

## APPLICATION FOR SITE PLAN REVIEW – SPECIAL USE PERMIT

Village of Granville  
Quaker Street  
Granville, New York 12832  
518-642-2640

File No. _____ Applicant Name: _____ Applicant Address: _____ _____ Date Received: _____ Date of Final Decision: _____ Final Decision: _____
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Planning Board meetings are held on the forth Monday of each month at 7:30 p.m.

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### Instructions:

The following application must be completed and filed with the Village Clerk or Code Enforcement Officer. Applications for Site Plan Review – Special Use Permit must be submitted and deemed complete for review by the Code Enforcement Officer or the Village Clerk at least ten (10) working days prior to the next scheduled Planning Board meeting. The fee is \$75.

Please submit seven (7) copies of the following application package:

- This application form.
- Existing and proposed site plan in accordance with the *Site Plan Review – Special Use Permit Checklist* (attached).
- Short or Long Environmental Assessment Form** pursuant to the N.Y. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as “Type 1” or “Unlisted.” These forms are available from the Code Enforcement Officer or the Village Clerk.
- Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural area. This form is available from the Code Enforcement Officer or the Village Clerk.

Next available meeting date: \_\_\_\_\_

Deadline for application: \_\_\_\_\_

A mandatory public hearing will be held for all Special Use Permit applications. In determining whether a public hearing will be held for a Site Plan Review application the Planning Board will consider the expected level of public interest in the project.

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**Part I: General Information**

1. Applicant's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

2. Agent's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

3. Property Owner's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

4. Tax Map Number: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

5. Location of the Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Zoning Classification:  
Present: \_\_\_\_\_  
Proposed: \_\_\_\_\_  
Will a Variance be needed? \_\_\_\_\_  
Has a Variance been applied for? \_\_\_\_\_

7. Provide a brief description of the proposed activity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Provide information regarding signage, heat, noise, and odor or emissions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part II: Site and Setback Data**

**Instructions:**

Please complete the site development data, setback requirements, and parking information with respect to the subject parcel.

<b>Site Development Data</b>			
Area/Type	Existing (sq.ft.)	Proposed New or Addition (sq.ft.)	Total (sq.ft.)
Building Footprint			
Detached Garage			
Accessory Structure(s)			
Paved, gravel, or other hard surface areas			
Porches/Decks			
Other			
Lot Coverage (%)	%	%	%

<b>Setback Requirements</b>			
Location	Required	Existing	Proposed
Front			
Side Yard			
Rear Yard			

<b>Parking</b>			
	Required	Existing	Proposed
Spaces			

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**Part III: Site Plan Review – Special Use Permit Checklist****Instructions:**

Please prepare a site plan depicting existing and proposed conditions for the following items. The Board may, at its discretion, waive any of these requirements or require the submission of additional information. The Applicant should make a request for waiver(s) when the application is filed. It is the responsibility of the Applicant to provide all pertinent information required by the Village Zoning Law.

- Title of drawing, date, north arrow, scale, name, address of Applicant, and person responsible for preparation of such drawing.
- Boundaries of the property plotted to scale.
- Existing watercourses, wetlands, FEMA flood plains, landscaping, and vegetative cover.
- Grading and drainage plan showing existing and proposed contours with intervals of five (5) feet or less.
- Location, use, and height of all existing and proposed buildings.
- Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, alignment, grade, pavement-surfaces, channelization structures, visibility, and traffic controls shall be considered.
- Design and construction materials of all parking and truck loading areas.
- Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic, and overall pedestrian convenience shall be considered.
- Location of outdoor storage, if applicable.
- 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, as well as the location of water supply hook-ups if from a municipal system or from wells.
- Location of fire and other emergency zones, including the location of fire hydrants.
- Location, size, design, and construction materials of all proposed signage.
- Provide a photometric plan for the proposed location, direction, power, and hours of operation of proposed outdoor lighting. Horizontal illumination levels, foot-candles, shall be designed and located as to prevent objectionable light, brightness, and glare to the surrounding properties.
- 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.
- Other elements integral to the proposed development, as considered necessary by the Planning Board, including identification of any required County, State, or Federal permits.
- Completed Environmental Assessment Short Form or Part I of the Long Form.

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**Part IV: Signatures**

*Signature of Owner:*

The information provided in this application and on the attached site plan is true and accurate to the best of my knowledge. I acknowledge that the Planning Board will not review my plan unless all information requested has been submitted.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

*Authorization to Act as Agent For:*

In the event that the Owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, \_\_\_\_\_, owner of the premises located  
(Name of Owner)

at \_\_\_\_\_ With the Tax Map No. \_\_\_\_\_,  
(Location)

hereby designate \_\_\_\_\_ as my agent regarding an  
(Agent)

application for Special Use Permit or Site Plan Review.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Pat VI: Decision of the Planning Board**

Permit Granted

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Denied

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson  
Planning Board

\_\_\_\_\_  
Date

<b>Record of Vote</b>		<b>Date:</b> _____	
	<b>Member Name</b>	<b>Aye</b>	<b>Nay</b>
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____