

Planning Board

Village of Chatham

77 Main Street, Chatham, NY 12037

Please follow the instructions below when applying for the following:

- Special Use Permit

Mandatory Requirements:

- Application must be submitted to the Village Clerks Office for consideration at least ten (10) days prior to the meeting along with any requested information from the Board at the following meetings.
- A check in the amount of \$250.00 payable to the Village of Chatham
- Any letters "granting permission of representation" must be signed by the Owner and submitted prior to the scheduled hearing if the applicant is not the property owner.
- Proof of ownership if property is an Organization or LLC

Applicant Name: _____ Date: _____

CHECKLIST: (Must Include)

7 Paper Copies for each item below Plus Digital Copies of everything submitted to the Building Inspector.

Please check the box once completed

Special Use Permit - Required plans and submittals for application. Because the impact of special use permit uses varies greatly, the information required to be submitted for a special use permit application may vary depending upon the scale, intensity, nature of the proposed use and its proposed location. *Site plan review, listed above, is required for all uses that require a special use permit.*

[] **1. APPLICATION FORMS FROM THE BUILDING DEPT- along with the items below if applicable depending upon the scale of the project:**

(1) The information and materials enumerated for a site plan sketch plan conference, if attended

- (2) Location, design, type of construction, proposed use and exterior dimensions of all structure(s);
- (3) Location, design and type of construction of all parking and truck loading areas, showing access and egress;
- (4) Type and volume of traffic expected to be generated;
- (5) Provision for pedestrian access;
- (6) Location of fire and other emergency zones, including the location of fire hydrants;
- (7) Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- (8) Multiple uses. If an application is for a parcel or parcels on which more than one use requiring a special use permit is proposed, the applicant may submit a single application for all such uses. The Planning Board may grant the application with respect to some proposed uses and not others. For purposes of reviewing an application (and for SEQRA compliance) all proposed uses on a single parcel or on contiguous parcels shall be considered together.
- (9) an escrow deposit for reimbursement of cost of Village consultants (if required)

[] **2. SITE PLAN/MAP/APPLICATION**

[] **3. NARATIVE DESCRIBING NATURE AND INTENSITY OF
PROPOSED USE AND OPERATION (if use and no renovations)**

Tax Map No*: _____

Village of Chatham
Columbia County, New York
Special Use Permit Application

Date _____ Application No. _____ Zoning District _____

Location of Proposed Use: _____

Proposed Use: _____
Please explain how the proposed use complies with the following general standards for the issuance of a special use permit. Use additional sheets if needed.

A.) Such use will be in harmony with and promote the general purposes and intent of this ordinance as stated in Section 110.3

B.) The plot area is sufficient, appropriate and adequate for the use and the reasonably anticipated operation and expansion thereof

C.) The proposed use will not prevent the orderly and reasonable use of adjacent properties and properties in adjacent use districts

D.) The site is particularly suitable for the location of such use in the community

E.) The characteristics of the proposed use are not such that its proposed location would be unsuitable near to a church, school, theater, recreational area, or other place of assembly

F.) Access facilities are adequate for the estimated traffic from public streets and sidewalks, so as to assure the public safety and to avoid traffic congestion, and that vehicular entrances and exits are clearly visible from the street and not within 50 feet of the intersection of street lines at a street intersection

G.) All proposed curb cuts have been approved by the governmental agency which has jurisdiction (*permits, etc.*)

H.) There are off-street parking and truck loading space in adequate number for the anticipated number of occupants, both employees and patrons or visitors, and that the layout for the spaces and driveway is convenient and conducive to safe operation (*Please provide off-street parking plan*)

I.) Adequate buffer yards and screening are provided where necessary to protect adjacent properties and used (*Please provide plot plan*)

J.) Adequate provisions for the collection and disposal of storm water run-off from the site (*Please provide plot plan*)

Applicant's Signature _____ Date _____

Owner's Signature (*if different from above*) _____

Approval _____ Date _____

Conditional Approval _____

Disapproval _____

Conditions and Safeguards _____

**Information may be obtained at the Tracy Memorial*