

# TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537

BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

## APPLICATION FOR SPECIAL USE PERMIT

Applicant: _____
Address of Site: _____
_____

<b>For Official Use Only</b>
Date Application Received: _____
Application No. _____

### Instructions:

The following application must be completed by the Applicant and filed with the Office of Building Planning and Development. To be considered at the next Planning Board meeting, the application must be submitted in time to be deemed complete 21 days in advance of the meeting in order to be placed on an agenda. The Planning Board meets based upon a posted schedule.

Include the following in your application package:

One (1) original and eleven (11) copies of the following application package. Failure to do so will result in an incomplete application and delays in the Town's processing of the application.

- This application form.**
- Application Fee.** Each application should be accompanied by a fee as determined on the fee schedule adopted annually by the Town Board.
- Site Plan** in accordance with the *Site Plan Checklist* (see Part II below) In addition, a digital file is recommended.
- Short or Full 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 "Unlisted". This form is available on the Town web-site ([www.stillwaterny.org](http://www.stillwaterny.org)) or from the Office of Building Planning and Development.
- Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural district. This form is available on the Town web-site ([www.stillwaterny.org](http://www.stillwaterny.org)) or from the Office of Building Planning and Development.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee.** The need for a public hearing is determined by the Planning Board. The cost is based on the number of parcels within 500-feet of project site parcel boundaries. This fee must be paid to the Town no later than 14 business days prior to a scheduled public hearing and is not part of any applicant funded escrow accounts.
- Engineering / Legal escrow fees.**
- Additional copies of initial submission listed above for SEQR Coordination:** if the Planning Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so in a timely manner may delay processing of the application. The Town may provide additional copies on the applicant's behalf; however the Town does so assuming no responsibility for completeness of this information. Furthermore, the Town will hold the applicant responsible for any associated costs for making additional copies.

**Part I - General Information:**

ADDRESS OF SITE \_\_\_\_\_  
Number Street Name of Business / Tenant

TAX ID \_\_\_\_\_ EXISTING ZONING DIST RR•LDR•RM•RRD•B1•B2•BP•I•PDD•MU•R67  
Section Block Lot Circle Applicable District(s)

CURRENT USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

TOTAL ACREAGE OF PROJECT/PARCEL \_\_\_\_\_

METHOD OF SEWAGE DISPOSAL: ON-SITE SEPTIC / MUNICIPAL / PRIVATE SEWER CORP / NA  
Circle One  
FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER \_\_\_\_\_

METHOD OF POTABLE WATER: ON-SITE WELL / MUNICIPAL / PRIVATE WATER CORP / NA  
Circle One  
FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER \_\_\_\_\_

PROPOSED PROJECT  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT INFORMATION:**

APPLICANT'S NAME\* \_\_\_\_\_ DATE \_\_\_\_\_

\* Applicant must either be the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**AGENT FOR THE APPLICANT INFORMATION (IF APPLICABLE):**

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER INFORMATION (IF NOT APPLICANT):**

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**DESIGN PROFESSIONAL INFORMATION:**

Check One:  Engineer  Surveyor  Architect  Landscape Architect

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**Part II – Site Plan Check List:**

**Instructions:**

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

<b>Site Development Data</b>			
<b>Area/Type</b>	<b>Existing (sq. ft.)</b>	<b>Proposed New or Addition (sq. ft.)</b>	<b>Total (sq. ft.)</b>
Building Footprint			
Accessory Structure(s)			
Paved, gravel or other surface areas			
Porches/Decks			
Other			
Lot Coverage (%)	%	%	%
<b>Setback Requirements</b>			
<b>Location</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Front			
Side Yard			
Rear Yard			

**Instructions:**

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.

