



Village of WAVERLY NY

32 Ithaca Street, Waverly NY, 14892
(607) 565-8106
villageofwaverly.com

Permit Number _____
(To be assigned)
Date _____

SPECIAL PERMIT/SITE PLAN REVIEW APPLICATION

Pursuant to Chapter 153 of the Code of Village of Waverly

Application Fee of \$50.00

TO THE VILLAGE OF WAVERLY PLANNING BOARD:

I (WE) _____ OF _____
NAME OF APPLICANT NUMBER AND STREET

CITY, TOWN OR VILLAGE STATE ZIP CODE PHONE NUMBER

EMAIL ADDRESS _____

LOCATION OF PROPERTY:

Project Street Address: _____

Property Tax Map Number: _____

HEREBY APPLY TO THE VILLAGE OF WAVERLY PLANNING BOARD FOR:

- ☐ Site Plan Review Only
☐ Special Permit with Site Plan Review

SHORT PROJECT DESCRIPTION:

ZONING DISTRICT:

- | | | |
|--|---|--|
| ☐ Residential (R) | ☐ Manufactured Home (MH) | ☐ Commercial (C) |
| ☐ Industrial (I) | ☐ Planned Unit Development (PUD) | ☐ Open Space (OS) |

Residential (Section 153-6(B)) [Site Plan & Special Permit]

- | | | |
|--|---|--|
| ☐ Private Club | ☐ School | ☐ Private School |
| ☐ Religious Institution | ☐ Accessory Building | ☐ Home Occupation |
| ☐ Public Utility Substation | ☐ Day Care/Single Family | ☐ Elderly Apartment |
| ☐ Mortuary & Funeral Home | ☐ Dormitory Use | ☐ Community Use |
| ☐ Apartment Complex | ☐ Multi-Family Residence | ☐ Golf Course |
| ☐ Assisted Living | ☐ Bed & Breakfast | ☐ Nursing Facility |

Commercial (Section 153-8(B)) [Site Plan & Special Permit]

- | | | |
|--|---|--|
| ☐ Drive-In Fast Food | ☐ Specialized Industrial | ☐ Shopping Mall |
| ☐ Above-Street Apartments | ☐ Other Retail Uses | ☐ Service Station |
| ☐ Car Wash | ☐ Motor Vehicle Sales | ☐ Other Compatible Uses |

Industrial (Section 153-9(B)) [Site Plan & Special Permit]

- ☐ All Industrial Uses

**Planned Unit Development District (Section 153-10(B))
[Site Plan & Special Permit or Report to Village Board for Zoning Change]**

- ☐ Existing PUD
- ☐ New PUD

Open Space (Section 153-13(B))

- ☐ Cemetery/Mausoleums

Article IV - Supplementary Regulations (Section 153-14) [Site Plan Review Only]

- ☐ Parking Space Requirements (153-15)
- ☐ Off-Street Loading (153-16)
- ☐ Special Parking & Loading Space (153-17) **[Site Plan & Special Permit]**

Signs [Site Plan & Special Permit] (Section 153-18(C)(6)(b), see also Section 153-18(G))

- ☐ Advertising Signs and Movable Banners

PRELIMINARY CONFERENCE:

- ☐ Preliminary Plan Provided with Application
- ☐ Preliminary Plan to Follow
- ☐ Waiver Request of Formal Plan Documents (e.g., architectural drawings)

STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR):

- ☐ Not Applicable
- ☐ Short Environmental Assessment Form Applies
- ☐ Full Environmental Assessment Form Applies

COUNTY PLANNING BOARD REVIEW: (check all that apply)

Property is within 500 feet of a:

- | | |
|--|--|
| ☐ State or County Road or Highway | ☐ Municipal or County Boundary |
| ☐ State or County Facility | ☐ Property Enrolled in NYS Agricultural Districts Program |

STATE OF NEW YORK:

:SS

COUNTY OF TIOGA:

Subscribed and Sworn to this _____ day of _____, 20____

NOTARY PUBLIC

APPLICANT'S SIGNATURE

APPLICATION FEES

Application Fee **\$50.00**

Please make check payable to **Village of Waverly**

FOR OFFICE USE ONLY

- ☐ Paid Application Fee \$50.00
- ☐ Completed Site Plan/Special Permit Application Form
- ☐ Preliminary Plan Provided
- ☐ Site Plan Provided
- ☐ Final Planning Board Decision

SITE PLAN REVIEW CHECKLIST

- **Site Plan &/or Special Permit Fee \$50.00**
- **Completed Site Plan Review Application Form**
- **Completed Short or Full Environmental Assessment Form (whichever is applicable)**
- **Preliminary Plan (provide at least 14 days prior to initial review by the Village Planning Board)**
- **Survey (if applicable)**
- **Preliminary Site Plan to include the following (if applicable):**
 1. Title of drawing, including name and address of applicant and person responsible for the preparation of such drawing
 2. North arrow, scale and date
 3. Boundaries of the subject property, identifying owners of abutting parcels
 4. Building locations on site and land use areas
 5. Proposed traffic circulation, parking areas and walks
 6. Proposed landscaping layout
 7. Proposed construction sequence for buildings, parking spaces and landscaped areas
 8. Full project narrative
 9. The Planning Board may consider other elements integral to the proposed development as necessary in the particular case

***Note - Missing information does not constitute submittal of an application, and may prolong the process of this request. Additional information may be required.**