

INSTRUCTIONS FOR SPECIAL USE PERMIT WAIVER

1. Apply to the Building Office for Town of Greece Change of Business Information Form & Permit.
2. If Plan Review staff is of the opinion that this business **may** qualify for a Special Use Permit waiver from the Town Board, all of the information is forwarded to the staff adviser to the Town Board.
3. Staff Adviser to the Town Board provides the business representative a copy of the Town Board resolution stipulations to review and determine if they are willing to accept the conditions of the resolution.
4. If the business representative accepts the previous conditions, they should prepare and submit to the Department of Development Services staff the following items as part of the waiver application:
 - a. Completed Special Use Permit Waiver Request Form, signed and notarized by the applicant or by the owner.
 - b. A written request from an applicant to the Town Board to waive requirements that a special use permit be obtained per Chapter 211 of the Code of the Town of Greece, New York (the town's zoning ordinance).
 - c. If the applicant does not own the subject property, proof that the applicant has authority to apply as agent for the owner(s). Proof may be in the form of a signed purchase offer or lease agreement, or a letter of authorization that is signed by the owner(s).
 - d. Fill out the attached description of the proposed operation.
5. The application fee. **This fee is nonrefundable.** Checks must be made payable to "Town of Greece." However, if the waiver is not granted, this fee may be applied to a request for a Special Use Permit from the Town Board. In this case, the balance of the Town Board Special Use Permit fee is owed by the applicant, along with a completed special use permit application package.
6. **The Building Inspector or the Fire Marshal may require plans that are more detailed than what the Town Board requires. Contact the Director of Technical Services (723-2308) to find out what additional plans, inspections, and fees may be required.**