

# VILLAGE OF STILLWATER

INCORPORATED 1816

662 HUDSON AVENUE  
PO BOX 507  
STILLWATER, NY 12170  
(518) 664-6258 FAX 664-2166  
clerktreasurer@villageofstillwaterny.org

## SPECIAL USE PERMIT PROCEDURE

	<b>Date of Action</b>
Special Use Permit Application fees 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 of involved/interested agencies	_____
Application referred to County Planning Board pursuant to GML §§ 239-m, 239-n	_____
Motion to hold public hearing on SEQRA	_____
Motion to hold public hearing on Special Use Permit	_____
Notice of hearing published in paper (5+ days prior to hearing)	_____
Notice of hearing sent to neighboring municipalities pursuant to GML § 239-nn (via mail or electronic)	_____
Notice of hearing sent to applicant	_____
Other notice as may be required by Board	_____
County Planning Bd. response received (due 30 days)	_____
Public hearing held (within 62 days of completed application)	_____
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 determinations for all positive declarations, conditional negative declarations and Type I negative declarations filed with ENB and involved agencies	_____
Decision on application (within 62 days of public hearing) <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modification <input type="checkbox"/> Disapproved	_____
Decision filed with Village Clerk (within 5 business days)	_____
Decision mailed to applicant (within 5 business days)	_____
Report filed with County Planning Board (within 30 days)	_____
Special Use Permit issued	_____
Expiration Date (1 year if construction not commenced; 2 years if not completed)	_____