

**TOWN OF WILLSBORO, NY**

**SPECIAL USE PERMIT APPLICATION**

Property Tax Map #: \_\_\_\_\_ Application #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Site: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For the purpose of providing for the future growth and development of the Town and affording adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of its population the Town of Willsboro Planning Board is authorized to approve special use permits in our community. The Planning Board follows the procedures for special use permit review as presented in the Consolidated Laws of New York, Town Law §274(b).*

**Planning Board meetings are held on the 4<sup>th</sup> Tuesday of each month  
at 7:00pm at the Town Hall, 1 Farrell Road, Willsboro, NY 12996 (518) 963-7411**

The review of a Special Use Permit Application shall begin with a site plan sketch (tax map section). The site plan sketch shall show:

- 1) the entire plot of land,
- 2) the tax map number,
- 3) the zoning district(s),
- 4) the size and location of any proposed or existing buildings, signs, roads, parking areas, utilities,
- 5) the locations of any proposed or existing easements, covenants or restrictions.

An application for a Special Use Permit shall include:

- \_\_\_ a detailed narrative of your proposal (including number of employees, hours of operation, etc.)
- \_\_\_ a copy of the deed relating to the property, and any proposed easements, covenants or restrictions
- \_\_\_ SEQR (State Environmental Quality Review) compliance documents

At this time, the Planning Board will also determine if the applicant must receive any permits and approvals from other collaborating agencies:

- \_\_\_ The Adirondack Park Agency (i.e.: wetlands, Class A Regional Projects, River Corridor Project)
- \_\_\_ NYS Dept. of Environmental Conservation (i.e.: Full EIS Compliance, Stormwater Management)
- \_\_\_ NYS Dept. of Health (i.e.: Public Water Supply, Sanitary Facilities, Subdivision Fees)
- \_\_\_ NYS Office of Parks, Recreation and Historic Preservation – Project Review
- \_\_\_ The Essex County Planning Board – Project Review (General Municipal Law §239-n)
- \_\_\_ the appropriate highway department (Town of Willsboro, Essex Co., or NYS DOT)
- \_\_\_ other: \_\_\_\_\_

The Planning Board may also request:

- \_\_\_ copy(ies) of any driveway permit(s) required on Town, County or State roads
- \_\_\_ design(s) (by a NYS licensed engineer) of all proposed on-site sewage treatments systems, and water supply systems which meet the requirements of the NY State Dept. of Health
- \_\_\_ a site plan (by a NYS licensed surveyor) which includes all requirements of the site plan sketch.

**For Office Use:**

Received by Planning Board: \_\_\_\_\_ Signature: \_\_\_\_\_

Regional Project Classification: Class A Regional Project \_\_\_\_\_ (Adirondack Park Agency Jurisdiction)

Class B Regional Project \_\_\_\_\_ (Town of Willsboro Jurisdiction)

Comments: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Final Action: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# **SPECIAL USE PERMIT APPLICATION REVIEW CHECKLIST**

*Included below are the natural and public resource aspects to be considered for all Special Use Permit Applications.*

Soils: \_\_\_\_\_

Topography: \_\_\_\_\_

Surface Waters: \_\_\_\_\_

- a. water quality
- b. surface drainage
- c. flood plains

Ground Water: \_\_\_\_\_

Shorelines: \_\_\_\_\_

Mineral Resources: \_\_\_\_\_

Air Quality: \_\_\_\_\_

Noise Levels: \_\_\_\_\_

Wetlands: \_\_\_\_\_

Aquatic Communities: \_\_\_\_\_

Terrestrial Vegetation: \_\_\_\_\_

- a. general
- b. rare & endangered species
- c. production commercial forest land

Terrestrial Wildlife: \_\_\_\_\_

- a. general
- b. rare & endangered species

Aesthetics: \_\_\_\_\_

- a. general
- b. scenic vistas
- c. travel corridors

Open Space: \_\_\_\_\_

Adjoining and Nearby Land Use: \_\_\_\_\_

Wild, Scenic and Recreational Rivers: \_\_\_\_\_

Historic Sites: \_\_\_\_\_

Special Interest Areas: \_\_\_\_\_

Government Considerations: \_\_\_\_\_

Public Utilities and Community Resources: \_\_\_\_\_

Other: \_\_\_\_\_