



Village of Stamford

84 Main Street, Stamford, NY 12167
Office: 607-652-6671 Fax: 607-652-3567
www.stamfordny.com

Procedures for Special Permit Applications

Step 1

Special Permit Application is submitted to the Zoning Enforcement Officer (ZEO) at least fourteen (14) days before a regularly scheduled Planning Board meeting. If all zoning requirements have been met, the ZEO will forward the application to the Planning Board at least seven (7) days before a regularly scheduled Planning Board meeting. Any application that has not been signed by the ZEO will not be reviewed by the Planning Board.

Step 2

At its next meeting, the Planning Board will review the application to determine if all necessary information is provided. If the application is complete, the Planning Board will designate a public hearing date. The hearing date will be within 62 days from the date the Planning Board receives the application. Public Hearings are required by law for all Special Permits.

All Special Permit applications must undergo Site Plan Review. The Site Plan Review will run concurrently with the Special Permit review process.

Step 3

The Planning Board shall render a decision on the application within 62 days after the public hearing.

NOTE:

The granting of Special Permits is a process, **not an automatic permit approval**. Since the Planning Board meets only once a month (2nd Wednesday), the applicant should expect a two to three week period to pass before the Planning Board will even see the application. When the Planning Board receives the application, it will schedule the public hearing for the next month's meeting, if possible, but definitely within 62 days. The Planning Board has 62 days after this hearing to make a decision on the application. Depending on the complexity of the application, the Planning Board may render a decision the night of the hearing, or it may need more time to review all the information. ***In a best case scenario, approval of a Special Permit takes at least 4-6 weeks from the date the application was submitted. If there are problems, it could take 4-8 weeks more.*** The Planning Board has a mandatory procedure that must be followed, and that procedure takes time.

**** If you are planning a project that has a strict timetable, please be aware that the Planning Board has time frames for its procedures as well. Please take into account the amount of time it takes for Special Permit approval before you begin a project.**