
FOR OFFICE USE ONLY

Tax Map No _____	Zoning District _____ School District _____
Date Received by ZEO _____	Date of Action _____
Fee Received (Date & Ck #) _____	Date of Hearing _____
Date Referred to Co. Planning Board _____	County Board Action _____

TOWN OF JEWETT PLANNING BOARD
APPLICATION FOR SPECIAL USE PERMIT

TO THE PLANNING BOARD OF THE TOWN OF JEWETT, NEW YORK:

A. STATEMENT OF OWNERSHIP AND INTEREST

The applicant(s) _____
is/are the owner(s) of property located at _____
The applicant(s) mailing address is _____
Phone Day (____) _____ - _____, Evening (____) _____ - _____, Cell (____) _____ - _____
Tax Map No _____ Zoning District _____ School District _____ Lot Size _____
The above-described property was acquired by the applicant on _____

B. REQUEST AND PLOT PLAN

The applicant requests a Special Use Permit for the above described property under the provisions of Section _____ of the Zoning Law for the following purpose(s) _____ as
shown on the attached plan **DRAWN TO SCALE, ACCURATELY DIMENSIONED, SHOWING THE LOCATION OF ALL BUILDINGS, PARKING AREAS, TRAFFIC ACCESS AND CIRCULAR DRIVES, OPEN SPACES, LANDSCAPING, TOPOGRAPHY, SPECIAL FEATURES AND ANY OTHER INFORMATION ABOUT NEIGHBORING PROPERTIES AS MAY BE NECESSARY.**

The applicant alleges that the approval of said Special Use Permit would be in harmony with the intent and purpose of said zoning law and that the proposed use conforms to the standards prescribed therein said zoning law and would not be detrimental to property or persons in the neighborhood for the following reasons (Attach additional sheets as necessary): _____

C. SPECIAL FEATURES In addition to meeting the standards prescribed by the Zoning Law the applicant will provide the additional amenities, features and/or accoutrements as described below in order that the public convenience and welfare will be served (Attach additional sheets as necessary): _____

D. SITE VISIT: During review of application, members may need to visit the site. If you object check here: _____

E. SEOR – State Environmental Quality Review. Attach appropriate form.

F. DECLARATION I/We declare that the statements contained herein are true and that I/We have not knowingly or willfully given a false statement or false information, or omitted information in connection with this application.

SIGNATURE OF OWNER(S)

DATE

Note: Current Fees are posted at the Jewett Town House and on the Official Website

FOR PLANNING BOARD USE ONLY

PLANNING BOARD ACTION AND CONDITIONS

The Town of Jewett Planning Board met on _____ to consider the above application. The Board has: ☐ **DENIED** ☐ **APPROVED** or ☐ **APPROVED WITH MODIFICATION** - Modifications needed (attach additional sheet if necessary)

STEPS IN APPLYING FOR A SPECIAL USE PERMIT

1. Submit completed application to Zoning Enforcement Officer at least ten (10) days prior to the regularly scheduled Planning Board meeting with
 - a. Plot Plan per Section B
 - i. include area map indicating adjoining properties
 - b. Application Fee as per appropriate fee posted in Jewett Town Hall[check payable to Town of Jewett]
 - c. SEQR form, as determined by ZEO
 - d. Agricultural Data Statement, if necessary
2. Attend Planning Board meeting
 - a. to review application and plot plan
 - b. to discuss other requirements
3. After Planning Board accepts application and schedules Public Hearing at least 10 days prior to Public Hearing date
 - a. Notify by Certified Mail adjoining neighbors of intent and date of the Public Hearing [refer to Draft Letter Form]
 - b. Post the required sign provided by the Board on front of property
4. At or prior to Public Hearing submit to Planning Board Clerk
 - a. USPO certified receipts
 - b. Copies Of Notices Sent
 - c. Certification Of Sign Posting [refer to form]
5. Decision rendered by the Planning Board

REFER TO THE TOWN OF JEWETT ZONING LAW FOR FURTHER INFORMATION