

Mr. & Mrs. John & Lenore Bellinger
492 Crooks Grove Rd.
Ballston Spa, NY 12020

Dear Mr. & Mrs. Bellinger,

I have done a preliminary review of the documents submitted to the Zoning Board of Appeals (ZBA) with reference to a variance request to build a dock on the property at 325 E. Stoner Lake. Before a meeting. The purpose of this preliminary review was to determine if the application could be considered complete prior to the scheduling of a meeting of the ZBA.

Based on this review, the application is not considered complete as there was no State Environmental Review Act (SEQRA) form Environmental Assessment Form (EAF) included with the submission. In as much as the propose project is in an area designated as wetlands, I am requesting that this form be completed and submitted along with the other documents before a meeting is scheduled. The form can be accessed via the internet, <http://www.dec.ny.gov/permits/6191.html>. There is a link to this site on the town website, <http://townofcaroga.com/planning/index.htm>.

Once this is received, a meeting of the ZBA will be scheduled. I would point out to you that since this is a use variance and your property is within 500 ft of state land, the application will be submitted to the Fulton County Planning Board for their review as outlined in Article 11, Section III.B.10 of the Zoning Ordinance. The Fulton County Planning Board has thirty days from the receipt of a complete application to make a recommendation.

Finally, use variance requests require the applicant to demonstrate that applicable zoning regulations and restrictions have caused unnecessary hardship. While this does not need to be included with the submission, I would suggest that you review Article 11, Section II.A.3.1.iii.1 through 4 for the criteria the board will be using in this determination. The code can be found on the town website,
<http://townofcaroga.com/ordinances/zoning.htm#A11> .

I am looking forward to working with you. If there are any questions or I need to provide additional information, please let me know.

Regards,



Douglas H. Purcell, Jr.
Chairperson ZBA