

## INSTRUCTIONS FOR SPECIAL USE PERMIT WAIVER

1. Apply to the Building Office for Town of Greece Change of Business Information Form & Permit.
2. If the Plan Review staff is of the opinion that this business **may** qualify for a waiver of the town's zoning ordinance requirements that a new special use permit be obtained, 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 to review and determine if the new business is willing to accept the conditions of the resolution.
4. If the business representative accepts the previous conditions, he/she should prepare and submit to the Department of Development Services staff the following items as part of the waiver application:
  - a. Application form. 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.
  - b. A written request from an applicant to the Town Board to waive the requirements that a special use permit be obtained.
  - 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." 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 applicant owes the balance of the Town Board special use permit fee, 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.**