

# APPLICATION FOR SPECIAL PERMIT

For Town/Village Use Only  
Planning Board

Form: PB-8

Town/Village of \_\_\_\_\_, NY

**WHEN TO USE THIS FORM:** This form is to be used by an individual who seeks a special permit from the planning board. The only uses that require a special permit are those specifically listed in the zoning ordinance district regulations. Some uses may require site plan review. Check your local zoning ordinance or ask your code enforcement officer to verify if site plan review is required. The applicant is responsible for complying with established planning board rules and procedures which are available for inspection from the planning board secretary. An applicant must have first filed an application for a zoning permit or certificate of zoning compliance (form ZEO-1) followed by his/her receipt of a notice of action (form ZEO-2) before this form is used.

Instructions: Fully complete this application. Write ANA@ when Anon- applicable@. Applications, complete with fees, shall be filed with the Zoning enforcement Officer who will file a copy with the planning board secretary.

| OFFICE USE ONLY                            |                |
|--------------------------------------------|----------------|
| Application No. SP-                        | _____          |
| Delivery Date                              | ____/____/____ |
| Official Date of Receipt                   | ____/____/____ |
| Date of Public Hearing                     | ____/____/____ |
| Date of Final Action                       | ____/____/____ |
| Date of Filing Decision with<br>Town Clerk | ____/____/____ |

To the Planning Board:

A. Statement of Ownership and Party of Interest:

The applicant (s) \_\_\_\_\_

(is) (are) the owner (s) of property situated at the following address:

\_\_\_\_\_

\_\_\_\_\_ Tax Map Parcel No. \_\_\_\_\_

the above described property was acquired by applicant on \_\_\_\_\_, 19\_\_\_\_.

B. Request:

The applicant requests a special permit for the above described property under the provisions of section \_\_\_\_\_ of the local zoning ordinance for the following purposes:

\_\_\_\_\_

\_\_\_\_\_ as shown on the attached plan drawn to scale.

C. Reasons for Request:

The applicant alleges that the approval of said special permit would be in harmony with the intent and purpose of said zoning ordinance and that the proposed use conforms to the standards prescribed in section \_\_\_\_ of said ordinance and would not be detrimental to property in the neighborhood for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

D. Special Features:

In addition to meeting the standards prescribed by the zoning ordinance (Section No.) \_\_\_\_\_,

the applicant will provide \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

in order that the public convenience and welfare will be further served.

E. Environmental Review.

Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one):

( ) short Form or ( ) long Form. Forms are available from the zoning enforcement officer.

Signature(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Telephone No. \_\_\_\_\_

- NOTE: 1. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Planning Board before the application can be considered complete.
2. The Planning Board will notify you of their action in writing (form PB-9) within \_\_\_\_ days of the date of the public hearing held on this application.