

Town of Brasher

11 Factory Street
Brasher Falls, New York 13613

NOTICE TO ALL PLANNING BOARD APPLICANTS FOR SPECIAL USE PERMIT

The applicant is responsible for the completeness of all forms for the application to be processed. All completed applications are subject to the rules and regulations as established by the State of New York and the Town of Brasher. Permit requirements are found in Article IX Section 2.

The Special Use Permit (SUP) will not be issued until the Planning Board's decision sheet(s) granting the special use has been filed with the Town Clerk.

Note: Special Use Permits shall expire if the special use or uses shall cease for more than one year for any reason or if construction has not commenced or continued for a period of one year.

Required Documents for Application Submittal Special Use Permit

- If applying for a **new** special use permit, you shall submit:
 - Permit application(s) for all proposed construction / site development
 - A sketch plan in compliance with the Sketch Plan Requirements - Article IX Section 2A
 - Planning Board Application (attached to application packet)
 - Special Use Permit Application (attached to application packet)
 - Short Environmental Assessment Form (SEQR) (attached to application packet)
 - Elevation drawings of the proposed structure(s) noting the height from the average finished grade.
 - Statement of Operations

- If applying to **renew** an existing special use permit, you shall submit:
 - All information / applications required for the original granting of the special use permit
 - A copy of the site plan signed by the planning board chairperson.
 - Photographs of the existing site (not elevation drawings)
 - Demonstration that the specially permitted use continues to be in compliance with conditions of the previous SUP approval.

NOTE: You must submit the original application forms, one copy of the site plan and elevation drawings. Additional copies will be requested at a later date.

Fees:

1. The \$50 application fee is required upon submission of the application. This fee is non-refundable. A separate, additional fee will be rendered for the building permit.

2. The property owner is responsible for the reimbursement of any consultant fees incurred during the application review process.

Town of Brasher

11 Factory Street, Brasher Falls, New York 13613
(315) 389-4223 Fax: (315) 315-4543

SPECIAL USE PERMIT APPLICATION

CPN #: _____

Name of Property Owner(s): _____

Address of Property Owner: _____

Telephone No. of Property Owner: Home: _____ Mobile: _____

Name of Applicant (if not property owner): _____

Address of Applicant (if not property owner): _____

Telephone No. of Applicant (if not property owner): Home: _____ Mobile: _____

Subject Property Address: _____

Subject Property Tax Map Number: _____ Zoning District: _____

Applying for a "NEW" Special Use Permit:

Proposed Use: _____

Section of Town Zoning Law Pertaining to Proposed Special Use: _____

You must attach to this application (1) a detailed site plan in compliance with Article IX Section 2A; (2) a written statement detailing your compliance with the Town's zoning law; and (3) a statement of operations – a detailed description of your proposed business.

Applying to "RENEW" an existing Special Use Permit:

Type of Existing Special Use Permit: _____

Date of Original Planning Board Approval: _____

Section of Town Zoning Law Pertaining to Existing Special Use: _____

Are there any proposed changes to the existing Special Use Permit? Yes No

If yes, please explain: _____

You must attach to this application (1) copy of the most recent site plan showing the Planning Board chairperson's signature at the time the existing Special Use Permit was granted/last reviewed; (2) a written statement regarding your compliance with all past Planning Board conditions of approval; and (3) photographs of the subject property showing your compliance with all past Planning Board conditions of approval.

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

(Required by NYS General Municipal Law § 809)

1. **If the Applicant is an Individual:** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Brasher? YES NO
2. **If the Applicant is a Corporate Entity:** Are any of the of the officers, employees, partners, or directors or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Brasher? YES NO
3. **If the Applicant is a Corporate Entity:** Are any of the stockholders or partnership members (holdings 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Brasher? YES NO
4. **If the Applicant has made any agreements contingent upon the outcome of this application:** IF the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Brasher? YES NO

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship (use back of sheet if necessary): _____

Property Owner is responsible for any consultant fees

(Town Engineer, Town Attorney, etc.) incurred during the application process.

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Brasher Planning Board will normally chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal and other consultant review and preparation and will incur higher costs. The **Property Owner** will also be responsible for any consultant fees for applications submitted to the Town of Brasher Planning Board or Zoning Board of Appeals. The **Property Owner's** signature below indicates that the **Property Owner** understands that he/she will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges.

Property Owner Name (Print)

Property Owner Signature

The undersigned represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Zoning Law, the NYS Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

**PERMIT APPLICATION CANNOT BE ACCEPTED WITHOUT THE
PROPERTY OWNER'S SIGNATURE.**

Owner's signature: _____ Date: _____

FOR OFFICE USE ONLY

Application requires further review by Planning Board YES NO

Application requires further review by Zoning Board of Appeals YES NO

Code Enforcement Officer

Date

Flood Zone

Floodplain Development Permit Required? YES NO

Permit Issued	Permit Number	Fee
Special Use Permit		\$50.00
Total Permit Fee		\$50.00 (non-refundable_

Code Enforcement Officer

Date

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

Shoreline Forest Agricultural/grasslands Early mid-successional

Wetland Urban Suburban

15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: _____ Date: _____

Signature: _____ Title: _____

Town of Brasher Planning Board

DECISION

OFFICE USE ONLY
Application No.: _____
Date Received by _____
Municipal Clerk: _____

At a meeting of the Planning Board on _____, 20_____, the following motion was made _____ (name of planning board member)

- I move that the Planning Board
 deny
 approve
 approve with conditions (see below)

the application for
 Site Plan Review Approval
 Preliminary Subdivision Approval
 Final Subdivision Approval
 Special Use Permit Approval
 Other _____

made by _____ (applicant name)
 for property located at _____ (address / tax map number)

Approval of this application is subject to the following conditions:

Additional conditions are attached.

**RECORD
OF VOTE**

	MEMBER NAME	AYE	NAY
Chair	<u>Julia Rose</u>	_____	_____
Member	<u>Ron Miller</u>	_____	_____
Member	<u>Bob Carter</u>	_____	_____
Member	<u>Jodi White</u>	_____	_____
Member	<u>Ed Russell</u>	_____	_____

(Recorded by Planning Board Chair)

(Date)