

TOWN OF RED HOOK

7340 SOUTH BROADWAY
RED HOOK, NY 12571

Planning Department

Office: 845.758.4613 ~ Fax 845.758. 0492

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SPECIAL PERMIT PROCEDURE AND CHECKLIST

PROJECT: _____ **APPLICANT:** _____

Application for special permit is made in accordance with Article VI of the Town of Red Hook Zoning Code. The application must be initially presented to the Planning Board at a regularly scheduled meeting. In order to be considered for a meeting agenda, a complete application package must be received by the Planning Board Clerk at least 10 calendar days before such meeting. A complete package must consist of each of the items listed below unless expressly waived by the Planning Board. Incomplete applications will not be processed. At the initial meeting, the Planning Board may request that the applicant submit additional information in support of the application before formally accepting it. The Board encourages pre-submission conceptual discussions, where appropriate.

Applicants or their representatives should review Section 143-112 of the Zoning Code governing the special permit application procedure as well as any other Code provisions pertinent to their application. As required by the Zoning Code, the Planning Board must conduct a public hearing on every special permit application within forty five days after its formal acceptance of a complete application. The Planning Board may refer the application to its consultants and any expenses incurred in connection with such reviews may be charged to the applicant. The Planning Board may also be required to refer the application to other Town departments or committees, other municipalities, the Dutchess County Department of Planning and/or various state agencies. A resolution setting forth the Board's decision on the application will be mailed to the applicant at the conclusion of the process.

APPLICATION CHECKLIST

Applicant's Initials

- _____ Completed Application Form (signed original and 10 copies)
- _____ Owner Consent Form, if necessary (original, signed and dated by property owner)
- _____ Environmental Assessment Form (short or full)
- _____ Narrative explaining the nature of the proposed use. The narrative should include

the type of business or project; number of employees, residents or visitors; hours of operation; expected impact on traffic, neighborhood, and/or land, etc. (original and 10 copies)

_____ Preliminary site plan which demonstrates the overall site layout and building locations, parking areas, access and egress locations, setbacks and buffer areas, lighting, landscaping, signage and the location and extent of existing development on adjacent parcels. (original and 10 copies)

_____ Preliminary building plans and elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors. (original and 10 copies)

_____ Application fee in accordance with published fee schedule.

_____ Initial escrow deposit in accordance with published fee schedule. (Depending on the complexity of the project, additional escrow deposits may be required to cover consultants' fees.)

Applicants may contact the Planning Board office at (845) 758-4613 or via e-mail at planning@redhook.org regarding procedural questions or scheduling.

CERTIFICATION

I, the undersigned, do of my own personal knowledge certify that the above information has been provided in support of the referenced application.

(Print Name)

(Signature)

(Date)