



TOWN OF AMENIA

PLANNING DEPARTMENT
4988 Route 22, AMENIA, NY 12501
(845) 373-8860, Ext. 122 Fax (845) 789-1132

Special Use and Site Plan Application

Dear Applicant,

Attached please find an application packet for the Town of Amenia. You will find:

1. Special use permit site plan application
 - Project site description
 - Land use application
 - Authorization of agent
 - Record Owner
 - Escrow application for professional services
 - The agricultural data statement (if needed)
 - The short Environmental form

One hard copy of a complete submission with maps if applicable, and in PDF format or email attachment to ehoward@ameniany.gov and building@ameniany.gov no later than three weeks prior to the meeting.



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APPLICANT: _____

OWNER: _____

PROPERTY ADDRESS: _____

GRID NUMBER(S): _____

PROJECT SITE DESCRIPTION: Provide a description of the Project Site, include the existing conditions of the site, the natural resources and environmental features of the site (e.g., wetlands and watercourses, vernal pools, steep slopes, forest, wildlife habitat, prime and statewide important agricultural soils, active farmland, and scenic viewsheds), current use/development of property (e.g., structures, roads, fences), and known past uses of site. A conservation analysis complying with section 121-20(A) of the Zoning Law may be substituted for this Project Site Description.

[illegible]



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LAND USE APPLICATION

Type of Application: Check all that apply

Site Plan

Special Permit

Zoning Permit

Subdivision

Grid Number(s):

Name of Project: _____

Property Address: _____

Primary Contact Person:

Address: _____

Telephone Number: _____

Email: _____

Name of Property Owner:

Address: _____

Telephone Number: _____

Name of Applicant (if different):

Address: _____

Email: _____

Relationship of Applicant to Owner: _____

Plans Prepared By:

Name: _____

Address: _____

Telephone Number: _____

E-Mail: _____

Zoning District(s): RA __, RR __, HM, __,
HR __, SR __, HC __, OC __, M __

Overlay District(s): Floodplain __, Stream
Corridor __, Scenic Protection __, Aquifer __,
Mixed-Use Institutional __, Soil Mining __,
Historic Preservation __, Mobile Home Park __
Resort Development __

Current Use(s): _____

Proposed Use(s): _____

Parcel Size: _____ **Acres**

Type of Activity: New Structure __, Alteration of
Existing Structure __, Expansion of Use or
Structure __, Change of Use in existing structure __

Total Square Footage of Structures:

Current _____ Proposed _____

Foot Print of Structure: _____

Deed Reference: Liber _____

Page _____ Date _____

Filed Map Reference: Lot # _____ Map # _____

Does the property contain a farm operation located
within an agricultural district or is the property
boundary within 500 feet of a farm operation
located in an agricultural district:

_____ Yes _____ No

If yes submit an Agricultural Data Statement

Will the development be phased? __ Yes __ No

If yes how many phases? _____

**Is there an existing Special permit, Site Plan
and/or Subdivision approval for the property?**

Yes _____ No _____ *If yes provide certified
copies of those approvals w/this application.*



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TOWN OF AMENIA PLANNING BOARD AUTHORIZATION OF AGENT

I, _____, am the owner of the property located at
_____, Amenia, New York, identified as Grid Number
_____.

I hereby authorize _____ to act as my agent in an Application to the
Town of Amenia Planning Board for _____.
(Name of Project)

Print Name _____

Signature _____

Date _____



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*The undersigned hereby makes application in accordance with all applicable laws and other requirements of the Town of Amenia, Dutchess County, New York. **All owners of record must sign.***

Signature of Record Owner

Signature of Record Owner

Date: _____

Date: _____

Signature of Applicant (if different)

Date: _____

Date stamp of submission
(Office Use Only)

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Town Of Amenia
Escrow For Professional Services

Date: _____

Applicant: _____

Project Name: _____

Description: _____

Amount Requested: \$ _____ Minimum Balance: \$ _____

The Town of Amenia _____ Board is currently reviewing your application for _____. This Board is requesting that you place in escrow sufficient funds to be used to defray reasonable costs incurred by the Town for professional services and inspections required throughout the entire review process, as authorized by the Town Code of the Town of Amenia.

Based on estimated review costs, you are requested to deposit \$ _____ in the escrow account. Should the balance fall below \$ _____, you will be notified and requested to replenish the account to the requested amount.

This escrow account does not provide for the other development, application and filing fees set forth in the Town of Amenia Town Code and Schedule of Fees. The applicant must make timely, direct payment of those other fees as a prerequisite to continued review of the application.

All parties agree to the terms and conditions stated herein.

Town of Amenia _____ Board

By:

Applicant:

By:



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Applicant Name: _____

Address: _____

Applicant Type (check all that apply) _____ Subdivision _____ Site Plan

_____ Special Use Permit

Does the application include land that contains a farm operation*
within an Agricultural District? _____ Yes _____ No

Does the application include lands within 500 feet of a farm
Operation* within an Agricultural District? _____ Yes _____ No

If you answered yes to any of the two questions above, provide the name & address of the
owners of land containing the farm operation below & attach a tax or other map to this sheet with
the farm operation indicated, along with the Section, Block & Lot number for the farm operation.

Provide a description of your project & attach a separate map showing the entire property that is
included in your application.

*Farm operation means the land used in agricultural production, farm buildings, equipment and
farm residence buildings.