

TOWN OF
BEDFORD

PLANNING
DEPARTMENT

Submit completed form, fee, and one (1) complete digital drawing set to planning@bedfordny.gov and three (3) hard copies to the Planning Department at 425 Cherry Street, Bedford Hills, NY 10507

NAME OF OWNER: _____

Mailing Address: _____

Telephone: _____ Email: _____

PRIMARY CONTACT NAME: _____

Telephone: _____ Email: _____

APPLICANT/DESIGN PROFESSIONAL: (circle one: NYS Licensed Architect, Engineer, Land Surveyor, Landscape Architect):

Telephone: _____ Email: _____

PROPERTY IDENTIFICATION:

Address: _____

[Tax Map Designation](#) Section _____ Block _____ Lot(s) _____

Section _____ Block _____ Lot(s) _____

[Zoning District](#) (circle one):

R-4A R-2A R-1A R-1/2A R-1/4A TF VA MF EL CB NB RB PB-O PB-R PB-O(K) LI

Total area of proposed use: (acres): _____ (sq. ft.): _____

Total area of property: (acres): _____ (sq. ft.): _____

PROPERTY DESCRIPTION & RELATED INFORMATION:

Current Use: _____

Proposed Special Permit Use: Town Code Article _____, Section _____

Proposed sq. ft. of new floor area: _____ and/or renovated floor area: _____

Current # of parking spaces: _____ Proposed parking space count: _____

Current # of loading spaces: _____ Proposed loading space count: _____

Within 500 feet of the Bedford Town property boundary: Yes [] No []

Within a designated Historic District: [Bedford Village Historic District](#) Yes [] No []

[Katonah Historic District](#) Yes [] No []

Property is listed on the [HBPC Historic Properties List](#): Tier I [] or Tier II []

Property is within a Wetland: [State/Federal](#) [] and/or [Local](#) []

Project will disturb [steep slopes](#) greater than a grade of 25%? Yes [] No []

If "Yes", submit a complete Steep Slopes Permit application

The Project will result in 5,000 sq. ft. or more of land disturbance: Yes [] No []

Note: If project is phased, include all phases in determination.

PROJECT APPROVAL/PERMITTING INFORMATION:

Check below all required town permits or approvals.

- [] Site Plan Approval
[] Stormwater/SWPPP Approval
[] Wetlands Permit (administrative or full)
[] Special Use Permit
[] Subdivision Approval
[] Area or Use Variance
[] Historic District/Commission Approval
[] Other: _____

List all other State, County, or Federal permits or approved from outside agencies:

- [] Westchester County Department of Health
[] NYC DEP
[] NYS DEC
[] SHPO
[] Other: _____

MINIMUM INFORMATION REQUIRED:

Complete Submission Set	1 digital copy and 3 submission sets of information listed below.
Application Form	Must be signed by the owner of the property affected by this application and by the applicant, if other than the owner.
Application Fee	\$750 Application \$500 only for cottages or accessory dwelling units (in existing residential homes) \$300 Renewal of previously approved Special Use Permit Make (payable to "Town of Bedford")
Owner Authorization Letter	A letter from the owner authorizing the design professional or other to apply for and execute the application on their behalf.
Site Plans	Signed and sealed site plans with required info per Town Code, Article IX Site Plan Approval. (Unless otherwise noted in Town Code)
Deed/Easement	Copy of deed(s), recorded easements, or other legal devices.
Project Narrative	A narrative of the proposed project.
SEQRA Form	Short Form EAF , must be signed and dated. (Unless Type II Action).
Other Plans	If applicable, landscape plans, renderings, sight distance analysis, or other plans or drawings relevant to the application.

Additional information may be requested and required due to the nature of the proposed Special Use Permit

PUBLIC HEARING REQUIREMENTS: The Planning Board will hold a public hearing on the special use permit application. The Town will notice the application at least 10 days prior to the hearing date in the Town newspaper. The Applicant must mail the notice to all owners of property within 500 feet of the perimeter of the subject lot(s) at least 10 days prior to the hearing date. The Applicant shall file an Affidavit of Mailing with the [Planning Board Secretary](#) prior to the hearing.

APPLICATION AUTHORIZATION: Permission is hereby given to the Town of Bedford, its agents, and employees to enter upon the above-described property solely for the purposes incidental to the within application at reasonable times upon reasonable notice to the owner or tenant in possession. All applications shall be signed by the owner of the property affected by this application and by the applicant, if other than the owner.

Owner Name	Owner Signature	Date
Authorized Agent Name	Authorized Agent Signature	Date

FOR MORE INFORMATION, VISIT THE [PLANNING DEPARTMENT'S WEBSITE](#)

