

PARISH TOWN AND VILLAGE Joint Planning Board
APPLICATION FOR A SPECIAL USE PERMIT/SITE PLAN REVIEW

For Planning Board Use Only:

Tax Map Parcel No.: _____
Application Number: _____ Received by: _____
Application Fee \$ _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application. Materials shall be sent to the Planning Board Chairman two weeks prior to a scheduled meeting. **They shall be in PDF format.**

Application for (check one):

☐ **Special Use Permit**

☐ **Site Plan Review**

Applicant:

Owner of land to be developed:

Name: _____
Address: _____

Name: _____
Address: _____

Phone No.: _____

Phone No.: _____

Architect/Engineer:

Name: _____
Address: _____

Phone No.: _____
License #: _____

Will development be staged? _____
Current Zoning District Classification: _____
Total acreage of site: _____

Zoning Law Requirements

Required

Shown on Plan

- a. Minimum lot size: _____
- b. Minimum lot frontage: _____

State and Federal Permits Needed: _____

Five copies, minimum, of all materials shall be submitted in PDF to the board by the applicant. Extra copies as may be deemed necessary by the planning board may be required. The following information shall be required of all applications, unless specifically waived by the planning board:

Plans must show or application must include the following:

	YES	NO
(1) Name and address of applicant and owner, if different, and of the person responsible for the preparation of such drawing.....		
(2) Date, north arrow, written and graphic scale.....		
(3) Boundaries of the area plotted to scale, including distances, bearings, and areas.....		
(4) Location and ownership of all adjacent lands as shown on the latest tax records (including properties across any public road).....		
(5) Location, name, and existing width and right-of-way of adjacent roads, including traffic circulation patterns.....		
(6) Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use adjoining the property.....		
(7) The current zoning classification of the property, including the exact zoning boundary if in more than one district.....		
(8) A complete outline of existing or proposed deed restrictions or covenants applying to the property.....		
(9) Plans for grading and drainage showing existing and proposed contours of five foot intervals - when applicable.....		
(10) A written description of all proposed uses and activities on the site, including the number and distribution by type of all dwelling units.....		
(11) Location, size, and design of the following: existing, proposed, and alterations to buildings, driveways, parking and loading areas, outdoor storage areas, sidewalks or pedestrian paths, drainage facilities, sewage facilities, water facilities, signs, outdoor lighting, landscaping or screening, buffer areas, snow storage areas; walls and fences, energy distribution facilities, fire lanes and other emergency zones.....		
(12) Plans for controlling soil erosion and sedimentation during development - when applicable		
(13) Significant or outstanding natural features of the property (e.g. wetlands, streams, high-water lines, cliffs, dense vegetation, etc.).....		
(14) Designation of the amount of gross floor area and gross leasable area proposed for each nonresidential use.....		
(15) Project construction schedule and staging phases, if applicable.....		
(16) Certification that all real property taxes pertaining to the property on which the application is sought are fully paid.....		
(17) A Long Environmental Assessment Form (EAF) or draft Environmental Impact Statement (EIS), pursuant to 6 NYCRR Part 617.....		
(18) An agricultural data statement, pursuant to Town Law Section 283-a, when applicable.....		
(19) A statement with the name, address and the nature and extent of the interest of any state employee, or any officer or employee of the town or village in the application pursuant to General Municipal Law Section 809, when applicable.....		
(20) Other elements integral to the proposed development as considered necessary by the planning board including identification of any federal, state, or county permits required for the project's execution.....		
(21) Application fee as stated in the fee schedule.....		

NOTE TO APPLICANT:

Before you submit this application for approval of a special use permit/site plan review, **MAKE SURE** that all applicable requirements of the Town or Village of Parish Zoning Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town/Village of Parish Planning Board of the identified application for a special use permit/site plan review. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town/Village of Parish Zoning Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date:

Signature of Landowner

(If Applicant is not Landowner)

Date:

Sworn to before me this _____
day of _____, _____

Notary Public

FOR PLANNING BOARD USE ONLY

Sketch Plan submitted to Planning Board (*optional*)..... Date _____
Sketch Plan Conference held (*optional*)..... _____
Resolution to accept preliminary application..... _____
Type of SEQR action determined to be: ☐ type I ☐ unlisted ☐ other..... _____
EAF form filed..... _____
Resolution of environmental significance determined:
☐ positive declaration ☐ negative declaration ☐ conditional negative declaration _____
Application accepted as complete..... _____
Project description mailed pursuant to ag data statement..... _____
Referral to zoning board of appeals for area variance (*if applicable*)..... _____
Application submitted to county planning agency..... _____
County planning agency response received (*if applicable*) _____
Motion to hold or waive public hearing (*waiver may be used only for site plan review procedure*)..... _____
Notice of public hearing given to adjacent municipalities (*if applicable*)..... _____
Notice of hearing published in paper..... _____
Public hearing held..... _____
Resolution to close public hearing..... _____
Decision resolution to: ☐ approve ☐ approve with modifications ☐ disapprove _____

Modifications include: _____

Signature of Planning Board Chair

Date

Resolution addressing county planning agency review..... _____
Decision filed with municipal clerk..... _____
Decision mailed to applicant..... _____
Report filed with county planning agency..... _____
Zoning permit issued..... _____
Certificate of occupancy issued..... _____