

Instruction and Application for Special Use Permit with Site Plan Review

Check list for submission:

- Submit sketch plan information for first meeting with Planning Board. (NO FEE)

At the sketch plan conference the Planning Board will determine if the proposal is in conformity to an adopted Comprehensive Plan, and to the extent feasible shall provide the applicant with an indication of whether the proposal, in its major features, is acceptable or should be modified before expenditures for more detailed planning are made.

The Planning Board shall also review with the applicant submission requirements (*Article D, Sections 5, 6, and 7 and Article E of the Site Plan Review Law, See last page of this application.*) to determine what specific information is to be presented with the site plan.

- Submit completed application with fee.

Please note that the application will **not** be considered “complete” until fee is paid and “all” parts of these instructions have been followed.

- Fill out first page only (Part 1) of the Environmental Assessment Form and submit.
- The site plan submitted for approval and supporting documentation is to include all of the requested information on the application, and/or those specific items requested by the Planning Board.

APPLICATION FOR SPECIAL USE PERMIT With Site Plan Review

Planning Board, Town of Otego, NY

Form: TO-SP-9

OFFICE USE ONLY

Application No: _____	Delivery Date _____	Official Date of Receipt _____
Date of Public Hearing _____	Date of Final Action _____	
Date of Filing Decision with Town Clerk _____		

Instructions: Fully complete this application. Write "NA" when "non-applicable." Application, complete with fees (\$100.00 for Special Permit), shall be filed with the Land Use Officer at least 10 days before a sheduled meeting.

Preliminary Date: _____ **Final** Date: _____

Name of Proposed Development _____

Applicant:

Plans Prepared by:

Name _____

Name: _____

Address _____

Address _____

Telephone _____

Telephone _____

Owner (if not applicant):

Name _____

(if more than one owner, provide in-formation for each).

Address _____

Telephone _____

Cell _____

Location of Site: _____

Tax map number: _____

Zoning classification (if applicable): R1 _____ R2 _____ R3 _____ R4 _____

Total site area (square feet of area): _____ **Anticipated construction time:** _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.): _____

Current condition of site (buildings, brush, etc.): _____

Proposed use(s) of Site: _____

State and federal permits needed (list type and appropriate department): _____

Character of surrounding lands(suburban, agriculture, wetlands, etc.) _____

Estimated cost of proposed work: \$ _____

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable) _____

Describe proposed use, including primary and secondary uses, ground floor area, height; and number of stories for each building: _____

For residential buildings include number of dwelling units by size (efficiency, one bedroom, two-bedroom, etc) and number of parking spaces to be provided.

_____ efficiency /parking _____ _____ one-bedroom/parking _____

_____ two-bedroom/parking _____ _____ other(s)/parking _____

For nonresidential buildings, include total floor area and total sales area; number of automobile and truck parking spaces.

Other proposed structures. _____

(Use separate sheet if needed)

Additional requirements:

Attach a site plan, signed by a licensed professional engineer, architect or surveyor, showing the following information, except as may be waived by the planning board or is described by written text accompanying this application:

- a survey of the property showing boundaries and existing features including topographic contours, buildings, structures, trees of over eighteen (18) inch circumference measured at chest height, streets, utility easement, rights-of-way and land use;
- the locations of all proposed buildings and land use areas, showing floor area and location of vehicular and pedestrian entrances;
- the proposed traffic circulation, parking and loading areas and pedestrian walks, including dimensions sufficient to assure compliance with this ordinance;
- the landscaping plans, including site grading and plant materials. Finished grade elevations shall be shown at not greater than two (2) ft. contour intervals
- the preliminary architectural drawings for all buildings to be constructed, including floor plans, exterior elevations and sections;
- the preliminary engineering plans, including street improvements drainage system, and utility connections showing the method of water, telephone and electric service, and storm water and sewage disposal;
- a description of proposed uses, construction sequence and time schedule for completion of each phase of construction;
- engineering feasibility study of any anticipated problem which might arise due to proposed

- development as required by the Planning Board;
the proposed lighting, signs, fencing, landscape buffer and refuse storage areas.

Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one): () short form or () long form. Forms are available from the Zoning Enforcement Officer.

Signature of Landowner or Developer

Date

NOTE:

1. The Zoning Enforcement Officer will notify you within seven (7) days of his receipt of this application regarding the status of its completeness.
2. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
3. The Planning Board will notify you of its action in writing (form PB-4) within Sixty-two (62) days of their official date of receipt of a completed application.
4. Return this application with the appropriate fee to:

Codes Officer, Town of Otego, PO Box 455, Oneonta, NY 13820

The applicant is to notify all landowners within 500 feet of the applicant's parcel by certified mail with return receipt requested at least 10 working days but not more than 15 working days prior to the public hearing. Applicant will present the return receipts to the secretary at the time of the public hearing.

SAMPLE NOTIFICATION LETTER
Notice To Adjoining Property Owners of a Public Hearing

(Use your own letter head)

Date

Name

Address

City, State, Zip

Dear _____

The Town of Otego Planning Board has directed me to notify you that a public hearing will be held on my/our application of a:

(Special Permit) (Area Variance) (Uses Variance) (Minor Subdivision) (Major Subdivision)
circle one

for the Tax map lot number _____ located at _____

_____.

The meeting is scheduled for _____ at _____ PM in the Town of Otego Municipal Building at 3526 State Hwy 7, Otego, N.Y., at which time you will have the opportunity to be heard. Your attendance is not required. If you can not attend the hearing but wish to make a comment, you can submit it by mail. It will read and placed in the official minutes.

If you have any questions feel free to call the Codes Officer at 607-434-0785 Monday thru Thursdays.

Signature

Article D, Sections 5 Site Plan Submission Requirements

- a. Title of site plan, including name and address of applicant and person responsible for preparing such drawing.*
- b. North arrow, scale and date.*
- c. Boundaries of property plotted to scale.*
- d. Location, size and existing use of buildings on premises.*
- e. Location and ownership identification of all adjacent lands as shown on the latest tax records.*
- f. Location, name, and width of existing adjacent roads.*
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, reservations, and areas dedicated to public use on or adjoining the property.*
- h. Grading and drainage plan, showing existing and proposed contours and water courses.*
- i. Location, type of construction and exterior dimensions of all buildings.*
- j. Identification of the amount of gross floor area proposed for retail sales and services, offices, and other commercial or industrial facilities.*
- k. Location, type of construction, and area of all parking and truck loading areas, showing access and egress.*
 - 1. Provision for pedestrian access, including public and private sidewalks, if applicable.*
- m. Location of outdoor storage, if any.*
- n. Location and construction materials of all existing or proposed site' improvements including drains, culverts, retaining walls and fences.*
- o. Description of the method of sewage disposal and the location of such facilities.*
- p. Description of the method of securing water, location of such facilities, and approximate quantity of water required.*
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.*
- r. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar energy.*
- s. Location, size, design and type of construction of all proposed permanent signs.*
- t. Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.*
- u. Location and design of existing and proposed outdoor lighting facilities.*
- v. General landscaping and planting schedule.*
- w. Record of applications and approval status of all necessary permits from federal, state, county and local offices.*
- x. Estimated project construction schedule.*
- y. Other elements integral to the proposed development as may be specified by the Planning Board at the sketch plan conference.*

Site development shall comply with the following objectives:

Article E. Section 1-General Objectives

- a. Adequate and safe vehicular circulation between the site and street network.*
- b. Safe and adequate interior site circulation, parking and loading facilities.*

- c. Sites should be accessible year-round with particular attention to access for emergency vehicles.*
- d. Environmentally sensitive areas shall be protected and left undisturbed.*
- e. Adequacy of stormwater and drainage facilities.*
- f. Compatibility with and protection of adjacent uses, particularly residential uses, through landscaping, vegetative and other screening, buffering, planting and setbacks, method of construction and restrictions on outside activities.*
- g. Consideration of aesthetics in the project design and compatibility of signs with neighboring uses.*
- h. Mitigation of the adverse effects of smoke, noise, glare, vibration, odors, or noxious and offensive uses; appropriate hours of operation.*
- i. Absence of dangerous or hazardous activities.*

