

TOWN OF GREECE
INSTRUCTIONS TO APPLICANTS
TOWN BOARD SPECIAL USE PERMIT

A. APPLICATION REQUIREMENTS

Because the following application requirements apply to a wide variety of uses, the Department of Development Services may modify some of these requirements in order to suit the particular use.

Application for a special use permit from the Town Board must be submitted to the Department of Development Services. **No application will be accepted unless and until it is complete.** The following items must be checked and submitted as part of the application:

- [] 1. A completed Application Form that is signed by the applicant or by the property owner. The application form must be ***printed in color***, using the latest version (available at Town Hall or on the Town's website). The application form must be signed by the applicant and notarized. The Applicant may be the property owner or another person or entity having proper permission from the property owner such as a letter of permission signed by the property owner or an executed sale contract. Application forms may not be signed by a design professional or attorney on behalf of the applicant.
- [] 2. 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).
- [] 3. Eighteen (18) copies of a complete floor plan (including seating, if any) that is drawn to scale and that shows dimensions. Plans must be ***folded*** to a size not larger than 9" x 12". Plans that are not folded to this size will not be accepted. **The Building Inspector or the Fire Marshal may require plans that are more detailed than what the Town Board requires.**
- [] 4. Eighteen (18) copies of a site plan that is prepared by an engineer, surveyor, or architect who is licensed by the State of New York. Plans must be ***folded*** to approximately 9" x 12" or smaller. Plans that are not folded to this size will not be accepted. **Plans must be printed from the original drawing. Photocopies and prints made from electronic files will be accepted only if each print has the wet seal and signature of an engineer, surveyor, or architect that is licensed by the State of New York.**
- [] 5. **One (1) reduced-size copy of the site plan. The reduced-size site plan must be on 11" x 17" paper ONLY.**
- [] 6. Complete the attached description form of the proposed operation.
- [] 7. The application fee. **This fee is nonrefundable.** Checks must be made payable to "Town of Greece."
- [] 8. An Environmental Assessment Form, which is completed by the applicant or by an authorized representative. Additional environmental information may be requested by the Town Board or by the Department of Development Services. Depending on the location, nature, and extent of the proposed use, an Environmental Impact Statement also may be required.

Contact the Town's Technical Services Division (723-2308) to find out what additional plans, inspections, and fees may be required.

B. NOTIFICATION REQUIREMENTS

Notice of a public hearing for a special use permit will be mailed by the Department of Development Services to surrounding property owners about two (2) weeks before the scheduled public hearing. In most cases, the owners of all properties that are within 500 feet of the subject property must be notified. Upon written request, this requirement may be modified by the Town Board.

C. GENERAL INFORMATION AND PROCEDURES

1. Applicability. These application instructions apply to all uses for which a special use permit from the Town Board is required, with the exception of restaurants and hotels. Attached is a list of uses for which a special use permit from the Town Board is required.
2. Public Hearing. The proposed special permit use must be presented by the applicant or an authorized representative at a public hearing that is held by the Town Board. **The Town Clerk's Office will notify the applicant of the date and time of the public hearing.** At the public hearing, all interested persons may offer comments on the proposed special permit use. Additional written information may be submitted before or during the public hearing.
3. Town Board Meeting Schedule. With a few exceptions, Town Board meetings are held at 6:00 p.m. on the third Tuesday of each month. **A copy of the meeting schedule is attached.**
4. Staff Review. After a complete application for a special use permit is received, it will be reviewed by the Department of Development Services, the Fire Marshal, the Building Inspector, and other Town of Greece staff. Applicants will be contacted by the appropriate staff if there are any questions or comments.
5. Town Board Decision. The Town Board may approve, approve with modifications, or deny an application for a special use permit. In addition to the announcement of the decision at a Town Board meeting, a formal copy of the Town Board's decision will be mailed to the applicant.