

**VILLAGE of SACKETS HARBOR**

112 No. Broad St., Sackets Harbor, NY 13695 (315) 646-3548

**ZONING APPLICATION – Special Permit**

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ (Date)

Submit original and 6 copies of the application (in digital format), with application fee, to the Zoning Officer, at least 14 days before the meeting of the PB. **No action will be taken on an application unless it is complete and has all of the required information and supporting documentation.**

Name of Applicant: \_\_\_\_\_

Application Number: \_\_\_\_\_

An application for a Special Permit shall include plans and descriptive information sufficient to clearly portray the intentions of the applicant in order to allow the Planning Board to conduct an informed review. Site Plans shall be stamped and signed by a licensed professional engineer, architect, surveyor, or landscape architect, unless waived by the PB, and shall include the following information (except those items specifically waived by the Planning Board):

- \_\_\_ 1. Map drawn at the scale of 2,000 feet to the inch or larger that shows:
  - a. the relationship of the proposal to existing community facilities which affect or serve it, such as roads, shopping areas, schools, etc.;
  - b. all properties, subdivisions, streets, and easements within 500 feet of the property.
  - c. existing conditions - showing existing buildings, streets, utilities, and other man-made features, as well as topography and all existing natural land features that may influence the design of the proposed use such as rock outcrops, single trees eight or more inches in diameter located within any area where clearing will occur, forest cover, soils (including prime and statewide important agricultural soils), and ponds, lakes, wetlands and watercourses, floodplains, and drainage retention areas.
- \_\_\_ 2. Site Plan, drawn at appropriate scale and size showing:
  - a. Name of project & owner, boundaries, date, north arrow, and scale of the plan, developer, and seal of the engineer, architect, surveyor, and/or landscape architect.
  - b. Location and use of all existing and proposed structures within the property, including all dimensions of height and floor area, all exterior entrances, and all anticipated future additions and alterations.
  - c. Location of all present and proposed public and private ways, off-street parking areas, driveways, outdoor storage areas, sidewalks, ramps, curbs, paths, landscaping, walls, and fences. Location, type, and screening for all waste disposal containers.
  - d. Location, height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.
  - e. Location, height, size, materials, and design of all proposed signs.
  - f. Location of all present and proposed utility systems including: sewage or septic system, water supply system; telephone, cable, and electrical systems; and storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swales.
  - g. Erosion and sedimentation control plan and SWPPP to prevent the pollution of surface or groundwater, erosion of soil during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
  - h. Existing and proposed topography at one-foot contour intervals, or such other contour interval as the Board shall specify. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100-year floodplain, the area will be shown, and base flood elevations given. Areas shall be indicated within the proposed site and within 50 feet of the proposed site where soil removal or filling is required, showing the approximate volume in cubic yards.
  - i. Landscape, planting, and grading plan showing proposed changes to existing features.
  - j. Zoning District boundaries on the site and within 200 feet of the site's perimeter shall be drawn and identified on the Site Plan, including any Overlay Districts that apply to the property.
  - k. Traffic flow patterns within the site, entrances and exits, and loading and unloading areas, curb cuts on the site and within 100 feet of the site. The Planning Board may, at its discretion, require a detailed traffic study for large developments or for those in heavy traffic areas.

- l. For new construction or alterations to any structure, a table containing the following information shall be included:
  1. Estimated area of structure currently used and intended to be used for particular uses such as retail operation, office, storage, etc.;
  2. Estimated maximum number of current and future employees;
  3. Maximum seating capacity, where applicable; and
  4. Number of parking spaces existing and required for the intended use.
- m. Elevations at a scale of one-quarter inch equals one foot for all exterior facades of the proposed structure(s) and/or alterations to or expansions of existing facades, showing design features and indicating the type and color of materials to be used.
- n. Where appropriate, the Planning Board may request soil logs, percolation test results, and storm run-off calculations.
- o. Plans for disposal of construction and demolition waste, either on-site or at an approved disposal facility.
- p. NYS SEQR – Short Form
- q. Agricultural data statement, if required by §3-8E,
- r. Survey of cultural resources with historic or archaeological significance, if required by PB
- s. Letter from the Zoning Officer stating either that there are no outstanding zoning violations on the property or that the requested site plan approval is needed in order to correct a violation.
- t. Documents showing compliance with section 8-4 B.
- u. Other information deemed necessary by the Planning Board.

I, \_\_\_\_\_, affirm that the information submitted with this application is true and accurate to the best of my knowledge. I request approval of this application.

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Applicant Signature

Date