



**Department of Building & Development
Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY 12065
518-371-6702 Fax 383-2668**

Application Procedures for SPECIAL USE PERMIT

- (1) An application for a special use permit shall be made by the applicant to the Zoning Enforcement Officer. He shall determine if the special use is a permitted use per town code. If it is determined that the use is permitted, the application for a special use permit shall be forwarded to the Planning Board.

NOTE: Names (not addresses) of current **ADJACENT PROPERTY OWNERS** must be printed clearly on the appropriate section of Page 1 of the application. **Failure to provide these names will result in unnecessary delay.**

The applicant shall provide **SEVENTEEN (17) separate collated packets**, each containing copies of ALL FORMS (but not instruction sheets or code sections) in this application packet, along with plot plans or site plans, and any accompanying documentation or narrative.

- (2) Prior to taking action on an application, the Planning Board shall refer all applications for properties which fall under Section 239-m of the General Municipal Law to the County Planning Board for a determination. Generally, these would include properties within 500 feet of a town boundary, a county or state park or other recreational area, thruway or other controlled-access highway or right-of-way, or any county- or state-owned land in which a public building or institution is situated. **Applicants should be aware that the County Planning Board meets once a month and this may cause a delay in scheduling the application for the Planning Board agenda.**
- (4) When the application is placed on the Planning Board agenda, the **Secretary of the Planning Board** will notify the applicant of the date and time.
- (5) NOTIFICATION REQUIREMENTS - Please refer to Sections 208-79(D)(2) and 208-115(F) of the Town Code relating to notification requirements, or contact the Planning Department at 371-6054 for assistance.
- (6) The fee for all Special Use applications is \$300.00 payable at the time of submission.

Applications for special use permits are filed with the Department of Building and Development and acted on by the Planning Board. Pursuant to Town law, all applications for a special use permit require site plan review. The site plan review process before the Planning Board may run concurrently with the special use permit application; however, the Planning Board may not consider preliminary site plan review without the issuance of the Special Use Permit.

The Applicant MUST contact the Planning Department for additional requirements and/or fees that may be associated with their application.

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PERMIT No _____

Date _____

APPLICATION FOR PERMIT REQUIRING REVIEW BY PLANNING BOARD

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described.

Applicant's Name
Address
Zip
Phone

Owner's Name
Address
Zip
Phone

Property Location

Sec _____ Block _____ Lot _____

EXISTING Use
EXISTING Zoning Classification

INTENDED Use/Describe

Lot Size _____ Area _____ Sq Ft
EXISTING Building Size

INTENDED
Front Yard Depth _____ Ft
Right Side Yard Width _____ Ft
Left Side Yard Width _____ Ft
Rear Yard Depth _____ Ft
Building Height _____ Ft _____ Stories

CURRENT
Front Yard Depth _____ Ft
Right Side Yard Width _____ Ft
Left Side Yard Width _____ Ft
Rear Yard Depth _____ Ft
Building Height _____ Ft _____ Stories

ADJACENT PROPERTY OWNERS:

North _____ South _____

East _____
West _____

FEE \$ 250.00

Signature of Owner, Applicant or Agent

(To be completed by Agency)

This application is hereby disapproved and forwarded to the Planning Board for the reason(s) cited below:

Dated _____

Zoning Enforcement Officer

PLANNING BOARD APPLICATION FOR SPECIAL USE

1. **SPECIAL USE PERMIT OR EXPANSION OF SPECIAL USE PERMIT**

- A. The standards for granting a Special Use Permit are listed in Article XIV, Section 208-79 of the Code of the Town of Clifton Park (see attached).

- C. After this application has been reviewed by the Zoning Enforcement Officer, the applicant will be notified by the Planning Department and the application will be placed on the Planning Board agenda.

- D. Applicable site plan review fees must be paid prior to the Planning Board meeting.

2. **TYPE OF APPLICATION:**

- 1. Special Use Permit _____ Expansion of Special Use Permit

- 2. Project Description (Briefly describe the proposal)

3. **APPLICANT CERTIFICATION**

I hereby depose and say that all of the above statements and the statements contained in the attached submission are true to the best of my knowledge and belief.

Sworn to before me this _____ day of _____ 20_____.

Notary Public

Applicant

§208-79 (E). STANDARDS FOR SPECIAL USE PERMITS

- (1) Before granting approval to any special use, the Planning Board shall determine whether the proposed special use will, among other things, satisfy the following considerations:
 - a. That the use will not prevent the orderly and reasonable use of adjacent properties or of properties in adjacent use districts.
 - b. That the use will not prevent the orderly and reasonable use of permitted or legally established uses in the district wherein the proposed use is to be located.
 - c. That the public health, safety, general welfare or order of the town will not be adversely affected by the proposed use in its location.
 - d. That the use will be in harmony with and promote the general purposes and intent of the Comprehensive Plan and this chapter.
 - e. That the character of the existing uses and approved future development in the district will not be adversely affected by the location of the proposed special use in the proposed location.
 - f. The conservation of property values in the vicinity of the proposed specially permitted use and the encouragement of the most appropriate use of land.
 - g. The effect that the location of the proposed use may have on the increase of vehicular traffic congestion on public streets and highways.
 - h. That the proposed site provides adequate parking facilities to protect against hazardous traffic and/or parking conditions.
 - i. The availability of adequate and proper public or private facilities for water and for the treatment, removal, or discharge of sewage, refuse, or effluent (whether liquid, solid, gaseous or otherwise) that may be caused by or as a result of the proposed use.
 - j. Whether the use, or materials incidental thereto or produced, may give off obnoxious odors, smoke or soot, or will cause disturbing emissions of electrical charges, dust, light, vibration or noise detrimental to the public health, safety and general welfare.
 - k. Whether operations of the special use will cause undue interference with the orderly enjoyment by the public of parking or of recreational facilities, if existing or if proposed by the town or by other governmental agencies.
- (2) Additional standards applicable to electrical substations in residential zones. No special use permit shall be granted for an electrical substation in any Residential District or Business District B-3 unless the Planning Board shall conduct a public hearing at a regularly scheduled Town Board meeting.