

Village of Penn Yan

Special Use Permit Application

Planning Board meetings are held on the first Monday of the month at 7:00 PM in the Village Hall, 111 Elm Street. *In the event a regularly scheduled meeting is on a holiday, the meeting will be moved the next day – Tuesday – this will be confirmed by the Planning Board secretary.*

The application submission deadline is the 1st Thursday of the prior month **and is subject to change, confirm with Planning Board secretary.**

The application fee is \$100. All legal and engineering costs incurred by the Village of Penn Yan will be billed to the applicant. Fee and costs apply to all applications.

All items on the attached checklist must be answered **AND** a State Environmental Quality Review (SEQR) submitted. *Follow this link for a Short Environmental Assessment Form.*

A Special Use Permit shall be valid for a period of six (6) months from the date of issuance should advanced permitting and/or construction not occur.

A member of the Planning Board can meet with you for a sketch plan conference prior to submitting a completed application, plan and fee.

Development in the Historic District that call for exterior alterations will require a Certificate of Appropriateness from the Historic Preservation Commission.

See Village Code §202-20.1 Special Use Permit procedures.

Project Name: _____

Project Address: _____

Applicant Name: _____

Email Address: _____

Date Received: _____ Fee Paid _____

Village of Penn Yan

Special Use Permit Application

Proposed Project

Please type or clearly print

Address: _____ Tax Map ID _____

Zoned: _____ Historic District: ____ Yes ____ No

Name: _____

Current Use: _____

Proposed Use: _____

Description: _____

Applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

☐ Supply proof of consent from property owner for this proposed project.

Engineer

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Site Detail

Parking Requirements, *per Village Code* _____

Easements: ____ Yes ____ No If yes, briefly describe _____

Deed Restrictions: ____ Yes ____ No If yes, briefly describe _____

Square footage

Building: _____ Open Storage Area: _____

Parking: _____ Landscaped area: _____

Other: _____ **Total Site sf:** _____

Applicant Signature: _____ Date: _____

Special Use Permit Checklist

→ The plan should contain all of the following, attach notes if necessary. ←

1.		PB	Title of drawing, name, address of person responsible for preparation of drawing and the date of drawing.
2.		PB	A general location map identifying the location of the lot, including tax map # and street address.
3.		PB	Boundaries of the lot for which permit is requested.
4.		PB	Location of all streets identifying land uses within 300 feet of the boundaries of the lot.
5.		PB	Location, dimensions & description of all existing or proposed buildings & structures on the lot, including distances of all exterior portions of the buildings or structures to the lot boundary lines.
6.		PB	Location of an existing or proposed outdoor storage, including description and quantities of what it to be stored.
7.		PB	Location of all existing and proposed access drives, parking areas and other paved surfaces, showing dimensions and setback distances to lot boundary lines.
8.		PB	All existing and proposed landscaping on the property.
9.		PB & MUB	A grading & drainage plan showing proposed elevation contour lines of the lot upon which the use is proposed. Such grading and drainage plan shall show the elevation contours for the immediate 10 feet outside the boundary lines of and surrounding the premises which is the subject of the application, for the full perimeter of such subject premises.
10.		PB & MUB	Location of existing and proposed water lines, sanitary and storm sewers, natural gas lines and power, telephone and cable lines.
11.		PB	Location & description of all existing and proposed exterior signs.
12.		PB	Location & design of all exterior lighting fixtures, including directions of lamination and intensity thereof.
13.		PB	A record of application and status of any other permits required for the project.
14.		PB	State Environmental Quality Review (SEQR) – <u>Short Environmental Assessment Form</u>
15.		PB	Any other information concerning the proposed use considered necessary by the Planning Board in its sole discretion.
16.		PB	Nine (9) copies of site plan & attachments scaled 1"=20' (or 40') Max 34"X44" AND one (1) pdf.

Revised site plans MUST HAVE all changes CLEARLY identified using clouds, symbols, notes or some other readily recognizable format.