

# VILLAGE OF STILLWATER

TRUSTEES:

Dorothy DeMarco  
James Doyle  
Patrick Nelson  
Sheila Nett

INCORPORATED 1816

1 SCHOOL STREET

PO BOX 507  
STILLWATER, NY 12170  
(518) 664-6258 FAX 664-2166

Judith Wood-Zeno, MAYOR

ATTORNEY  
Dreyer Boyajian LLP  
James R Peluso

CLERK-TREASURER  
Sheristin Tedesco

## SPECIAL USE PERMIT CHECKLIST

### I. PROJECT

Project Name: \_\_\_\_\_

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

Property Owners: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map No.: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Log No.: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Log No.: \_\_\_\_\_

Special Use Requested: \_\_\_\_\_

\_\_\_\_\_

### II. APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### III. CHECKLIST

#### Date of Action

Special Use Permit Application fee paid	_____
Special Use Permit Application accepted as complete	_____
SEQRA classification <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Unlisted (no further SEQRA review for Type II actions)	_____
SEQRA Type I and Unlisted actions – EAF submitted	_____
SEQRA lead agency declaration made	_____
SEQRA notification to involved agencies	_____
Application referred to County Planning Bd. (GML §239-m)	_____
Motion to hold public hearing on SEQRA	_____
Motion to hold public hearing on Special Use Permit	_____
Notice of hearing published in paper	_____
Notice of hearing mailed to applicant	_____
County Planning Bd. response received (due 30 days)	_____
Public hearing held	_____
Resolution addressing County Planning Bd. review	_____
SEQRA determination resolution <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Conditional Negative	_____
Notice of SEQRA determination	_____
Action taken by Village Board on application <input type="checkbox"/> approved <input type="checkbox"/> approved with modification <input type="checkbox"/> disapproved	_____
Report filed with County Planning Bd.	_____
Records filed with Village Clerk	_____
Decision mailed to applicant	_____
Special Use Permit issued	_____
Building Permit Application filed	_____

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Building Permit Fee paid

\_\_\_\_\_

Certificate of Occupancy issued

\_\_\_\_\_