

TOWN OF CLAY  
UTILITY SUBSTATION SPECIAL PERMIT

ZONING ORDINANCE 230-27  
INSTRUCTIONS TO PETITIONER

1. Submit original and four (4) copies of the Application to:  
  
Commissioner of Planning and Development  
Town of Clay  
4401 Route 31  
Clay, NY 13041
2. Complete and attach a Disclosure Affidavit Form to each copy of the Petition.
3. Attach a plot plan of the subject premises, prepared by a licensed land surveyor to each copy of the petition.
4. Submit a Full Environmental Assessment Form (EAF).
5. Upon request of the Commissioner of Planning and Development, submit additional maps or surveys sufficient to delineate the boundaries and location of the subject premises on the Town Zoning Map.
6. For Tower applications, submit the information listed on the Supplemental Information sheet.
7. The \$200.00 administrative fee must be received by the Commissioner of Planning and Development before the Petition will be accepted for processing.
8. The Petitioner's failure to adequately complete this application or to provide requested data will result in delays in processing the request.
9. Provide eight (8) copies of plot plan or Site Plan to the Town Board AND eight (8) copies to the Planning Board the night of the Public Hearing.
10. Present the proposal to the Town Board and subsequently to the Planning Board, at the Public Hearings scheduled by the Town, pursuant to 230-27.
11. An electronic copy (pdf) of the site plan

(Remove these instructions before submitting petition.)

NOTE: ALL SURVEYS, MAPS, ETC., THAT ARE SUBMITTED MUST BE FOLDED TO 8 ½ " X 14" MAXIMUM (except any copies provided the night of the public hearing).

10/31/07

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SUPPLEMENTAL INFORMATION FOR  
TOWER PETITION

In addition to the permit petition form, EAF, and application fee, submit the following:

1. Visual EAF Addendum.
2. Site Plan, prepared to scale, showing:
  - a. Exact location of towers, accessory structures and guy wires and anchors.
  - b. Height of the proposed tower.
  - c. Cross section of the tower, showing the height above grade for a potential mounting position for the proposed and any possible collocated antennas.
  - d. A detail of tower type (monopole, guyed, freestanding or other).
  - e. Color(s) of the tower.
  - f. Location and intensity of any lighting on the tower and site.
- g. Boundaries of the property and boundaries of a lease parcel, if applicable.
- h. Location of all structures on the property and all structures on any adjacent property within (50) feet of the property lines, together with the distance of these structures from the tower.
- i. Location of existing treelines and/or areas of significant vegetation.
- j. Names of all adjacent landowners.
- k. Current zoning of adjacent properties.
- l. Location, nature and extent of any proposed fencing and landscaping or screening.
- m. Location and nature of proposed utility easements and access roads, if applicable.
3. Building elevations of accessory structures.
4. Proof of landowner's consent in the form of a letter to agree to, and join in the application, and a copy of a lease agreement if the applicant will not own the property.
5. A map of the owner's/applicant's existing Communication Facilities within the Town of Clay and site areas proposed or projected for Communication Facilities within the next two years.
6. Before and after propagation studies prepared by a qualified Radio Frequency Engineer demonstrating existing signal coverage contrasted with the proposed signal coverage resulting from the proposed Communication Facility.
7. A search ring prepared by a qualified Radio Frequency Engineer and overlaid on an appropriate background map demonstrating the area within which the Communication Facility needs to be located in order to provide proper signal strength and coverage to the target cell.

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8. A report by a qualified Professional Engineer which explains the selection of the proposed site, discusses the availability (or lack of availability) of a suitable structure within the search ring which would have allowed for collocated antenna(s), discusses the extent to which the applicant explored locating the proposed tower in a more favorable location and justifies the proposed tower height. The following documentation may be required:

- a. Structural capacity of alternative, existing or approved towers.
- b. Mechanical, frequency or electrical incompatibilities limiting the use of alternative towers.
- c. Cost of reinforcing or modifying alternative towers as necessary to provide for collocation.
- d. Offers to lease or purchase alternative sites on reasonable terms.

9. A certified load analysis report for the proposed structure, indicating its ability to support possible future, collocated facilities.

10. Additional visual and aesthetic information as deemed appropriate by the Commissioner of Planning and Development or the Planning Board on a case-by-case basis, such as: enhanced landscaping plans, line-of-sight drawings, a balloon test, or visual simulations from selected viewpoints.

**TOWN OF CLAY**  
**PETITION FOR UTILITY SUBSTATION SPECIAL PERMIT**  
**PER CLAY CODE SEC. 230-27**

**Routing:**

- (1) Commissioner of Planning and Development
- (2) Town Clerk
- (3) Town/Planning Board Attorney
- (4) City County Planning Agency

Tax Map Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Petitioner \_\_\_\_\_  
Address \_\_\_\_\_

Attorney \_\_\_\_\_  
Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Property Address \_\_\_\_\_

Present Zoning \_\_\_\_\_

Requested Special Permit for  
Utility Substation Use.

\_\_\_\_\_

[Do not write below this line]

**ACTION ON PETITION**

- 1. Date Petition and fee received by Commissioner: \_\_\_\_\_ 20 \_\_\_\_\_
- 2. Planning Board Action: (a) Date of filing \_\_\_\_\_ 20 \_\_\_\_\_  
(b) Date of Hearing \_\_\_\_\_ 20 \_\_\_\_\_  
(c) Date of Recommendation \_\_\_\_\_ 20 \_\_\_\_\_
- 3. Date Petition referred to County Planning \_\_\_\_\_ 20 \_\_\_\_\_
- 4. Date recommendation received from County Planning \_\_\_\_\_ 20 \_\_\_\_\_
- 5. Date of Public Hearing before the Town Board \_\_\_\_\_ 20 \_\_\_\_\_
- 6. Date of Town Board decision on Petion  
Application      Granted ( ) Denied ( ) \_\_\_\_\_ 20 \_\_\_\_\_
- 7. Date of notification to Petitioner \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Commissioner

Case Number \_\_\_\_\_

TO THE TOWN BOARD OF THE TOWN OF CLAY

The Petition of \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_ respectfully states:

1. The Petitioner is the (owner) (purchase under contract) of certain property located at \_\_\_\_\_  
\_\_\_\_\_ in the Town of Clay. (List the street address of the subject premises.)
2. The name (s) and address (es) of the owner (s) of record of the subject premises (is) (are):
3. The full legal description of the subject premises is as follows:

The deed to said property is recorded in Onondaga County Clerk's office in Book \_\_\_\_\_ of Deeds at Page \_\_\_\_\_ and was purchased from \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_.

4. The name of the school district in which the subject premises is located is: \_\_\_\_\_.

5. Upon information and belief, the names and addresses of all adjoining owners together with the current zoning classification of each adjoining are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>ZONE</u>
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NORTH:

SOUTH:

EAST:

WEST:

6. The Petitioner respectfully requests that this board authorize its application for a utility substation use as set forth herein.

7. The Petitioner hereby declares, for the purpose of reliance thereon by the Town of Clay, that the full particulars of the Petitioner's proposed use of the subject premises are set forth on the annexed site plan.
8. The proposed utility substation will not be materially detrimental to the public welfare nor to other property in the neighborhood because:
9. There are no nonconforming uses or structures on the subject premises and have been none during the last six (6) months preceding this Petition, except as follows: (Specify exact date when nonconforming use or structure was commenced.)
10. The subject premises (are) (are not) located within 500 feet of the town line of the Town of Clay.
11. The subject premises (are) (are not) located within 500 feet of the boundary of the Village of North Syracuse.
12. The subject premises (are) (are not) located within 500 feet of any existing or proposed County or State park or other recreation area.
13. The subject premises (are) (are not) located within 500 feet of any right-of-way of any existing or proposed County or State parkway, thruway, expressway, road or highway.
14. The subject premises (are) (are not) located within 500 feet of any existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel rights.
15. The subject premises (are) (are not) located within 500 feet from the existing or proposed boundary of any County or State owned land on which a public building or institution is situated.
16. The proposed utility substation special permit (does) (does not) affect property within the protectively zoned area of a housing project authorized under the public Housing Law.

17. The Petitioner hereby consents to Board action reverting the subject premises to its original zoning classification if the Town Board subsequently determines that any statement contained in this Petition or any statement made by the Petitioner at the public hearing called to consider the said Petition is materially false and was not made in good faith, the Petitioner further consents to Board action reverting the subject premises to its original zoning classification in the event that Petitioner fails to abide by any conditions or restrictions contained herein or imposed hereafter by the Town Board.

Petitioner further waives any or all rights otherwise afforded to him under provisions of The Zoning Ordinance of the Town of Clay upon the granting of the utility substation special permit requested herein.

Dated: \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Individual signature (required)

\_\_\_\_\_  
Corporate Name (if applicable)

By \_\_\_\_\_

\_\_\_\_\_  
Title

Personal Verification

State of New York )  
County of Onondaga ) ss:

(I) (We) \_\_\_\_\_  
being duly sworn, depose and say that (I) (we) (am) (are) owner(s) of the property involved in this Petition, that (I) (we) (am) (are) the Petitioner(s) herein: that: (I) (we) have read the foregoing Petition and know the contents thereof; and that the forgoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the knowledge of the deponent(s), except as to those matters herein stated to be alleged on information and belief, and that as to those matters deponent(s) believe(s) it to be true.

(Signed) \_\_\_\_\_

(Signed) \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

