

Development of Property Within the Town of Otisco

Property Development-

The Town of Otisco has certain requirements relative to the development of properties located within the Town. Therefore, prior to the development of property within the Town, the Town Board should be informed of the proposed development to determine whether any of the following requirements apply, or to see if the Town Board has any questions. Developers or property owners seeking to develop property in the Town of Otisco are urged to contact the Town Board early in the development process to arrange for a meeting before the Board at a regularly scheduled Town Board meeting, which are held on the 2nd Monday of each month (other than in November when the Board meeting is held on a different day established by the Town Board each year at its October meeting).

The Town Board may be contacted via a letter request to present the proposed development to the Town Board at the following mailing address:

Town Supervisor
Town of Otisco
1924 Barker St.
Tully, NY 13159

(The Town Board actually meets at 1924 Barker St., which is in the Town of Otisco).

For instance, Town of Otisco Local Law # 1 of 1977 relative to State Environmental Quality Review ("SEQR") of proposed actions which are likely to have a significant effect on the environment, applies to the development of land involving thirty (30) or more lots, residential developments of ten (10) or more acres involving, in whole or in part, multiple residences, including apartments, garden apartments, town houses, condominiums, and commercial projects involving the physical alteration of ten (10) or more acres. If the proposed development falls within the foregoing parameters, the property owner or developer must notify the Town of Otisco Town Board in writing, including submitting a written statement concerning the proposed development by completing the Applicant's Preliminary Statement of Potential Environmental Impact which is below, and submitting it to the Town Board for review. The Town Board will then determine whether the proposed development will require review under the New York State Environmental Quality Review Act and/or other applicable Town Law. No such development at the subject property can be undertaken until this Town Board review is completed.

In addition, all Town, County, State and Federal laws applicable to property located within the Town of Otisco apply as well, including any applicable erosion control, drainage and run-off, wastewater and septic, protected wetlands, environmental laws, driveway permits and other similar requirements.

For example, if development at the property will involve discharging wastewater into the surface waters or ground waters of the State, or construction is near protected wetlands, the property owner is required to consult with the New York State Department of Environmental

Conservation to determine whether a permit is required under State Law. The DEC can be contacted at (315) 426-7400. No such development at the subject property may occur until such time as the DEC is consulted and issues any required permits.

Also, under Federal Emergency Management Agency (FEMA) and New York State laws and regulations, the Town has enacted a Local Law regarding Flood Damage Prevention, so that construction within the certain areas of the Town may be restricted or regulated by the Town's Local Law. The Town's Code Enforcement Officer may be contacted at (315) 378-6737 to identify properties within protected areas.

Additionally, if the development involves construction, Otisco Town Law requires an application for, and approval of a Building Permit for most construction, and compliance with the New York State Uniform Fire Prevention and Building Code and Energy Code. An application for a Building Permit may be obtained from the Otisco Town Clerk's Office, 1924 Barker Street, Tully (Otisco), New York 13159, ph. (315) 696-4676, or online at www.townofotisco.com.

If the project involves the installation of a septic or other sewage disposal system, the developer must comply with the Onondaga County Health Department's Division of Environmental Health requirements. The Onondaga County Health Department can be contacted at (315) 435-6600.

Moreover, the Town's minimum set-back for construction of buildings near any Town road is forty (40 ft.) from the center line of the road.

Additionally, the Town's Highway Right of Way is 49 ½ feet, measured 24.75 feet in each direction from the centerline of Town Roads. Other than mailboxes or signs with house numbers, no structures can be placed within the Town's Highway Right of Way without prior Town Board approval.

To determine State and County Highway Rights of Way the New York State Department of Transportation or the Onondaga County Department of Transportation should be consulted for any construction project that is proposed near a State or County road. The NYS DOT can be contacted at (315) 458-1910 and the County DOT can be contacted at (315) 435-3205.

Where a driveway or road is proposed to provide for ingress or egress from a property directly onto a Town road, a Driveway Permit is required. An application for a Driveway Permit may be obtained from the Town's Code Enforcement Officer at (315) 696-4676. The review of all Driveway Permit Applications is coordinated through both the Town's Code Enforcement Officer and the Highway Superintendent, (Town of Otisco Highway Department, 4283 E. Canty Hill Rd., Tully, NY 13159. Ph. (315) 696-8753).

If the driveway or road will provide for ingress or egress from a County road, the Onondaga County Department of Transportation ("DOT") must approve an Application for a Driveway Permit. For a Driveway Permit from the County, the County DOT may be contacted at: Onondaga County Department of Transportation, John H. Mulroy Civic Center, 11th Floor, 421

Montgomery Street, Syracuse, New York 13202. Ph: (315) 435-3205 or (315) 435-3176. Fax: (315) 435-5744.

For a driveway or road that will provide access to, or from a State highway, please contact the NYS DOT at (315) 458-1910.

Additionally, New York Highway Law §171 provides that prior to the Town accepting a proposed road dedication, the Town may impose conditions on the construction of any such roads on the developer. Therefore, developers are encouraged to discuss proposed road construction with the Town Board and Town Highway Superintendent prior to development of any roads.

Please also note that if the Town of Otisco Town Board indicates that it has no further questions regarding proposed development at any given time, the Town Board reserves the right to review the matter in the future should circumstances arise which, in the Town Board's opinion, warrant further review.

Subdivision Of Land-

The Syracuse-Onondaga County Subdivision Requirements require the County's approval of proposed subdivisions of land with the Town and may require the Town of Otisco Town Supervisor to review and approve a sub-division proposal. Please see the information below regarding the Syracuse-Onondaga County Planning Agency and the complete Syracuse-Onondaga County Guide to the Subdivision Process which can be found at www.ongov.net/planning/documents/SubdivisionGuide2020.pdf. Among other requirements, the Syracuse-Onondaga County Planning Agency, located at 421 Montgomery St., 11th Fl., Syracuse, NY 13202, Tel. No.: (315) 435-2611 requires that the developer or property owner:

1) Contact the Syracuse-Onondaga County Planning Agency regarding any proposed subdivision plans to have a Three Mile Limit Review undertaken in order to obtain, as a formality since the Town of Otisco is located more than 3 miles from the City of Syracuse, a Three Mile Limit Compliance Letter, which is issued by the Syracuse-Onondaga County Planning Agency; and

2) Contact the Onondaga County Health Department, located at 421 Montgomery St., 12th Fl., Syracuse, NY 13202, Tel. No.: (315) 435-3252 or (315) 435-3662, regarding any issues of concern that may be required to be addressed by the Onondaga County Health Department and to obtain Health Department approval of the subdivision; and

3) Then file a Subdivision Map prepared by a licensed surveyor or engineer, showing the proper street names and street addresses, and complying with the Onondaga County Requirements for Filing Subdivision Maps with the Office of the Onondaga County Clerk, located at 401 Montgomery St., 2nd Fl., Syracuse, NY 13202, Tel. No.: (315) 435-2229.

Town of Otisco
Applicant's Preliminary Statement of Potential Environmental

Impact Instructions:

Every applicant for a Building Permit or other Town approval involving the construction or renovation of structures, or the subdivision or development of real property in the Town of Otisco, shall complete and file this Statement with the Town of Otisco simultaneously with the submission of an application. The Town of Otisco shall, within a reasonable period of time, review this Statement and shall make a determination as to whether the proposed construction, renovation or development (hereinafter referred to as an "Action") may, or may not, have a significant impact on the environment, and/or whether the Town has other concerns relative to the proposed Action. In making this determination, the Town of Otisco may require the applicant to provide additional information or documentation and, in its discretion, may require the applicant to meet with Town officials and/or appear before the Town Board or at Public Hearings for discussion, prior to making a determination relative to the proposed Action.

Additional sheets may be attached as needed to provide complete information.

***** Note ** Incomplete responses, or responses stating "Not applicable" or "NA" or "Unknown" relative to information identified as "Required", below, shall not be sufficient to enable the Town to make an appropriate or timely determination relative to potential environmental or other impacts and will delay the processing of an application.***

Required Information:

Please type or clearly print the following information:

1. Applicant's Full Name:

Address: _____

Phone Number: () _____ - _____

Address of Property to be affected: _____

2. Full name of title owner of property to be affected:

Address: _____

Phone Number: () _____ - _____

3. Describe in detail the nature of the proposed Action:

4. Does the proposed Action include the subdivision of land involving 30 or more lots, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement?

Yes _____ No _____

5. Will the proposed Action effect 10 or more acres, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement, and include, in whole or in part, single or multi-family residential homes, apartments, including garden apartments, town houses or condominiums, or any combination thereof?

Yes _____ No _____

6. Will the proposed Action effect 10 or more acres, either currently or as may be anticipated by the applicant during the period of 10 years immediately following the date of this Statement, and include, in whole or in part, commercial, industrial, agricultural or other non-residential uses?

Yes _____ No _____

7. If the response to questions 4, 5 or 6, above is "Yes", specify the number of lots or acres involved and identify the number of units and each type of use as planned:

8. State whether the proposed Action will have, or may potentially have any impact on the environment, and, if so, identify each such environmental impact:

9. State whether the proposed Action will have any impact or effect on Town or County roads or other municipal or private property and, if so, identify each such impact:

10. State whether the proposed Action may result in an increase in the volume of vehicular traffic utilizing Town or County roads, either during development or after completion of development, and, if so, state the anticipated increase in the volume of traffic and the roads effected:

Optional:

State whether, in the applicant's view, the proposed Action will, or will not have a significant effect of the environment, and state the reasons for such opinion:

Provide any additional information or considerations that the applicant desires to provide relative to this Statement, if any:

Attach additional sheets, drawings, plans, maps or other information or documentation to depict the proposed Action.

Required:

List each additional sheet, drawing, plan, map or additional information or documentation being provided with this Statement, if any:

_____	_____
_____	_____
_____	_____

X _____ Date: _____
Applicant's Signature

***** Fees: Application fees for permits or approvals are as set forth in the application materials obtained from the Town. In addition, if a response was "Yes" to questions 4, 5, or 6, above, an additional fee of \$150.00 must be submitted with this Statement to defray the Town's cost of its preliminary analysis of the proposed Action.**

Note: Pursuant to Local Law, the continued processing of an application involving certain types of Actions may be subject to the payment of additional fees and costs as provided by Local Law.

Applicable applications and application fees, and this Statement and Statement fee, if applicable, should be submitted to:

**Town of Otisco
1924 Barker Street
Tully, NY 13159
(315) 696-4676**