\_\_\_\_ft

Pier from \_\_\_\_\_ft to \_\_\_\_\_ft

Boathouse from \_\_\_\_\_ft to \_\_\_\_\_ft

Total Area from \_\_\_\_\_ft to \_\_\_\_\_ft

6. Vegetation removal: (Section 6B.4, Article 7.26)

a. Percent removal: from \_\_\_\_\_% to \_\_\_\_\_%

b. Size from \_\_\_\_\_inches to \_\_\_\_\_inches

7. Previously completed structure:

- a. Exceptions for elements missing (making structure “incomplete” ex: windows, roof, interior fixtures – toilet, tub, etc., finish flooring) CONSULT CODE ENFORCEMENT OFFICER

List \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Change in use and/or occupancy: \_\_\_\_\_

8. Justification of the request for this variance:

- a. The strict application of the section(s) of this law which relief is sought in this application would create practical difficulty inconsistent with the general purpose of the Laws in that: (Describe the nature of the difficulty and how it prevents reasonable use of the property. Attach additional sheets if needed).

b. The granting of the relief sought variance(s) will not be a substantial detriment to the quality of the nature and character of the neighborhood or area, other owners' property improvements, its ecosystems, and the health and safety of the other residents because:

c. Describe any unusual impact upon municipal services provided (fire protection, rescue service, road maintenance and snow removal, animal control, etc.).

SIGNATURE(S) OF OWNER(S)

SIGNATURE OF APPLICANT(S)  
(If Authorized Agent)

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Address (es)

Address (es)

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Telephone #(s)

Telephone #(s)

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Email address:

Email address:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: THE CODE ENFORCEMENT OFFICER IS AVAILABLE TO ADVISE AND AID IN THE PREPARATION OF THIS FORM.**

Application and responses are to be mailed or scanned into a pdf file and emailed to:

Robin Sullivan  
Variance Board Secretary  
5359 State Route 30  
Saranac Lake NY 12983  
santaclaravariancesecretary@gmail.com

A COPY OF ALL VARIANCE APPLICATIONS SHALL BE SENT BY THE APPLICANT AT HIS/HER OWN COST AND EXPENSE BY FIRST CLASS MAIL TO ALL PROPERTY OWNERS LOCATED WITHIN 750 FEET OF THE APPLICANT'S PROPERTY LINES AS DETERMINED BY REFERENCE TO THE FRANKLIN COUNTY REAL PROPERTY TAX MAP. **ASSITANCE WILL BE PROVIDED BY THE CODE ENFORCEMENT OFFICER TO DETERMINE THESE PROPERTIES THAT ARE WITHIN 750 FEET.**

THE APPLICANT MAY OBTAIN THE NAMES AND MAILING ADDRESSES OF SUCH PROPERTY OWNERS FROM THE MOST CURRENT ASSESSMENT ROLLS OF THE TOWN. **PROOF OF MAILING SHALL BE IN THE FORM OF CERTIFICATES OF MAILING SIGNED BY A REPRESENTATIVE OF THE U. S. POSTAL SERVICE AND CERTIFICATES SHALL BE FILED WITH THE VARIANCE BOARD AT THE TIME OF APPLICATION. PLEASE INCLUDE 6 COPIES OF ANY OVERSIZED ARCHITECTURAL DRAWINGS RELATED TO THE VARIANCE.**

IN THE EVENT THAT THE APPLICANT HAS A PARCEL OF LAND IN EXCESS OF FIVE ACRES, AND THE VARIANCE ONLY AFFECTS A PORTION OF SAID LANDS, AND THE FOREGOING REQUIREMENTS OF MAILED NOTICE WOULD REQUIRE MORE THAN 10 NOTICES TO BE SENT, THE APPLICANT MAY MAKE APPLICATION TO THE VARIANCE BOARD TO LIMIT SUCH NOTICES TO PROPERTY OWNERS WITHIN 750 FEET OF THE BOUNDARY LINES OF THE APPLICANT'S LANDS MOST DIRECTLY AFFECTED BY THE VARIANCE REQUEST.

THE VARIANCE BOARD IN CONSIDERING SUCH AN APPLICATION SHOULD ONLY GRANT IT IF A MAJORITY OF THE VARIANCE BOARD DETERMINES THAT THOSE PROPERTY OWNERS AFFECTED BY THE VARIANCE WOULD RECEIVE NOTIFICATION UNDER THE PROVISION.

**ALSO SEE VARIANCE APPLICATION INSTRUCTION SHEET.**