

TOWN OF ALEXANDER

3350 Church Street

PO Box 248

Alexander, NY 14005

Phone: (585) 591-2455 Fax: (585) 591-4130

clerkax@rochester.rr.com

www.townofalexander.com

INSTRUCTIONS TO APPLICANTS

Zoning Board of Appeals

Planning Board

Meeting Dates-

Zoning Board of Appeals – 1st Tuesday at 7:00 PM (if needed)

Town Board – 2nd Monday at 7:00 PM

Planning Board – 4th Monday at 7:00 PM

Filing Deadlines-

Zoning Board of Appeals – Friday prior to meeting

Planning Board – Wednesday prior to meeting

Initial Filing Fees - \$50 for public hearing

Applications will be submitted to:

Karl Bender, Zoning Officer

C/O Alexander Town Clerk

PO Box 248

Alexander, NY 14005

547-3879

Special Use Application Notes - (See Section 808)

Application for a special use shall include site plan-include location of all buildings, parking, access and circulation, open space, landscaping and other necessary information.

An application for a special use permit requires a public hearing.

An agricultural data statement must be completed.

A short environmental assessment form must be completed.

Area or Use Variance Application Notes –

A drawing or survey should be included giving dimensions of proposed changes.

An application for a use or area variance requires a public hearing.

An agricultural data statement must be completed.

A short environmental assessment form must be completed.

INSTRUCTIONS TO LAND SEPARATION APPLICANTS

Applications will be submitted to:

Karl Bender
C/O Alexander Town Clerk
PO Box 248
Alexander, NY 14005

Applicants are heard at the Planning Board meetings:

The Planning Board meets the 4th Monday of the month at 7:00 PM
Filing Deadline – Application submitted 7 days prior to the meeting

All applicants must:

1. Submit a completed application and four copies of a Sketch Plan of the proposed land separation. The Sketch Plan shall show: (1) The entire parcel being divided, proposed lot lines, and (2) Any existing easements, deed restrictions or covenants affecting the property.
2. Complete the Short Environmental Assessment form.
3. Complete the Agricultural Data Statement.
4. Submit the proper fees:

Initial application	\$40.00
Each additional parcel	20.00
Returned check charge	15.00

Any other fees will be assumed by the applicant. These include fees for additional permit requirements, state/county permit requirements, etc.

Applicants must comply with the Land Separation Local Law.

FOR MORE INFORMATION CONTACT:

ZONING OFFICER: KARL BENDER
PLANNING BOARD CHAIRMAN: LINDA HIGLEY

547-3879

Required Forms for Applicants

SPECIAL USE PERMITS: Public Hearing required

Special Use Application
Ag Data Statement
Short SEQR Form (unless long form required)
Site Plan

LAND SEPARATION

Application for Land Separation
Short SEQR Form
Ag Data Statement
4 copies of survey showing lands to be separated (plus mylar map)

USE VARIANCE Public Hearing required

ZBA Application
Ag Data Statement
Short SEQR Form
Drawing or survey giving dimensions of proposed changes

AREA VARIANCE Public Hearing required

ZBA Application
Ag Data Statement
Short SEQR Form
Drawing or survey giving dimensions of proposed changes