

TOWN OF RED HOOK
PLANNING BOARD

7340 SOUTH BROADWAY, RED HOOK, NY 12571
Tel: (845) 758-4613 E-mail: planning@redhookny.gov

Special Use Permit Application

This application requires a Zoning Enforcement Officer Determination Form completed by the Town of Red Hook Zoning Enforcement Officer.

Please contact the Building and Zoning office at 845-758-4603

Type of Approval Sought _____ Special Use Permit _____ Amended Special Use Permit

Project Name: _____

Applicant's Name: _____

Applicant Phone Number _____ Email: _____

Applicant Address: _____

Owner's Name (if not applicant) _____

*If Owner is not the Applicant, an Owner's Consent Form is Required

Owner's Phone Number _____ Email: _____

Owner's Address: _____

Address of Property (if different from addresses above): _____

Tax Parcel Number of Property: _____ Total Site Acreage: _____

Zoning District(s): _____

Current use of site: _____

Proposed use of site / Brief description of project: _____

Nature of Proposal (check all that apply):

- _____ New project site; new construction and/or site improvements
_____ Modification of an existing building
_____ Modification of an existing developed site
_____ Change of use of an existing building or site.

Is the land, or any part thereof located in (check all that apply):

- _____ A Regulated wetland
_____ A Wetland
_____ The Town Environmental Overlay District
_____ The Town Local Waterfront Revitalization Area
_____ A State or National Historic District

Is the land in, or within 500 feet of, a Certified Agricultural District Yes _____ No _____

Special Use Permit Application Checklist

Application for Special Use Permit and Approval is made in accordance with Article VI of the Town of Red Hook Zoning Code.

To be considered for the next available meeting agenda, a complete application package, consisting of each of the items listed below, must be submitted to the Planning Board Clerk by Noon ten calendar days prior to the next meeting.

All forms need to be submitted as both a hard copy and emailed to planning@redhookny.gov	
_____	Completed Application Form
_____	Zoning Enforcement Officer Determination Form (to be completed by the ZEO. Contact the Building and Zoning office if needed 845-758-4603)
_____	Short Environmental Assessment Form
_____	Agricultural and Data Statement
_____	Owner Consent Form (if needed)
_____	Narrative explaining the proposed use, including type of business or project, number of employees, residents, or visitors, hours of operations, impacts on traffic, etc.
_____	A preliminary site plan demonstrating the overall site layout and building locations, parking, areas, setbacks, lighting, landscaping, signage, etc.
_____	Preliminary building plans and elevations
Application Fee, Payable to the Town of Red Hook	
_____	Initial Escrow Deposit, Payable to the Town of Red Hook
_____	Any other information deemed helpful to explain the nature of the proposed use

I, the undersigned, do of my own personal knowledge certify the above information has been provided in support of the referenced application.

Applicant Name: _____

Applicant Signature: _____ Date: _____