

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~
~~City~~ of Croghan
Town
~~Village~~

Local Law No. 1 of the year 1995.

A local law Town of Croghan Site Plan Review Zoning Law
(Insert Title)

Be it enacted by the Town Board of the
(Name of Legislative Body)

~~County~~
~~City~~ of Croghan as follows:
Town
~~Village~~

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(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF CROGHAN
SITE PLAN REVIEW ZONING LAW

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ARTICLE I. ENACTING CLAUSE, TITLE, PURPOSES

Section 105 Enacting Clause

Pursuant to the authority conferred by Article 16 of the Town Law and Articles 2 and 3 of Municipal Home Rule Law of the State of New York, the Town Board of the Town of Croghan hereby adopts and enacts this local law.

Section 110 Title

This law shall be known as the "Town of Croghan Site Plan Review Zoning Law"

Section 115 Purpose of the Site Plan Review

The purpose of this zoning law is to provide for orderly growth, to lessen congestion on the roads, to secure safety from fire, flood and other dangers, to provide adequate light and air, to prevent the overcrowding of land, to protect historical and recreational attributes, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements, and to promote the health, safety, and general welfare of the public.

This law has been made with reasonable consideration, among other things, as to the character of the Town of Croghan and its suitability for properly developed uses, and with a view to conserving the Town's rural character and encouraging the appropriate use of land throughout the Town.

Section 120 Prior Existing Laws

This Local Law shall replace and supersede the prior existing Town of Croghan Zoning Law, Local Law No. 1 - 1994, when adopted pursuant to law.

However, such replacement and supersession shall not affect any act done, offense committed, or right accrued, accruing, or acquired, or liability, penalty, forfeiture, or punishment incurred prior to the time such replacement and supersession takes effect, but the same may be enjoyed, asserted, enforced, and prosecuted, or inflicted as fully and to the same extent as if such replacement and supersession had not been effected.

Said replacement and supersession shall not revive any laws or ordinances enacted prior to and dealing with the subject matter of the above enumerated, replaced, and superseded local law.

Any Special Permits issued pursuant to the now replaced and superseded Town of Croghan Zoning Law, Local Law No. 1 - 1994, shall remain in full force and effect. Issues regarding the interpretation, enforcement, or modification of such permits shall be referred to the Town Board of the Town of Croghan.

ARTICLE II. OBJECTIVES

All land use activities requiring site plan approval shall be required to submit an application, and a proposed site plan. In considering and acting on site plans, the Town Board shall consider the public health, safety, welfare, comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area. The Town Board may prescribe such appropriate conditions and safeguards as may be required in order that the results of its action shall, to the maximum extent possible, further the accomplishment of the following objectives in particular:

Section 210 Vehicular Access

That proposed access points are not excessive in number, but adequate in width, grade, alignment, and visibility; not located too close to intersections or places of public assembly; and other similar safety considerations.

Section 220 Circulation and Parking

That adequate off-road parking and loading spaces are provided to prevent parking of vehicles on public highways by any persons connected with or visiting the development, that the interior circulation system is adequate to provide safe accessibility to all required parking lots, and that it provides adequate separation of pedestrian and vehicular movements.

Section 230 Landscaping and Screening

That the proposed development, all parking, storage, loading, and service areas are reasonably screened during all seasons of the year from the view of adjacent residential areas and that the general landscaping and method of construction on the site is in character with the surrounding areas. Consideration of aesthetics in the project design and compatibility of signs with neighboring uses should be given.

Section 240 Natural Features

That the proposed use, together with its sanitary and water services, and stormwater and drainage facilities, are adequately designed and compatible with geologic, hydrologic, and soil conditions of the site and adjacent areas, and that existing natural scenic features are preserved to the greatest extent possible.

Section 250 Manmade Features

That the proposed use will utilize appropriate and feasible measures to mitigate the adverse effects of smoke, noise, glare, dust, vibration, odors, or noxious and offensive uses.

Section 260 Compatibility

That the proposed use is of a character compatible with the surrounding neighborhood and in harmony with the rural character of the community.

ARTICLE III. APPLICABILITY

Section 310 Site Plan Approval

All new commercial and industrial uses, mobile home parks, and campgrounds within the town which have not been substantially constructed by the effective date of this Law, shall require site plan review and approval prior to issuance of a zoning permit. This shall also include home occupations that:

- a. Generate significant traffic, parking, sewage, water use, or noise substantially in excess of what is normal for a residential dwelling; and/or
- b. Create a hazard to person or property, results in electrical interference, or becomes a nuisance; and/or
- c. Result in the significant outward change in appearance of the residential dwelling or accessory structure that is not typical of a residential use; and/or
- d. Exceed (3) full-time equivalent employees in addition to members of the family residing in the household.

Section 320 Exempted Uses

The following land use activities are exempted from the requirements of this law. However, this law does not supersede, modify, or replace procedural or substantive requirements of other local, state, or federal laws or regulations which may apply to the development, or the necessity that the applicant comply with those laws and regulations and obtain all necessary permits and certificates thereunder, including those of New York State's Uniform Fire Prevention and Building Code.

- a. All uses and activities other than commercial and industrial uses, mobile home parks, essential facilities, and campgrounds.
- b. Home occupations except as described above in Section 310.
- c. Dairy farming, the raising of crops or livestock, and other agricultural activities including maple syrup production operations.
- d. Junkyards as defined by the County of Lewis Junkyard Law, Local Law No. 5 - 1987, and as amended.
- e. Ordinary repair or maintenance of existing structures for commercial and industrial uses, mobile home parks, and campgrounds.
- f. Exterior alterations or additions to a commercial or industrial structure, which will not increase the gross floor area of the existing structure by more than twenty-five percent (25%) within any five (5) year period.
- g. Interior alterations that do not substantially change the nature or use of a commercial or industrial structure.

Section 330 Existing Uses and Structures

This law does not apply to uses and structures that are lawfully in existence as of the date this law becomes effective. Any use that would otherwise be subject to this law, which has been discontinued for a period of five (5) years or more, shall be subject to review pursuant to the terms of this law before such use is resumed. Any use or structure shall be considered to be in existence provided such use or structure has been substantially constructed prior to the effective date of this law.

Section 340 Types of Zones

For the purpose of this law, the Town of Croghan shall be made up of one zone.

Section 350 Zoning Map

The "Zoning Map" dated 9-26-90 revised 4-21-94 filed in the office of the Town Clerk is hereby repealed. The Town of Croghan shall now be made up of one zone in which all uses are allowed subject to the requirements of this law.

ARTICLE IV. PROCEDURES

Section 410 General

Any person, before undertaking any new land use activity at any location within the town for which this law requires site plan approval, shall submit an application and a site plan together with appropriate supporting data to the Town Board for review and approval in accordance with the standards and procedures set forth in this law. Upon the Town Board's site plan approval and granting of a zoning permit, all conditions and restrictions imposed upon the site plan approval must be met in connection with the issuance of a certificate of occupancy by the Town Board.

Section 420 Application for Site Plan Approval

A site plan review and a zoning permit application shall be filed with the Town Clerk together with the application fee, as determined by resolution of the Town Board. The Town Clerk shall notify the Town Board of the date that such application was received.

Section 430 Site Plan Submission Requirements

The application and site plan shall include where applicable as determined by the Town Board, but not be limited to, the following:

- a. Title of site plan, including name and address of applicant and person responsible for preparing such drawing.
- b. North arrow, scale and date.
- c. Boundaries of property plotted to scale.
- d. Location, size and existing use of buildings on premises.
- e. Location and ownership identification of all adjacent lands as shown on the latest tax records.
- f. Location, name, and width of existing adjacent roads.
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, internal roads, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plan, showing existing and proposed contours and water courses.
- i. Location, type of construction and exterior dimensions of all buildings and mobile home sites.
- j. Identification of the amount of gross floor area proposed for commercial/industrial facilities.
- k. Location, type of construction, and area of all parking and truck loading areas, showing access and egress.
- l. Provision for pedestrian access, including public and private sidewalks, if applicable.
- m. Location of outdoor storage, if any.
- n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- o. Description of the method of sewage disposal and the location of such facilities.
- p. Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.

- r. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar energy.
- s. Location, size, design and type of construction of all proposed permanent signs.
- t. Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
- u. Location and design of existing and proposed outdoor lighting facilities.
- v. General landscaping and planting schedule.
- w. Record of applications and approval status of all necessary permits from federal, state, county and local offices.
- x. Estimated project construction schedule.
- y. Other elements integral to the proposed development as may be specified by the Town Board.

Section 440 Acceptance of Site Plan Application

The Town Board shall determine whether to accept the application as complete and begin the review process, or to reject the application as incomplete. Incomplete applications shall be returned to the applicant, without prejudice, with a letter stating the application deficiencies.

Section 450 Referral to Other Agencies and Boards

- a. County Planning Board Review. The Town Board shall provide notice of all site plan review matters that fall within those areas specified under General Municipal Law, Article 12-B, Section 239-m to the County Planning Board as required by law. Any site plan that falls within 500 feet of the boundary of the Town; a State/County park or recreation area; a State/County highway; a State/County owned drainage channel; and State/County land where a public building or institution is located; or requires an agricultural data statement shall be referred to the Lewis County Planning Board for their recommendations thereon. The notice shall be accompanied by a full statement of the matter under consideration.
- b. Agricultural Data Statement; Requirements. An application for a site plan review permit that would occur on property within an agricultural district containing a farm operation or on property with boundaries within 500 feet of a farm operation located in an agricultural district, shall include an agricultural data statement. The Town Board shall consider the agricultural data statement in its review of the possible impacts of the proposed project upon the functioning of farm operations within such agricultural district.
- c. Agricultural Data Statement; Content. An agricultural data statement shall include the following information: The name and address of the applicant; a description of the proposed project and its location; the name and address of any owner of land within the agricultural district, which land contains farm operations and is located within 500 feet of the boundary of the property upon which the project is proposed; and a tax map or other map showing the site of the proposed project relative to the location of farm operations identified in the agricultural data statement.

- d. Agricultural Data Statement; Notice Provision. Upon the receipt of such application by the Town Board, written notice of such application shall be mailed to the owners of land as identified by the applicant in the agricultural data statement. Such notice shall include a description of the proposed project and its location. The cost of mailing said notice shall be borne by the applicant.
- e. Environmental Review. The Town Board shall be responsible for compliance with the State Environmental Quality Review (SEQR) Act under Article 8 of the Environmental Conservation Law and its implementing regulations as codified in Title 6NYCRR, 617.

Section 460 SEQR Compliance

The applicant shall demonstrate compliance for any actions subject to SEQR prior to site plan approval.

Section 470 Public Hearing on Site Plan

The Town Board may conduct a public hearing on the site plan. If the Town Board decides to hold a public hearing, such hearing shall be held within sixty-two (62) days of submission of the complete site plan review application. A notice of such hearing shall be advertised in a newspaper in general circulation in the Town at least five (5) days prior, and mailed to the applicant ten (10) days prior to the hearing.

Section 480 Town Board Action on Site Plan

Following conclusion of the SEQR review process, and within sixty-two (62) days of its receipt and acceptance of the complete application for site plan approval, or, if a public hearing is held, within sixty-two (62) days after the close of the hearing, the Town Board shall render its decision to either approve, approve with modifications, or disapprove the site plan.

- a. Approval. Upon approval with or without modifications of the site plan, and payment by the applicant of all fees and reimbursable costs due to the town, the Town Board shall endorse its approval with or without modifications, on a copy of the site plan and zoning permit. The decision of the Town Board shall be filed in the office of the Town Clerk within five (5) business days after the day such decision is rendered. A copy of such decision shall be mailed to the applicant, along with a written statement of approval with or without modifications.
- b. Disapproval. Upon disapproval of the site plan, the decision of the Town Board shall be filed in the office of the Town Clerk within five (5) business days after the day such decision is rendered. A copy of such decision shall be mailed to the applicant along with a letter stating the Town Board's reasons for disapproval.

Section 490 Extension of Time to Render Decision

The time period in which the Town Board must render its decision on the site plan and zoning permit application may be extended by mutual consent of the applicant and the Town Board.

ARTICLE V. DESIGN STANDARDS

Section 510 Lot Development Criteria

An application for site plan approval shall not be approved unless the proposed use meets the following minimum standards. Such standards may be waived, modified, and/or additional conditions imposed by the Town Board on a case-by-case basis, where circumstances warrant, to protect the health, safety, and general welfare of the public.

a. Sewer, Water, and Public Facilities

Sewer, water, and other utilities shall be provided in accordance with the requirements of Chapter 1, Part 7, NYS Sanitary Code, and subject to any other Town requirements.

b. Access/Traffic Standards

Site plan approval shall be conditional upon the applicant obtaining any necessary approvals from the jurisdictional permitting authority, e.g. county, or town highway departments. In addition, the following access requirements shall apply to the extent the Town Board determines their appropriateness to the proposed use:

- 1) Private roads and driveways shall be constructed and maintained so as to provide for year-round access.
- 2) Private roads and driveways shall be finished with a surface that will assure that it will be maintained free of dust and debris. Surface materials may include oil and chip, compact gravel, or blacktop.
- 3) There shall be a minimum distance of thirty-five (35) feet between proposed and existing driveways on public roads.
- 4) Driveways shall be combined wherever possible to minimize the number of access points onto public roadways.
- 5) No driveway centerline shall intersect a streetline less than seventy (70) feet from the intersection of any two (2) roadways.
- 6) Driveway grade and width shall be such that adequate and safe access is provided for emergency and service vehicles during all seasons.
- 7) The minimum maintained width of driveways shall be twenty-four (24) feet which allows for incoming and outgoing vehicles to pass one another safely.
- 8) The additional traffic generated, together with existing traffic, shall not exceed the capacity of the highway(s) that serve the development.
- 9) In situations where the proposed additional traffic is likely to result in a significant decrease in traffic safety

conditions, the Town Board may require the applicant to provide traffic improvements as a condition of site plan approval, or to reduce the size or density of the proposed development.

c. Parking/Loading Standards

The following off-street loading standards shall be met by the applicant unless otherwise waived or modified by the Town Board:

- 1) On-site pedestrian and vehicle circulation shall be designed to limit traffic hazards.
- 2) Adequate off-street parking must be provided. There shall be at least two (2) parking spaces for each mobile home site within a park, and for each dwelling unit. Commercial/industrial uses shall have one (1) parking space per 1,000 square feet of gross floor area, or one (1) space per three (3) employees, whichever will require a larger number of spaces.
- 3) Minimum dimensions of parking spaces shall be eight (8) feet by eighteen (18) feet. Car loading spaces shall be at least fifteen (15) feet in width and at least twenty-five (25) feet in length, exclusive of access and turning areas. Truck loading spaces shall be at least fifteen (15) feet in width and at least sixty (60) feet in length, exclusive of access and turning areas.
- 4) Curbing may be required along frontage to delineate access points.
- 5) Where possible, parking/loading areas should be located to the sides or rear of the use.
- 6) Any loading dock facing a road front shall be sufficiently far back from the road to enable the largest permitted tractor trailer to maneuver into said loading dock without obstructing traffic.

d. Landscaping and Screening

Landscaping and screening shall be provided as follows:

- 1) Existing vegetation shall be used to the greatest extent possible.
- 2) Along a property line facing a residential property, a twenty (20) feet wide buffer strip of evergreen planting shall be provided to effectively screen the commercial/industrial, mobile home park, or campground/travel trailer park use from view.
- 3) Along road frontage, a twenty (20) feet wide buffer of landscaping shall be provided where appropriate, and designed so as not to obstruct sight distance at points of access.

- 4) Where appropriate, a wall, fence, or earthen berm of location, height, and design approved by the Town Board, may be substituted for the required planting.
- 5) Where the existing topography and/or landscaping provides adequate screening, the Town Board may modify the planting and/or buffer area requirements.

a. Lighting

Adequate lighting shall be provided on a site to ensure safe movement of persons and vehicles and for security purposes. All lighting shall be designed and arranged so as to minimize glare and reflection on adjacent properties.

- 1) The style of light and light standard should be consistent with the architectural style of the principal building.
- 2) The maximum height of free standing lights should be the same as the principal building but not exceeding twenty-five (25) feet.
- 3) Where lights along the property lines will be visible to adjacent residents, the lights should be appropriately shielded.
- 4) Spotlight-type fixtures attached to buildings should be avoided.
- 5) Free-standing lights should be so located and protected to avoid being easily damaged by vehicles.

f. Signs

One sign per entrance that identifies the development is permitted and should be compatible with the general environment of the project site. Signs should conform to the following standards:

- 1) No moving parts, flashing lights or exposed neon tubing shall be allowed, without prior authorization of the Town Board.
- 2) Maximum height for a free-standing entrance sign, from base elevation, shall be no greater than twenty (20) feet.
- 3) Maximum area of a sign unless otherwise authorized, shall not exceed thirty-two (32) square feet.

g. Drainage

- 1) To the extent practicable, all development shall conform to the natural contours of the land, and pre-existing manmade drainageways shall remain undisturbed.
- 2) All developments shall be provided with a drainage system that is adequate to prevent the undue retention of surface water on the development site. Surface water shall not be regarded as unduly retained if:

- a. The retention results from a natural wetland on site, or a technique, practice, or device deliberately installed as part of an approved sedimentation or stormwater runoff control plan.
- 3) Wherever practicable, the drainage system of a development shall be coordinated with the connections to the drainage systems or drainageways on surrounding properties or roads.
- 4) Construction specifications for drainage swales, and storm drainage shall be designed to town requirements as follows:
 - a. The natural state of watercourses, swales, or rights-of-way shall be maintained as nearly as possible. All drainage facilities shall be designed for a 25-year storm unless waived or modified by the Town Board. The Town Board may also require facilities sized for more intensive storms should development conditions in the vicinity of the site warrant a greater degree of protection.
 - b. Surface water runoff shall be minimized and detained on-site as long as possible and practicable to facilitate groundwater recharge.
- 5) All developments shall be constructed and maintained so that adjacent properties are not substantially impacted by surface waters as a result of such developments. No development shall be constructed or maintained so that such development impedes the natural flow of water thereby causing damage to any adjacent properties, or unreasonably collects and channels surface water onto adjacent properties at such locations or at such volume as to cause substantial damage to such lower adjacent properties.

h. Erosion Control

- 1) An Erosion Control Plan must be submitted and approved when a use requiring site plan approval involves one of the following:
 - a. Disturbs five (5) acres or more of land.
 - b. Is to be conducted on a site which has a slope anywhere on the site that averages fifteen (15) percent or more over a horizontal distance of at least one hundred (100) feet.

For purposes of this section, disturbed land shall mean any use of the land by any use requiring site plan approval, that results in a change in the natural cover or topography and that may cause or contribute to sedimentation. Sedimentation occurs whenever solid particulate matter, mineral or organic, is transported by water, air, gravity, wind, or ice from the site of its origin.

- 2) All measures necessary to minimize soil erosion and to control sedimentation in the disturbed land area shall be provided.

Every effort shall be made by the applicant to minimize velocities of water runoff, and retain sedimentation within the development site as early as possible following disturbances.

Section 520. Mobile Home Park Occupancy Restrictions

a. Mobile home skirting

- 1) All mobile homes shall be provided with a skirt immediately upon placement at its site within the park in order to screen space between the mobile home and the ground; and
- 2) Such skirts shall be of permanent material providing a finished exterior appearance.

ARTICLE VI. BOND FOR INSTALLATION OF IMPROVEMENTS

Section 610 General

In order that the Town has the assurance that the construction and installation of such improvements as storm sewer, water supply, sewage disposal, landscaping, noise abatement equipment and facilities, road signs, sidewalks, parking, access facilities, and road surfacing will be constructed, the Town Board may require that the applicant enter into one of the following agreements with the Town.

- a. Furnish bond executed by a surety company equal to the cost of construction of such improvements as shown on the plans and based on an estimate furnished by the applicant and approved by the Town Board.
- b. In lieu of the bond, the applicant may deposit cash, certified check, an irrevocable bank letter of credit, a certificate of deposit, or other forms of financial security acceptable to the Town. Acceptable substitutes, if furnished, shall be kept on deposit with the Town for the duration of the bond period.
- c. Construct all improvements required in any existing permit and any additional improvements required by the Town Board prior to issuance of the zoning permit.

Section 620 Conditions

Before a zoning permit is approved, the applicant shall have executed a contract with the Town, if required, and a performance bond, certified check, or bank letter of credit shall have been deposited covering the estimated cost of the required improvements that have been designated by the Town Board.

The performance bond, certified check, or bank letter shall be to the Town and shall provide that the applicant, his heirs, successors, and assigns, their agent or servants, will comply with all applicable terms, conditions, provisions, and requirements of this law; will faithfully perform and complete the work of constructing and installing such facilities or improvements in accordance with the zoning permit.

Any such bond shall require the approval of the Town Board and the Town Attorney as to form, sufficiency, manner of execution and surety.

Wherever a certified check is made, the same shall be made payable to the Town.

Section 630 Extension of Time

The construction or installation of any improvements or facilities, for which guarantee has been made by the applicant in the form of a bond or certified check deposit, shall be completed within two (2) years from the date of approval of the site plan. The applicant may request an extension of time, provided he can show reasonable cause for inability to perform said improvements within the required time, at the end of which time the Town may use as much of the bond or check deposit to construct the improvements as necessary. The same shall apply whenever

construction of improvements is not performed in accordance with applicable standards and specifications.

Section 640 Schedule of Improvements

When a certified check or performance bond is issued pursuant to the preceding sections, the Town and applicant shall enter into a written agreement itemizing the schedule of improvements in sequence with the cost opposite each phase of construction or installation, provided that each cost as listed may be repaid to the applicant upon completion and approval after inspection of such improvement or installation. However, ten percent (10%) of the check deposit or performance bond shall not be repaid to the applicant until one year following the completion and inspection by the town of all construction and installation covered by the check deposit or performance bond.

ARTICLE VII. ADMINISTRATION/ENFORCEMENT

Section 710 Site Plan Compliance

No zoning permit or certificate of occupancy shall be issued, except upon authorization and determination of the Town Board as being in conformity with an approved site plan.

Section 715 Enforcement Coordinator

- a. The Town Board may appoint an Enforcement Coordinator to carry out the duties assigned by this local law. If appointed, the Enforcement Coordinator shall be responsible for the overall inspection of site improvements including coordination with the Town Board and other officials and agencies, as appropriate. Appointment of an Enforcement Coordinator shall in no way diminish the authority of the Town Board to enforce this law.
- b. The Enforcement Coordinator's duties shall include:
 - 1) Makes recommendation on issuance of zoning permits and certificates of occupancy, when such recommendation is requested by the Town Board.
 - 2) Refers appropriate matters to the Zoning Board of Appeals, or Town Board.
 - 3) Advise the Town Board regarding revoking permits and certificates of occupancy where there is false, misleading or insufficient information, or where the applicant has varied from the terms of the application, when such advice is requested by the Town Board.
 - 4) Issue stop work orders and appearance tickets and refer violations, when such action is directed by the Town Board.

Section 720 Permit Expiration

A zoning permit issued under this law shall expire three (3) years from the date of issue if construction is not substantially started. Such permits may be renewed.

Section 725 Discontinued Uses

Any use requiring site plan approval that has been discontinued for a period of five (5) years or longer shall be termed abandoned and may not be reinstated without applying for site plan approval and a zoning permit.

Section 730 Certificate of Occupancy

- a. No use requiring site plan review and approval shall be used, or occupied, until a certificate of occupancy has been issued by the Town Board stating that the building, structure, or proposed use complies with the provisions of this law.
- b. All certificates of occupancy shall be applied for coincidentally

with the application for site plan review. The certificate shall be issued within ten (10) days after the erection and alteration, and state that the use complies with the provisions of this law.

- c. The Town Clerk shall maintain a record of all certificates of occupancy and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the building and/or property affected.
- d. The Town Board may issue a temporary certificate of occupancy for a part of the building or use when circumstances warrant, for a period determined by the Town Board. Such temporary certificate may be renewed.

Section 735 Amendments

The Town Board may amend, supplement, or repeal the regulations and provisions of this law after public notice and public hearing pursuant to applicable requirements of the State of New York.

Section 740 Further Rules and Regulations

The Town Board may, after a public hearing, adopt such further rules and regulations as it deems reasonably necessary to carry out the provisions of this local law.

Section 745 Violations and Penalties

- a. Whenever a violation of this law occurs, the Town Board or any person may file a complaint in regard thereto. All such complaints must be in writing and shall be filed with the Town Board who shall properly record and immediately investigate such complaint. If the complaint is found to be valid, the Town Board shall issue a Violation Notice and/or Stop Work Order requiring all work to cease until the violation is corrected. If the violation is not corrected within the specified time the Town shall take action to compel compliance.
- b. Pursuant to Section 150.20 (3) of the Criminal Procedure Law, the Town Board is hereby authorized to issue an appearance ticket to any person, firm, or corporation causing a violation of this law, and shall cause such person, firm, or corporation to appear before the Town Justice.
- c. Pursuant to Town Law Section 268, and as amended, any person, firm, or corporation who commits an offense against, disobeys, neglects, or refuses to comply with or resists the enforcement of any of the provisions of this law shall, upon conviction, be deemed guilty of a violation.

A violation of this law shall be punishable by a fine not exceeding three hundred-fifty dollars, or imprisonment for a period not to exceed six months, or both for conviction of a first offense; for conviction of a second offense both of which were committed within a period of five years, punishable by a fine not less than three hundred-fifty dollars, nor more than seven hundred dollars, or imprisonment for a period not to exceed six months, or

both; and, upon conviction for a third or subsequent offense all of which were committed within a period of five years, punishable by a fine not less than seven hundred dollars, nor more than one thousand dollars, or imprisonment for a period not to exceed six months, or both. However, for the purpose of conferring jurisdiction upon courts and judicial officers generally, violations of this Law shall be deemed misdemeanors and for such purpose only, all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.

- d. The Town Board may maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with or restrain by injunction the violation of this law.

Section 750 Zoning Board of Appeals

- a. Creation, Appointment, and Organization: A Zoning Board of Appeals is hereby created. Said Board shall consist of three (3) members effective December 31, 1996. The Town Board shall appoint the members of the Board of Appeals on a staggered term basis in conformance with Town Law, and appoint a Chairman. The Board of Appeals shall select a Secretary and Vice-Chairman, and shall prescribe rules for the conduct of its affairs.
- b. Powers and Duties: The Board of Appeals shall have all the power and duties prescribed by Section 267 of the Town Law and any subsequent similar provisions of law. For example:
 - 1) Interpretation: Upon appeal, from a decision, by an administrative official or citizen to decide any question involving the interpretation of any provision of this law.
- c. Procedure: The Board of Appeals shall act in strict accordance with the procedure specified by law. All appeals and applications made to the Board shall be in writing and on a form prescribed by the Town. Every appeal or application shall refer to the specific provisions of the law being appealed and shall exactly set forth the interpretation that is claimed, the use for which the permit is sought, or the details of the appeal that is applied for and the grounds on which it is claimed that the appeal should be granted, as the case may be. A hearing shall be held for all variance actions in conformance with the requirements of Town Law. Every decision of the Board of Appeals shall contain a full description of reasons for granting or denying the permit. The reasons for the action shall be set forth in the minutes of the Board of Appeals meeting at which the action was taken. A tally of each member's vote shall be recorded. All meetings and hearings of the Board shall be public and records thereof shall be filed with the Town Clerk.

Section 760 Planning Board

- a. The Town of Croghan Planning Board is hereby dissolved.

Section 770 Waivers

The Town Board may waive and/or modify, subject to appropriate conditions, the provisions of any or all standards and/or requirements herein set forth if in the special circumstances of a particular application such standards are not in the interest of the public health, safety, and general welfare or strict adherence to such standards and/or requirements would cause unnecessary hardship for the applicant without achieving public benefit objectives. The Town Board shall state its reasons for granting any waivers or modifications in writing, and file the same along with the site plan application and supporting documents.

Section 780 Severability

The provisions of this local law are severable. If any article, section, paragraph, or provision of this local law shall be ruled invalid, such invalidity shall apply only to the article, section, paragraph, or provision(s) as judged invalid, and the rest of this local law shall remain valid and effective.

Section 790 Conflict With Other Laws

This local law in no way affects the provisions or requirements of any other federal, state, or local law or regulations. Where this local law is in conflict with any other such law or regulation, the more restrictive shall apply.

Section 795 Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

ARTICLE VIII. DEFINITIONS

Access - entranceway for vehicles to leave or enter a property or lot from a public road or private road.

Accessory Structure - A subordinate structure located on the same lot with the main structure, occupied by or devoted to an accessory use. Where an accessory structure is attached to the main structure in a substantial manner, as by a wall or roof, such structure shall be considered part of the main structure. This shall include but not be limited to garages, storage sheds, or similar structures.

Accessory Use - A use incidental and subordinate to the principal use and located on the same lot with such principal use.

Agricultural Use - A use which is directly related to the raising of livestock, or the growing of crops for the sale of agricultural produce, including farm structures, storage of agricultural equipment, horticultural and fruit operations, riding and boarding stables, and the like, or other commonly accepted agricultural operations, and as an accessory use the sale of agricultural or forest products raised on the property.

Applicant - the person(s), which except where otherwise provided herein, shall be the lot owner or his designated representative.

Buffer Area - an undeveloped part of a lot or an entire lot specifically intended to separate and thus minimize the effects of a land use activity (e.g. noise, dust, visibility, glare, etc.) on adjacent properties.

Building - a structure designed to be used as a place of occupancy, business, storage, or shelter. The term "building" shall include the term "structure".

Building, Principal - the building on a lot that houses the primary use on a parcel of land.

Campgrounds - Land on which are located three (3) or more cabins, travel trailers, tents, campsites, shelters, or other accommodations suitable for seasonal or temporary living purposes, excluding mobile homes.

Commercial Use - This shall include but not be limited to the following; all wholesale and retail sales and services, and also including sales and service for new and used automobiles, trucks, mobile homes, boats, recreational vehicles, farm machinery, and other large items; businesses, providers of overnight accommodations; institutional residences, care or confinement facilities; tree nurseries, storage and parking facilities, laundromats, restaurants, wholesale and retail gasoline outlets, animal hospitals, airports, essential facilities, slaughterhouses, motor vehicle repair/paint shops, personal and professional services, professional offices, warehouses, etc.

Drainage - a system of swales, ditches and culverts, catchbasins, and piping to convey stormwater runoff to retention areas and stabilized discharge points.

Driveway - the established or traveled way leading to a particular

building from the margin of a public or private road.

Dwelling - Building or part thereof used as living quarters for one family. The terms "dwelling", "one family dwelling", "two family dwelling", or "multiple-family dwelling" shall not include a motel, hotel, boarding house, or tourist home.

Enforcement Coordinator - An individual designated by resolution of the Town Board to assume, undertake, and exercise the duties and responsibilities reposed with that coordinator by the provisions of this law.

Erosion Control - use of reseeding, revegetation, placement of mulch, or artificial matting or rip rap, or other methods to prevent soil erosion.

Essential Facilities - The operation or maintenance by municipal agencies or public/private utilities of telephone dial equipment centers; electrical or gas substations; water treatment, storage and transmission facilities and lines; pumping stations; power generation facilities; and similar facilities, operated or maintained by municipal agencies or public/private utilities.

Grading - the leveling of land for site development purposes including construction of roads, building construction, drainage areas, and parking.

Gross Floor Area - the total interior floor area of a building, multiplied by the number of floors.

Home Occupation - A commercial or industrial use conducted on the property within a dwelling, mobile home, or accessory structure in accordance with the provisions of Section 310 of this Law.

Industrial Use - the utilization of a building, or of land to manufacture, process, store, or generate products or goods for commercial use or sale, or to store, treat, or dispose of a by-product of such an activity, including utility facilities, incinerators, and contaminated soils recycling facilities.

Lot - a parcel of land whose boundaries are established by deed or survey, and entirely owned by the same person or persons.

Mobile Home - manufactured housing designed with a chassis, and constructed to be towed, driven, or otherwise transported whole or in part to a site, and which is designed to permit occupancy for dwelling or sleeping purposes. A mobile home shall be construed to remain a mobile home, subject to all regulations applying thereto, whether or not wheels, axles, hitch, or other appurtenances of mobility are removed and regardless of the nature of the foundation provided. The term mobile home shall not include modular homes or travel trailers.

Mobile Home Park - a lot consisting of five or more mobile homes and buildings or other structures that may be pertinent to their use, any part of which may be occupied by persons for residential purposes other than recreation, traveling, or vacationing, and who are provided services or facilities necessary for their use of the property.

Mobile Home Site - a designated parcel of land in a mobile home park designated for accommodating one mobile home, its accessory buildings or structures, and accessory equipment for the use of the occupants.

Parking Space - an area reserved for the parking of a motor vehicle.

Person - means any individual, group of individuals, partnership, firm, corporation, association, or other legal entity.

Private Road - a deeded, established or proposed route, other than a public road, which affords vehicular access to multiple lots.

Public Road - an established route for vehicular traffic which, under applicable law, constitutes a municipal, state, or federal highway.

Road Right-of-Way - the extreme margins of potential development of a road, as determined by deed, dedication, or other public record. In the absence of a definitive public record, a road's margins shall be deemed to be 25 feet from its centerline.

Runoff - surface water that flows onto, within, and/or off of the site area.

Screening - vegetation, fencing, or earthen materials used to block, in part or whole, visibility toward and/or away from a site. Screening may also be used to lessen noise impacts from a particular site or from adjacent land uses.

SEQR Review (State Environmental Quality Review) - review of an application according to the provisions of the State Environmental Quality Review Act, 6NYCRR, Part 617 (Statutory Authority: Environmental Conservation Law, Section 8-0113).

Sign - a name, identification, description, display, or illustration, or any other visual display, which is affixed to, or painted, or represented directly or indirectly upon a building, structure, or piece of land, which directs attention to an object, product, place, activity, person, institution, organization, industry, or business.

Sign, Free Standing - a sign that is attached to, erected on or supported by some structure such as a pole, mast, frame, or other structure that is not itself an integral part of or attached to a building or other structure having a principal function other than the support of the sign.

Site Plan - maps, drawings, supportive data describing the project proposal or development plan on which are shown the existing or proposed conditions of the lot.

Structure - anything constructed or built; or building of any kind, which requires location on the ground, or is attached to something having a location on the ground, including but without limitation, swimming pools, covered patios, towers, poles, sheds, signs, tanks, etc. excepting outdoor areas, such as paved areas and walkways.

Use, Principal - the specific purpose for which land or a building is designed, arranged, or intended, or for which it is principally utilized.

Use, Temporary - An activity conducted for a specified limited period of

time. Examples of such uses are buildings incidental to new construction which are removed after the completion of the construction work.

Water, Groundwater - the water that infiltrates into the ground, accumulating and saturating the spaces in earth material.

Water, Surface - water contained in streams, rivers, ponds, wet areas, lakes and other waterbodies and watercourses, or that drains across land.

Wetlands - any lands or water that are defined as wetlands according to the NYS Freshwater Wetlands Act, Section 24-0107(1), and are mapped pursuant to 6NYCRR 664, and filed with the State, County, or Town Clerk.

Zoning Permit - A permit issued under this law by the Town Board, allowing the alteration, or construction of a use after site plan review and approval.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 1996 of the ~~(County)(City)(Town)(Village)~~ of Croghan was duly passed by the Town Board on September 11 1996, in accordance with the applicable provisions of law.
(Name of Legislative Body)

~~2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not disapproved)(repassed after (Name of Legislative Body) disapproval) by the _____ and was deemed duly adopted on _____ 19____ (Elective Chief Executive Officer*) in accordance with the applicable provisions of law.~~

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not disapproved)(repassed after (Name of Legislative Body) disapproval) by the _____ on _____ 19____. Such local law was (Elective Chief Executive Officer*) submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 19____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not disapproved)(repassed after (Name of Legislative Body) disapproval) by the _____ on _____ 19____. Such local law was subject to (Elective Chief Executive Officer*) permissive referendum and no valid petition requesting such referendum was filed as of _____ 19____ in accordance with the applicable provisions of law.

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

~~5. (City local law concerning Charter revision proposed by petition.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 19____, became operative.~~

~~6. (County local law concerning adoption of Charter.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the County of _____, State of New York, having been submitted to the electors at the General Election of November _____ 19____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.~~

~~(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)~~

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Barbara A. Hoch
Clark of the County legislative body, City, Town or Village Clerk
or officer designated by local legislative body
Barbara Hoch, Town Clerk
Date: September 18, 1996

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK
COUNTY OF Lewis

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Kevin M. McArdle
Signature Kevin M. McArdle
Town Attorney
Title

County
City of Croghan
Town
Date: September 18, 1996