



PERMIT FEES NOT REFUNDABLE OR TRANSFERABLE

TOWN OF VIENNA

Oneida County, New York

Permit Number: _____

Permit Type: ☐ Special Use Permit ☐ Zoning Permit ☐ Temp Zoning Permit

Received By: _____ Date Received: _____

Tax Map #: _____ Zone: _____ Fee: _____

Zoning Officer Review & Notes: _____

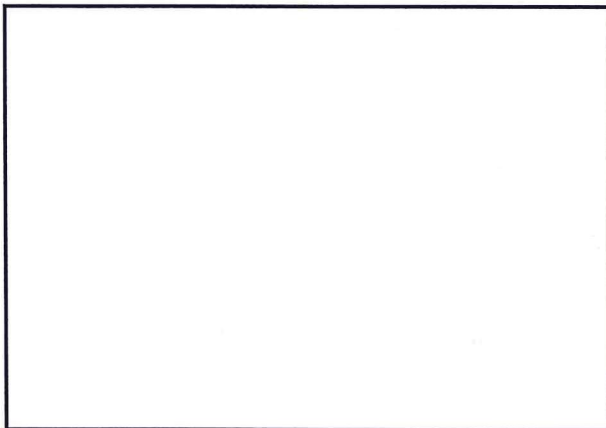
Name of Applicant: _____ Name of Property Owner: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Description of Proposed Activity:

Please indicate all dimensions and areas on diagram below, or attach drawing showing all dimensions:



Type of Use:

☐ Principal use or structure

☐ Accessory use or structure

Type of Activity:

☐ Erection of structure

☐ Movement of structure

☐ Expansion of use or structure

☐ Change of use

☐ Resumption of former use

☐ Sewage disposal system

☐ Parking Area

☐ Sign

Proposed Use: _____

Parking Spaces: _____

Height: _____

Stories: _____

Width: _____

Depth: _____

Signature of Applicant/Date

Town of Vienna Zoning Law excerpt

Section 640. Application for Special Use Permit

The Zoning Enforcement Officer shall refer any application for a zoning permit which requires a special use permit review from the planning board. An application for a special use permit shall be filed with the planning board, and the appropriate fee as determined by the fee schedule adopted by town board resolution shall be paid to the town clerk. Six copies of the application and site plans shall be provided which shall include the following:

- A. Name and address of applicant and owner, if different, and of the person responsible for preparation of drawings;
- B. Date, north point, written and graphic scale;
- C. Boundaries of the site plotted to scale, including distances, bearings, and areas;
- D. Locator map showing the site in relationship to the town;
- E. Location and ownership of all adjacent lands as shown on the latest tax records;
- F. Location of all zone district boundaries;
- G. Location, name, and existing width of adjacent roads;
- H. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use or adjoining the property;
- I. Complete outline of existing or proposed deed restrictions or covenants applying to the property;
- J. Existing and proposed contours at a maximum of five foot intervals;
- K. Existing natural features such as waterways, water bodies, wetlands, aquifers, and existing vegetation. Features to be removed and to be preserved should be indicated;
- L. Storm water management plan showing measures for attenuation of peak discharge, surface water quality protection, and groundwater quality protection during and following construction;
- M. Erosion and sediment control plan conforming to the standards and practices contained in the USDA Soil Conservation Service Engineering Field Manual (EFM) and New York Guidelines for Urban Erosion and Sediment Control, or other erosion and sediment control manual recognized by the planning board;
- N. Location, proposed use, and height and dimensions of all buildings including the number and distribution by type of all proposed dwelling units, and the designation of the amount of gross floor area and gross leasable area proposed for retail sales and services, office and other commercial or industrial activities;
- O. Location and design of all parking and loading areas including access and egress drives and fire lanes and emergency access areas;
- P. Provision for pedestrian access, including public and private sidewalks;
- Q. Location of outdoor storage, and the intended use of storage areas;

- R. Location and design of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences;
- S. Description of the method of securing public water supply and disposing of sewage, and the location and design of such facilities;
- T. Location and design of all energy distribution and storage facilities, including oil, gas, electrical, and solar energy;
- U. Location, size and design of all proposed signs;
- V. Location and design of outdoor lighting facilities;
- W. General landscaping plan and planting schedule, including the location and proposed development of all buffer areas;
- X. Spill prevention plan including: a complete description of the proposed use and operations; a list of toxic or hazardous chemicals to be used, handled, and/or stored; a description of how these chemicals will be used, handled, stored and disposed of; and procedures for containing or cleaning up spills and notifying appropriate local and state officials;
- Y. An agricultural data statement pursuant to Town Law Section 283-a, when applicable;
- Z. A statement of the nature and extent of the interest of any state employee, or officer or employee of the town in the applicant pursuant to General Municipal Law Section 809, when applicable;
- AA. An Environmental Assessment Form (EAF) and, where required, a draft Environmental Impact Statement (EIS);
- BB. Other elements integral to the proposed development as considered necessary by the Planning Board.

Section 645. Waiver of Submission Requirements

The Planning Board may waive any of the submission requirements listed above where it deems that the information is either not applicable or is unnecessary to a particular special use review.

FOR OFFICE USE ONLY

**TOWN OF VIENNA
Oneida County, New York**

SPECIAL USE PERMIT

Applicant Name and Address

Application # _____

Tax Map# _____

Email _____

Phone _____

Date:

Zoning Officer Referral

Fee paid to Town Clerk

Received by Planning Board

EAF form submitted

Type of SEQR action:

☐ Type I

☐ Unlisted

☐ other

SEQR Review determined to be

☐ Coordinated

☐ Uncoordinated

Environmental Significance determined to be

☐ Positive declaration

☐ Negative declaration

☐ Conditional negative declaration

(NOTE: positive declaration will initiate steps not on this checklist)

Application accepted as complete

Resolution to hold/waive public hearing

Notice of hearing published in newspaper

Application sent to County Planning/DEC/DOT

County/DEC/DOT Response Received

Public Hearing held

Action taken to:

☐ Approve

☐ Approve with modifications/stipulations

☐ disapprove the application

Resolution for action taken and addressing county review

Report filed with county planning

Letter of Determination mailed to applicant

Application filed with Town Clerk/Assessor/Zoning Officer