

**Town of Rensselaerville Planning Board**

**SPECIAL USE PERMIT APPLICATION**

When to use this form: When the Applicant is seeking to develop or improve a parcel other than the following: Ordinary accessory structures (except in a commercial situation), ordinary repair or maintenance of existing structures or uses, agricultural uses and structures under NYS building code (except permanent roadside stands or temporary roadside stands over 100 sq. ft.), incidental landscaping or grading, exterior changes to residential structures not substantially changing its nature or use, interior alterations of a commercial or industrial structure not substantially changing its nature or use, changes not requiring a certificate of occupancy, garage and lawn sales, residential gardening and residential non-commercial timber cutting.

Or when Applicant will be seeking a Special Use Permit.

The Applicant must contact the Planning Board Secretary and be placed on the upcoming meeting's agenda, the Monday PRIOR to the next scheduled meeting date (1<sup>st</sup> & 3<sup>rd</sup> Thursday of every month). In addition, the Applicant must submit four (4) copies of completed application along with any required documentation when requesting to be placed on agenda. It must be emphasized that this stage of the project does not entail a formal approval or disapproval of the project.

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Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

If applicant is being represented by an attorney or agent, please provide the following information:

Name/Firm \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicant's relationship to the subject property:

\_\_\_Property Owner \_\_\_Contract Vendee \_\_\_Other (describe:\_\_\_\_\_)

(If Applicant is not owner, Applicant must submit documentation demonstrating that he/she has proper legal authority to proceed in regard to the subject land.)

If applicant is not the owner of the proposed project property, please furnish the following information with respect to all owners of the property:

Name:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone:\_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

**Proposed Project Information:**

Physical Address of subject property:\_\_\_\_\_

Tax Map number of subject property:\_\_\_\_\_

Attach copy of property deed AND proof of payment of all current taxes

Identify zoning district in which subject property is located:\_\_\_\_\_

(If property falls in more than one zone, or shares borders with a different zoning district boundary, identify relevant districts )\_\_\_\_\_

List roads/streets/routes bordering proposed project:

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

Length and description of any new streets within the project:

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

Does the subject property fall within 500 feet of a municipal boundary, county highway, state highway, or county or state park or recreation area as pursuant to General Municipal Law §239-n? \_\_\_\_\_ If yes, indicate which one(s) \_\_\_\_\_

Identify property features (i.e. land cover, wetlands, slopes over 15%, waterways, etc...)

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Present easements or other restrictions on property: \_\_\_\_\_

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Purpose of project and detailed description: \_\_\_\_\_ Residential development;  
\_\_\_\_\_ Commercial; \_\_\_\_\_ Agricultural; \_\_\_\_\_ Other (describe)

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Description of project:

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## PRE APPLICATION CONFERENCE REQUIREMENTS

A preliminary drawing (not required to be a highly engineered document) showing:

1. Area map or high resolution aerial photograph depicting the parcel and all properties, roads, and easements within 300 feet
2. Map of site showing:
  - a. Lot lines
  - b. Approximate lot measurements
  - c. Existing and proposed streets or access ways
  - d. Any proposed roadway connections with adjoining parcels

- e. Location and dimensions of existing and proposed structures and paved areas
- f. Proposed ingress and egress; site topography
- g. Significant natural and historic features
- h. Other descriptive data

The Planning Board shall review the proposed project with the Applicant, discuss problems, requirements, and generally what might occur during formal consideration. The determinations and recommendations made at such conference are informal and non-binding and may be later altered by the Planning Board upon formal review.

Reference is herein made to the full Zoning and Subdivision Regulations of the Town of Rensselaerville for a complete review of the applicable laws and regulations, copies of which may be seen at the Rensselaerville Town Hall or may be purchased for a small fee. I understand that the Planning Board may require additional information before accepting or taking further action on this application.

\_\_\_\_\_ **\$150 Fee enclosed for Special Use Permit (SUP) application**

\_\_\_\_\_ Attached – Signed site visit consent form providing authority for the Planning Board and its agents, consultants, or representatives to have physical access to the project site.

The Planning Board may seek the assistance of any department, agency, or employee of the Town for assistance or require submission by Applicant of information and plans to Town’s committees.

The Planning Board may hire engineers, consultants or attorneys to assist in respect to the application in the Planning Board’s discretion and require Applicant to pay for such and to establish an escrow for that purpose.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Please

note: If Applicant is a corporation, signature should be that of an officer of said corporation and the position or title of the officers should be stated.

