TOWN OF CORINTH
600 PALMER AVENUE
CORINTH, NEW YORK 12822
PHONE: (518) 654-9232
FAX: (518) 654-7751

GUIDE FOR SPECIAL USE PERMITS

This guide is intended to provide brief instruction for preparing and filing a **special use permit** application before the Town of Corinth Planning Board. No guarantee of success is implied if the guide is followed, nor is the denial implied by not following the guide. In all cases, the applicant should review Chapter 89 Land Use regulations of the Town Code.

Further details of the procedure can be found in the Town Code which is available at the Town Clerk's office or online at www.townofcorinthny.gov.

REVIEW PROCEDURES

The intent of the **special use permit** is to ensure the compatibility of specific uses with other uses in the district in which they are proposed by applying appropriate standards. A special use permit is required prior to the issuance of a building permit, a certificate of use, or a certificate of occupancy for uses listed under "Special Permit Uses" in **Schedule 1: Use, Area and Bulk Regulations** (Chapter 89, Attachment 5). **A copy can also be requested at the Town Clerk's office.**

The procedure for a special use permit (§ 89-27) is divided into three (3) phases:

1) **Presubmission Conference** (optional) – A preapplication meeting between the Planning Board and the potential applicant to give the Planning Board and the applicant an opportunity to discuss the project and application requirements before the applicant commits significant outlays of time and money.
2) **Preliminary Application** – Applicant submission to the Planning Board of a completed Application for Special Use Permit, the sketch or survey plot plan and additional information requested following the presubmission conference. The Planning Board shall approve, disapprove, or approve with modifications the preliminary application in writing. The incorporation of stated modifications is a condition of approval. If the preliminary application is approved without the modifications, the Planning Board can wave the final application.
3) **Final Application** – Final submission to the Planning Board of a completed Application for Special Use Permit, the sketch or survey plot plan with requested modifications and additional information requested. The Planning Board shall approve or disapprove the final application in writing.

Any person aggrieved by a decision of the Planning Board can apply to the Supreme Court for a review by a proceeding under Article 78 of New York State Civil Practice Law and Rules. Such proceedings shall be instituted within **thirty (30) days** after the filing of a decision by the Planning Board in the office of the Town Clerk (§ 89-24).

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SUBMISSION REQUIREMENTS FOR SPECIAL USE PERMITS

*****Application deadline is NOON, 10 business days PRIOR to the meeting date. *****

Planning Board meetings are held at 6:00PM on the third Thursday of the month at the Corinth Town Hall, 600 Palmer Ave.

*****PDF file(s) of All submission materials (send files to: boardclerk@townofcorinthny.gov **)**

PRESUBMISSION CONFERENCE: The presubmission conference requirements for a special use permit shall include the following (see § 89-20A):

☐ 1. **One (1)** copy of a map showing the important existing natural and man-made features in and around the site.

☐ 2. **One (1)** copy of a sketch or surveyed plot plan showing the major features of the proposal.

PRELIMINARY: The preliminary application for a special use permit, required for land use activities defined by Chapter 89, Attachment 5 of the Town Code, shall include elements of the following as selected by the Planning Board at the Presubmission Conference (see § 89-20B):

☐ 1. **Eight (8)** copies of the completed Application for Special Use Permit.

☐ 2. **Eight (8)** copies of a completed Environmental Assessment Short Form or Part 1 of the Long Form as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

☐ 3. **Eight (8)** copies of the current deed or purchase agreement if the purchase is contingent upon the successful procurement of the special use permit.

☐ 3. **Eight (8)** copies of a sketch or surveyed plot plan prepared by a licensed professional engineer, architect or land surveyor showing the major features of the proposal. The scale of the plan shall be one (1) inch equals fifty (50) feet or, in the case of large lots, as appropriate for the lot size and approved by the Planning Board.

Required components of a **sketch or surveyed plot plan** include:

- ☐ Title of drawing, date, North arrow, scale, name and address of applicant, and person responsible for the preparation of such drawing.
- ☐ Boundaries of the property plotted to scale
- ☐ Existing watercourses, wetlands, FEMA floodplains, landscaping and vegetative cover.

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- ☐ Grading and drainage plan showing existing and proposed contours with intervals of five feet or less.
- ☐ Existing and proposed means of vehicular ingress and egress to and from the site from and onto public streets.
- ☐ Design and construction materials of all parking and truck loading areas.
- ☐ Provision of pedestrian access.
- ☐ Location of any outdoor storage.
- ☐ Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- ☐ Description of the method of sewage disposal and location design and construction materials of such facilities.
- ☐ Description of the method of securing water and location, design and construction materials of such facilities.
- ☐ Location of fire and other emergency zones, including the location of fire hydrants.
- ☐ Location, size, design and construction materials of all proposed signage.
- ☐ Proposed location, direction, power and hours of operation of proposed outdoor lighting.
- ☐ Designation of the amount of building area proposed for each use.
- ☐ Landscaping plan and planting schedule.
- ☐ Location and proposed development of all buffer areas, including indication of existing vegetative cover.

☐ 4. Additional information requested by the Planning Board as part of the preliminary application, such as any local, county, state or federal permits (if applicable).

☐ 5. All forms, plans and fees requested by the Planning Board during the presubmission conference submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date.

Signature _____ _____
Applicant Date

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FINAL: The final application for a special use permit, required for land use activities defined by Chapter 89, Attachment 5 of the Town Code, shall include elements of the following as selected by the Planning Board after review of the preliminary application (see § 89-21):

☐ 1. **Eight (8)** copies of the completed Application for Special Use Permit and final sketch or surveyed plot plan prepared by a licensed professional engineer, architect or land surveyor. The scale of the plan shall be one (1) inch equals fifty (50) feet or, in the case of large lots, as appropriate for the lot size and approved by the Planning Board.

Required components of the **final sketch or surveyed plot plan** include:

- ☐ All components of the approved preliminary plan.
- ☐ Any modifications required as a result of the prelminary application for special use permit.

☐ 4. **Eight (8))** copies of a completed Environmental Assessment Short Form or Part 1 of the Long Form as required by the State Environmental Quality Review Act (SEQRA) under Article 8 of the Environmental Conservation Law and its implementing regulations.

☐ 5. **Eight (8))** copies of the current deed or purchase agreement if the purchase is contingent upon the successful procurement of the special use permit.

☐ 6. All forms, plans and fees requested by the Planning Board, in response to the preliminary application, submitted to the Planning Department a minimum of **ten (10) days** prior to the Planning Board's meeting date.

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Applicant Date

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APPLICATION FOR SPECIAL USE PERMIT

FOR INTERNAL USE ONLY

APPLICANT:
_____
_____
_____
_____

APPLICATION #: _____
LAND USE DISTRICT: _____
DATE SUBMITTED: _____
DATE ACCEPTED: _____
HEARING DATE: _____

GENERAL INFORMATION:

TYPE OF SPECIAL USE PERMIT: _____

LOCATION: _____

TAX MAP # (ALL PARCELS): _____

CURRENT LAND USE: _____ PROPOSED LAND USE: _____

TOTAL LAND ACREAGE: _____ TOTAL PROJECT ACREAGE: _____

SQUARE FOOTAGE OF NEW CONSTRUCTION: _____

ANTICIPATED COMPLETION DATE: _____

TYPE OF ACTIVITY:

NEW CONSTRUCTION: ☐Residential ☐Commercial ☐Industrial HOME OCCUPATION: ☐Yes ☐No

EXPANSION: ☐Residential ☐Commercial ☐Industrial CHANGE IN USE: ☐Yes ☐No

OTHER: _____

NARRATIVE DESCRIPTION: _____

_____

_____

_____

_____

NOTE: Plans and applications must be submitted to the Town a **minimum of ten (10) days** prior to each Planning Board meeting. Fees for special use permits are **$100** for **residential** uses and **$200** for **commercial** uses.

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PROFESSIONAL INFORMATION:

1. **Applicant(s):** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

2. **Property Owner(s):** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

3. **Agent:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

4. **Surveyor:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

5. **Engineer:** _____
   Street Address: _____
   City, State, Zip: _____
   Telephone #: _____

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CRITERIA: The Planning Board may impose reasonable conditions and restrictions to a special use permit (§ 89-26) with consideration for the public health, safety, general welfare, comfort, and convenience of the public and of the immediate neighborhood in particular (§ 89-30). Answers to the following questions will assist the Planning Board in their determination.

1. Will any noise be produced that can be heard on neighboring properties? ☐ Yes ☐ No

   If **yes**, describe the level and duration of the noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

   _____

   _____

   _____

   _____

   _____

2. Will any vibrations be produced that can be felt on neighboring properties? ☐ Yes ☐ No

   If **yes**, describe the level and duration of the vibrations. What measures are you proposing to prevent these vibrations from impacting neighboring properties?

   _____

   _____

   _____

   _____

   _____

3. Will odors be created? ☐ Yes ☐ No

   If **yes**, what measures will be taken to prevent these odors from escaping on to neighboring properties?

   _____

   _____

   _____

   _____

4. Will any activities attract pests, such as flies? ☐ Yes ☐ No

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If **yes**, what measures will be taken to prevent a nuisance on neighboring properties?

_____

_____

_____

_____

5. Will outdoor lighting be used? ☐ Yes ☐ No

   If **yes**, what measures will be taken to shield neighboring properties and roadways from light spillover?

_____

_____

_____

_____

6. Are there existing or proposed signs on the property? ☐ Yes ☐ No

   If **yes**, please state the type (wall, freestanding, etc.) of sign, the square footage of each sign and what will be on the sign(s) as indicated on the sketch plan and the sign permit application?

_____

_____

_____

_____

7. Does the proposed use involve hazardous materials? ☐ Yes ☐ No ☐ N/A

   If **yes**, please list all hazardous materials to be used. These include paint, solvents, chemicals and chemical wasxtes, oil, pesticides, herbicides, fertilizers, raidioactive materials, and biological agents.

_____

_____

_____

_____

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8.	Is there adequate arrangement of vehicular traffic access and circulation, including intersections, road widths, alignment, grade, pavement surfaces, channelization structures, visibility, and traffic controls if necessary?	☐ Yes ☐ No ☐ N/A
9.	Has the location, arrangement, appearance and sufficiency of off-street parking and all loading areas been considered?	☐ Yes ☐ No ☐ N/A
10.	Is there adequate arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic, and overall pedestrian convenience been considered?	☐ Yes ☐ No ☐ N/A
11.	Are there adequate drainage facilities and storm water management plans?	☐ Yes ☐ No ☐ N/A
12.	Are there adequate water supply and sewage disposal facilities, in compliance with the Saratoga County Department of Health requirements?	☐ Yes ☐ No ☐ N/A
13.	Are there trees, shrubs and other landscaping components being considered? If **yes**, please indicate what types and arrangements as well as how existing vegetation will be retained to the best extent possible. _____ _____ _____ _____ _____	☐ Yes ☐ No ☐ N/A
14.	Are there adequate provisions for fire, police, and other types of emergency vehicles?	☐ Yes ☐ No ☐ N/A
15.	Has special attention been given to the adequacy of structure, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion?	☐ Yes ☐ No ☐ N/A

Signature _____ _____
Applicant Date