



Special Use Permit Application to the Common Council

City of Buffalo, New York

Section 496-11.3.3 of the City Code: a Special Use Permit allows certain uses that have increased potential for incompatibility in a zone to be carefully reviewed to determine, against fixed standards, whether their establishment on any given site should be allowed.

Procedure

1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall. Keep a copy of the USE Information Report provided by DPIS to include with application submission.
2. Complete this form.
3. Attach to this form all required submittals as listed in the requested submittals section on page 2 of this application.
4. Deliver two (2) copies of this form and two (2) copies of each required submittal (see page 2 of this application) to Room 1308 City Hall.
5. Pay fee of \$350 to the City Clerk. Checks payable to "City Clerk." Visa or MasterCard also accepted.
6. The City Clerk will review the Special Use Permit and determine if it is complete. An application is complete if all questions on the form have been answered and required submittals have been attached.
7. Once the application is determined complete, the applicant will receive a Notice of Complete Application which includes the dates of public hearings. Until a Notice of Complete Application is received, the project will not be scheduled for a public hearing regardless of the date the application was submitted.
8. At least ten (10) days prior to the scheduled public hearing, all applicants for Special Use Permits must install a sign at the project site. A printable template of this sign is available at Room 1308 City Hall. Requirements and standards for this sign are found within the Posted Notice Section 496-11.2.2.C. of the City Code. The sign can be removed when all public hearings are complete/closed.
9. Attend the City Planning Board meeting to discuss your application for a Special Use Permit.
10. The City Planning Board will review the application and make a recommendation to approve, approve with conditions, or deny the application, and forward the recommendation to the Common Council.
11. Attend the public hearing held by the Common Council to discuss your application for a Special Use Permit.
12. The Common Council will review the application and make a decision to approve, approve with conditions, or deny the application.

Please note: Any information provided with this application will be made public at www.buffalony.gov/meetings



Special Use Permit Application to the Common Council

City of Buffalo, New York

Requested Submittals

One copy of each required submittal, printed no larger than 11" x 17", must be attached to the Special Use Permit Application Form:

1. USE Information Report provided by DPIS
2. Photo of the site showing the use relevant to the request for a Special Use Permit.
3. Site Plan (if applicable).
4. Architectural Elevations (if applicable).
5. If the use you are requesting is listed below, the following are additional required submittals to be attached to this form:

Type of Use	Site Plan	Frequency of Use Description	Capacity of Use Description
Artisan Industrial			X
Assembly		X	X
Bed & Breakfast			X
Cannabis Establishment			X
Live Entertainment		X	X
Outdoor Dining	X		X
Tavern			X
Tobacco/Hookah			X

"X" = required submittal

Frequency of use: A description which should include (where applicable) the hours of operation, the number of days per week the use is operated, the number of events per week, and the number of events per year.

Capacity of use: A description which should include (where applicable) the capacity for the use including the number of people, the number of tables, and the number of seats.

Site Plan: A drawing or sketch of the layout of the site and proposed use.

6. Any additional relevant material.



Special Use Permit Application to the Common Council

City of Buffalo, New York

Applicant Information

Applicant

Identify the person or organization requesting the Special Use Permit:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax Number _____
City _____ State _____ Zip _____ Email _____

Agent

Identify any person or organization representing the applicant in this matter:

Name _____ Cell Phone _____
Organization _____ Business Phone _____
Mailing Address _____ Fax Number _____
City _____ State _____ Zip _____ Email _____

Property Information

Assessed Address: _____
Area of Parcel (square feet): _____ Acres: _____
Zone: _____ Zone Overlay (if applicable): _____
Current Use: _____
Historic District/Property (within or adjacent): _____
Council District: _____

Additional Information



Special Use Permit Application to the Common Council

City of Buffalo, New York

Type of Request

- ☐ Expansion of existing/current use
- ☐ Changing the use to a different use
- ☐ New Use: Adding a new use and keeping existing/current use
- ☐ Change of ownership or business name

Special Use Request

Current use(s): _____

Proposed use(s): _____

Justification (attach additional information if necessary):

Project Description

Detail hours of operation: _____

List/describe adjacent uses: _____

Describe any sound, odor, vibration, light, or other potential disrupting operations of the use and provide hours of the day and days of the week which they would occur:

Describe any public benefit of the use:



Special Use Permit Application to the Common Council

City of Buffalo, New York

Describe community engagement that has taken place (not including public hearing):

Will any permanent features of the building be removed?

☐

Yes

☐

No

If yes, describe:

Attach additional information for this section if necessary.

Disclosure Affidavit

I maintain that the information provided above is true and accurate to the best of my knowledge:

Property owner or applicant name (print): _____ Date: _____

Property owner or applicant signature: _____