

Town of Groton – Special Permit Application Requirements

***** You or your representative must be present at the Town Board Meeting *****

Application & Deadlines

Applications must be completely filled out with all items required in the section of the Town of Groton Land Use & Development Code pertaining to the project as well as any digital files available. Town Board meetings are held the 2nd Tuesday of each month. Applications and fees must be submitted to the Town Clerk's Office **at least 10 days before** the Town Board meeting in order to get on the agenda for that month. Several other agencies need to be notified and given time for a review. The process could be up to four months in length.

Environmental Assessment /Stormwater Pollution Prevention

Provide at least 12 copies of the complete EAF form & 2 copies of the SWPPP if required (with fee). The environmental assessment may be sent to adjacent agencies who are allowed time for review & response.

Agricultural Data Statement

Complete form listing owners of any farmland (AG assessed) within 500 feet of the boundary lines of the project property line.

Required County Review

The application will be sent to Tompkins County Planning for the required review as per NY State General Municipal Law. The County review may take up to 30 Days for completion.

Public Hearing

All Special Permits **require at least one Public Hearing**. The Town is required by law to advertise the Public Hearing to which the applicant is responsible for paying this cost in advance of the Public Hearing.

Special Permit and Life Safety Inspections

After the approval of the Special Permit, paid any associated fees and have completed any construction or other requirements issued by the Town Board, the Code Official may issue the Special Permit. If required by the code, the Code Official will be conducting a Life Safety Inspections on a routine basis; some fees may apply. You will be notified when the inspection is due, and an appointment will be arranged. If you have questions about this you may contact W. Rick Fritz, Code Enforcement Officer, at 607-898-4428 or 607-591-9898.

Fees and Costs

Cemetery	\$200.00	High Density Housing.....	\$ 5,000.00
Junk Yard	\$4,500.00	Manufactured Home Park.....	\$ 5,000.00
Green Energy-Large Scale	\$4,500.00	Sexually Oriented Business.....	\$ 7,500.00
Mining.....	\$ 5,000.00	SWPPP Review (if required).....	\$ 2,500.00
		& \$500.00 per acer over 5 Acres	

Additional costs incurred by the Town Board in connection with the review of a proposed Special Permit shall be charged to the applicant.

- The cost of advertising fees for Public Hearings. (Must be paid before a Public Hearing.)
- Costs incurred for notifications to AG District farms or land in farming practices as per Town Law 305-4.
- Costs incurred by the Town of Groton for engineering, planning, legal and other necessary expenses for the purpose of reviewing any application.
- Costs incurred by the Town of Groton for the review and/or preparation of an Environmental Impact Statement, if said statement is necessary.

Reimbursable costs for items (b) and (c) shall be paid to the Town of Groton prior to the issuance of the Special Permit, any required Building Permit, and/or prior to any commencement of business.

APPLICATION FOR SPECIAL PERMIT – PRELIMINARY SITE PLAN REVIEW

For Office Use Only

Date Received_____

Amount Paid_____

Receipt #_____

Application Date_____

Application is being made for the following (check one)

☐ Cemetery ☐ Large Scale Energy ☐ Mining ☐ Junk Yard

☐ High-Density Housing ☐ Manufactured Home Park ☐ Sexually Oriented Business

Applicant's Name and Title_____

Address_____ State_____ Zip Code_____

Telephone_____ Fax_____ Email_____

Company Applicant Represents_____

Address (if different)_____ State_____ Zip Code_____

Telephone_____ Fax_____ Email_____

AFFIDAVIT

State of_____)

) ss:

County of_____)

I,_____ (name of Applicant) hereby affirm that I have been given the authority to represent_____. I further affirm that the applied-for project will be completed in accordance with ALL laws and regulations of the Town of Groton, State of New York, and/or others having jurisdiction, and I further affirm that all statements and information submitted that pertain to this application are correct to the best of my knowledge.

Signature of Applicant_____ Date_____

Sworn/affirmed to and subscribed before me on this____ day of____ 20____, being
☐ personally known or ☐ producing the following identification_____.

Notary Signature

Serial or Commission Number

NOTARY PUBLIC STAMP/EMBOSSING SEAL IN SPACE ABOVE

Name of Project_____

Address/Location of Project_____

Current Land Use_____

Zone (check all that apply) ☐ Rural Agricultural ☐ Low Intensity ☐ Medium Intensity 1

☐ Medium Intensity 2 ☐ Highway Commercial/Industrial ☐ Industrial 1 ☐ Industrial 2

Owner of Land _____ Tax Parcel # _____

Address of Landowner _____ State _____ Zip Code _____

Telephone _____ Email _____

If more than one parcel of land is involved, provide a list of all Landowners and corresponding Tax Parcel Numbers on a separate sheet. For each parcel of land, provide and attach proof of appropriate rights of use for the project duration, submitted in their full and complete form, whether they are licenses, easements, leases, or other rights of title or estates of land that have been fully executed and show the Landowner signature.

SITE PLAN MAPS AND ATTACHMENTS

Provide maps no larger than 11 x 17-inch paper. If the project is of such size and/or intricacy that it cannot be clearly shown on 11 x 17 paper, larger paper may be used, and a digital copy must be provided. The Town may request, and the applicant shall provide, additional paper maps as needed for review and public viewing. Use the current boundary survey plotted to scale, signed, and sealed by a New York State Licensed Professional Engineer or Registered Architect. Designs and lists of construction materials may need to be submitted as attachments. Include the following:

Check box if included or mark N/A

Title block showing name of project, title of each drawing, name and address of applicant and person responsible for preparation of drawing, and date of drawing	
North arrow and drawing scale in graphic form	
Size, location, design, construction materials, and use of all existing and/or proposed buildings and structures, access drives, above and below-ground utilities, and other improvements to the site	
Location and design of outdoor storage areas or facilities	
Location of the proposed illuminated area and design of outdoor lighting facilities	
Description of the method for securing potable water and location, design, and construction materials of such facilities	
Location, size, design, and construction materials of all proposed signs	
Location, size, design, and materials of proposed security such as fencing or gates.	
Description of the method of sewerage treatment and disposal and location, design, and construction materials of such facilities.	
Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar or wind energy systems	
Location and description of all existing vegetation on the site.	

WATER/STORMWATER

Include the following items on the Site Plan Maps or on separate maps:

Check box if included or mark N/A

Existing watercourses and water bodies, both natural and man-made, and wetlands.	
Using two-foot contour topographic data, the proposed grading and drainage plan, showing existing and proposed contours	

Attach a completed **Comprehensive Stormwater Pollution Prevention Plan (SWPPP)**.

STREET DESIGN

Include the following items on the Site Plan Maps or on separate maps:

Check box if included or mark N/A

Location and design of new roads, streets, intersections, and access according to section 272 of the Land Use code. Location, design, and construction materials of all parking and truck loading areas, showing access and egress.	
Location of all adjacent streets and highways, both public and private.	
Provision for pedestrians.	
Location, design, and construction materials of all proposed site utilities and other improvements, including drains, culverts, retaining walls, above and below-ground utilities, and stormwater management facilities.	
Location of emergency vehicle access, turnarounds, emergency zones, and proposed fire hydrants.	

ADDITIONAL PLANS AND FORMS TO BE SUBMITTED WITH APPLICATION

Check box if included or mark N/A

Completed Visual Impact and Screening Plan prepared by a Registered Landscape Architect to include line-of-sight height for impacted neighboring properties and roadways, regardless of topographical extremes. The screening plan will consider the soil, climate, topography, maturity, and longevity for vegetative buffers to avoid adverse aesthetic impacts and glare	
Property Maintenance Plan detailing scheduled mowing, trimming, and beautification planting or copies of Post Construction Recommendations; Monitoring, Remediation, and Maintenance Consideration Plans provided to the Landowner.	
Completed Noise Impact Study to include sound impacts at multiple locations as identified by Registered Professional Engineer. The study must identify locations that include multiple topographical elevations where applicable. Proposed mitigation measures shall include vegetation suitable to reduce consistent, periodic, or intermittent operational sounds. This may require tight shrubbery or hedge-type configuration with little or no ground clearance.	
Completed Fire Safety Plan approved by the Fire Department having jurisdiction to provide for adequate fire suppression services to the site, as well as any participation financially to support the jurisdiction in additional training or equipment acquisition to these volunteer lead services	
Completed and signed Part I section of the Short Environmental Assessment Form (SEAF) or the Long Environmental Assessment Form (LEAF) , as determined by 6NYCRR Part 617.	
Completed Agricultural Data Statement if the property is located within an Agricultural District.	

For Use of Reviewing Board and Office

Public Hearing Date _____ Time _____

Comments _____

[] Approved [] Approved with Modifications [] Denied Date _____

Signed _____ Town Supervisor