

TOWN OF WATERTOWN
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.

Application for (check one): **Special Use Permit** **Site Plan Review**

Applicant: _____ **Owner of land to be developed:** _____

Name: _____ Name: _____
 Address: _____ 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 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.....		
(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.....		
(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 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 of Watertown Zoning Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Watertown Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Watertown 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 of Watertown Zoning Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date: _____

Sworn to before me this _____
 day of _____, _____

Notary Public

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Sworn to before me this _____
 day of _____, _____

Notary Public

FOR PLANNING BOARD USE ONLY

- | | Date |
|--|-------|
| 1. Pre-submission Conference held (optional)..... | _____ |
| 2. Long Environmental Assessment form completed by applicant..... | _____ |
| 3. Determination by the Planning Board that the Application for a Special Use Permit/Site Plan Review is complete and all required information supplied to the Planning Board | _____ |
| 4. Referred to Zoning Board of Appeals for area variance (if applicable)..... | _____ |
| 5. Resolution to hold public hearing made by the Planning Board..... | _____ |
| 6. Notice of public hearing published in the official newspaper of the town..... | _____ |
| 7. Notice of public hearing mailed to applicant..... | _____ |
| 8. Notice of public hearing mailed to farm operations listed on agriculture data statement (if applicable)..... | _____ |
| 9. Application referred to county planning board (if applicable)..... | _____ |
| 10. Action taken on county planning board recommendation (if applicable)..... | _____ |
| 11. Public hearing held..... | _____ |
| 12. SEQOR determination made by Planning Board..... | _____ |
| 13. Decision made on Application for a Special Use Permit/Site Plan Review | _____ |

_____ **Approved**

_____ **Disapproved**

_____ **Approve w/Conditions.** **Conditions of Approval:** _____

Signature of Planning Board Chair

Date

- | | |
|--|-------|
| 14. If conditions are required, date conditions were satisfied and final approval granted..... | _____ |
| 15. Decision mailed to applicant..... | _____ |
| 16. Decision filed in the office of the town clerk..... | _____ |