



## **Application for Special Use Permit**

Town of Rosendale Planning Department  
1915 Lucas Avenue  
Cottkill, New York 12419  
845-658-3159 Ext. 6  
PlanningZoning@TownofRosendale.com  
Billy Liggan, Planning Board Chairman  
Brisa Casas, Planning Department Clerk

### **THIS SECTION FOR PLANNING DEPARTMENT USE ONLY**

Application No. \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Date Received \_\_\_\_\_  
County Referral: \_\_\_\_\_  
Variance Issued: \_\_\_\_\_  
Date of Decision: \_\_\_\_\_

### **Instructions:**

**Please ensure that your application for special use permit review is complete.** Refer to Chapter 75-28 of the Town Code, Zoning Regulations for more detail. Applications missing any of the items outlined below will be returned to the applicant with an “incomplete” status, delaying the review of the application.

### **Checklist of Submission Requirements:**

- Application Fee.** A fee of \$275.00 shall accompany all applications for preliminary review.
  
- Special Use Permit** \$300.00  
+ \$75.00 per dwelling or 1,000 sq ft of floor space  
+ Cost of mailing for Public Hearing and Publication
  
- Electronic Submission of All Application Materials (CD/Flash Drive)**
  
- Signed Escrow Agreement and Escrow Check, if applicable**



*Please submit **one (1) original and ten (10) copies and one (1) digital copy (on flash drive or CD)** of the following application package to the Town of Rosendale Department of Planning (please collate materials into individual packets, attention Planning Board Clerk Brisa Casas):*

- (1.) Application for Special Use Permit Review**
- (2.) Site Plan** - The drawing or set of drawings shall show existing conditions and proposed site improvements including, but not limited to, wet areas, easements, adjacent property owners and public rights-of way, moderate to severe slope or grade issues, landscaping, parking, lighting, proposed and existing building footprint for each lot, septic system test pits and perc test results (if applicable).
- (3.) Short or Long Environmental Assessment Form (EAF)** - Pursuant to the N.Y.S. Environmental Quality Review Act (SEQRA). An EAF is a form or forms filled out by the applicant for the purpose of aiding the Rosendale Planning Board in both classifying your project as a Type I, Type II or Unlisted action under SEQRA and in the determination of significance of the impact your project will have on the environment. Whether a short or long form is required is dependent upon whether the application is classified as “Type I” or “Unlisted.” Type I actions usually includes large scale projects that could potentially have a significant adverse impact on the environment and may, at the discretion of the Planning Board, require that an Environmental Impact Statement (EIS) be prepared. Type II actions are not subject to SEQRA review and usually require only a Short Form EAF and can include actions such as maintenance projects, in-kind replacement projects, single unit residential dwelling construction on an existing parcel and area and lot line variances. Unlisted Actions are those actions not specifically described as Type I or Type II Actions and include land subdivisions. A comprehensive list of SEQRA classifications can be found on the New York State Department of Environmental Conservation website at:  
The following link can be used to generate the Environmental Assessment form:  
<https://gisservices.dec.ny.gov/eafmapper/>  
The form must be completed on the website, printed out, then signed and dated.
- (4.) Deed or Authorization to Act as Agent.** The Applicant should provide a copy of the current deed showing ownership of the property being altered by the proposed application. If the Applicant is not the owner, the Applicant shall provide the Planning Board with written authorization from the property owner stating they are amenable to the proposed action and authorize the Applicant to act on their behalf.



**Part I: General Information** *(to be completed by applicant)*

1. Name or Title of Project Site: \_\_\_\_\_

2. Property Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. Agent /Attorney Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

4. Surveyor/Engineer Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

5. Tax Map Number *(Contact Assessor)*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



6. Description of the Location of the Property:

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7. Zoning Classification (circle one):    A    A-1    R-1    R-2    R-2A    B1    B2    I1

8. Total acreage of the property: \_\_\_\_\_

9. Number of proposed lots: \_\_\_\_\_

10. Description of Current Use:

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11. Description of Proposed Use:

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12. Description of provision for sewage disposal: SEPTIC SYSTEM or PUBLIC SEWER

A.) Perc Rate: \_\_\_\_\_

Soil Survey Info: \_\_\_\_\_

B.) Public Sewer Supply District:

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13. Description of provision for water supply: WELL or PUBLIC WATER SUPPLY

A.) Public Water Supply District:

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B.) Private Water System Name / District:

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14. Is the proposed use included under Chapter 75 Section 28D of the Rosendale Town Code? \_\_\_\_\_

If so, list the paragraph number \_\_\_\_\_



## **Part II: Site Plan Layout Checklist**

**Instructions:** Please prepare your site plan/site plan set in accordance with Town of Rosendale Site Plan and Design Standards within Chapter 75 of the Rosendale Town Code, a copy of which is available at the Town of Rosendale website, depicting existing conditions and proposed site improvements. A site plan checklist is also provided with this application packet to assist you in preparing your site plan. If the site plan is deemed incomplete by the Town Building Inspector, you will be notified of the deficiencies on said site plan and a revised site plan will be requested.

### **Required Site Plan Fields:**

**NOTE TO PLAN PREPARERS:** THE INFORMATION BELOW MUST BE PLACED ON ALL SITE PLANS THAT ARE TO BE REVIEWED AND APPROVED BY THE TOWN OF ROSENDALE PLANNING BOARD. THE PLANNING BOARD WILL NOT APPROVE ANY PLANS NOT CONTAINING THIS INFORMATION:

**TOWN OF ROSENDALE PLANNING BOARD APPROVAL BLOCK**  
**APPROVED BY DECISION OF THE PLANNING BOARD OF THE TOWN OF ROSENDALE, NEW YORK,**  
**ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS**  
**OF SAID DECISION. ANY CHANGES, ERASURE, MODIFICATION OR REVISION OF THIS PLAN, AS**  
**APPROVED, SHALL VOID THIS APPROVAL**

**SIGNED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ BY**  
\_\_\_\_\_, **PLANNING BOARD CHAIRMAN**  
\_\_\_\_\_, **PLANNING BOARD MEMBER**

### **Final Checklist:**

- All required documents uniformly collated into 10 individual packets
- Digital versions of all hard copy documents submitted
- Required fees to be paid upon submission of application
- Site Plan has been created in accordance with the Rosendale Town Code

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- I, \_\_\_\_\_, as the Town of Rosendale Building Inspector hereby certify that the Site Plan submitted with this Application for Special Use Permit is complete and in conformance with the Rosendale Town Code, and as such hereby formally refer this application to the Town of Rosendale Planning Board*

*Signed \_\_\_\_\_*  
*Building Inspector, Town of Rosendale*



### **Part III: Signatures**

Signature of Owner:

To the best of my knowledge the information provided in this application and on the attached plan is true and accurate. I, the undersigned, have thoroughly read and understand the Rosendale Town Code as well as the Application for Special Use Permit Review and the list of items to be shown on the Site Plan and I consent to all the requirements as set forth in the application. Furthermore I give my permission to allow the members of the Rosendale Town Board, Rosendale Planning Board, Rosendale Zoning Board of Appeals, Town Designated Planners/Engineers or any other technical experts, professionals and /or consultants retained by the Town of Rosendale to conduct field reviews of the property referred to in this application with notice. I understand that I can waive the right to be notified that the Town of Rosendale and/or its agents or representatives plan on conducting field reviews on my subject property. I also understand that based upon the size and complexity of the project, my application may be subject to escrow fees above and beyond the cost of application submission to cover the fees of review by Town Designated Planners and Engineers or any other technical experts, professionals and /or consultants retained by the Town of Rosendale.

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

\_\_\_\_\_  
Date

I waive the right to notification for any and all field reviews of my property

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 at \_\_\_\_\_ with the Tax Map No. \_\_\_\_\_ hereby designate \_\_\_\_\_ as my agent regarding the submitted application for a special use permit.

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

\_\_\_\_\_  
Date