

VILLAGE OF STILLWATER

TRUSTEES:

Eunice Marshall
Frank Tatum
Judith Wood-Shaw
Judith Wood-Zeno

INCORPORATED 1816

1 SCHOOL STREET
PO BOX 507
STILLWATER, NY 12170
(518) 664-6258 FAX 664-2166
Rick Nelson, MAYOR

ATTORNEY
Dreyer Boyajian LLP
James R Peluso

CLERK/TREASURER
Sheristin Tedesco

APPLICATION FOR A SPECIAL USE PERMIT

File No. _____
Applicant Name _____
Applicant Address: _____

Date received _____
Date of Public Hearing _____
Date of Final Decision _____
Final Decision _____

Instructions:

The following application should be completed and filed with the Code Enforcement Officer. To be considered at the next Village Board meeting, the application must be submitted and deemed complete at least 10 days in advance of the meeting. The Village Board meets on the third Tuesday of the month.

Include the following in your application package:

Fee. Each application should be accompanied by a fee as determined on the fee schedule adopted annually by the Village Board.

Please submit one (1) original and seven (7) copies of the following application package:

This application form.

Existing and proposed site plan in accordance with the *Special Use Permit – Site Plan Checklist* (attached)

Short or Long Environmental Assessment Form pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as “Type 1” or

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“Unlisted”. These forms are available from the Code Enforcement Officer or the Village Clerk.

Part I: General Information

1. Applicant's Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone No. () _____ - _____

2. Agent's Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone No. () _____ - _____

3. Property Owner's Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone No. () _____ - _____

4. Tax Map Number Section _____, Block _____, Lot _____

5. Location of the Property

6. Zoning Classification _____

7. Provide a brief description of the proposed Special Use activity:

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Part II: Site and Setback Data

Instructions:

Please complete the site development data and setback information with respect to the subject parcel.

Site Development Data			
Area/Type	Existing (sq. ft.)	Proposed New or Addition (sq. ft.)	Total (sq. ft.)
Building Footprint			
Detached Garage			
Accessory Structure(s)			
Paved, gravel or other surface areas			
Porches/Decks			
Other			
Lot Coverage (%)	%	%	%

Setback Requirements

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Location	Required	Existing	Proposed
Front			
Side Yard			
Rear Yard			

Part III: Special Use Permit – Site Plan Checklist

Instruction:

Please prepare a site plan depicting existing and proposed conditions for the following items. The Board may, at its discretion, waive any of these requirements or require the submission of additional information. If the applicant desires to have certain application requirements waived, this shall be so noted with the application.

- Title, name, address of applicant and person responsible for preparation of the drawing.
- North arrow, tax map ID, date prepared and scale (minimum 1-inch = 40 ft.).
- Surrounding land use within 500 feet.
- Existing and proposed contours at sufficient detail to understand the potential impacts of the project.
- Location of principal and accessory structures with exterior dimensions.
- Location of site improvements including outdoor storage areas, driveways (existing and proposed), parking areas, pedestrian ways, etc.
- Existing and proposed landscaping, screening and buffering.
- Recreation Areas
- Location of on-site and adjacent watercourses: streams, rivers, floodplains, floodways, lakes and wetlands.
- Existing and proposed method of sewage disposal.
- Existing and proposed method of water supply.
- Existing and proposed provisions for stormwater drainage.
- Location of proposed and existing: utility/energy distribution systems (gas, electric, telecommunications).
- Location and size of signs.
- Phasing, ownership and maintenance plans.

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Part IV: Signatures

Signature of Owner:

To the best of my knowledge the information provided in this application and on the attached site plan is true and accurate.

Signature of Owner

Date

Authorization to Act as Agent For:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at
(name of owner)

_____ with the Tax Map No. _____
(Location)

Hereby designate _____ as my agent
(Name of Agent)

Regarding an application for special use permit or special extension.

Signature of Owner

Date

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Decision of the Village Board of Trustees

Permit Denied

Reasons:

Permit Granted

Conditions:

Signature of Mayor

Date

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