

**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 - TELECOMMUNICATION TOWER**

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 [ ] Co-Location [ ] New Tower  
for the above described property under the provisions of Telecommunication Tower Law and Section \_\_\_\_\_  
of the Zoning Law 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**

## **STEPS IN APPLYING FOR A SPECIAL USE PERMIT AND SITE PLAN REVIEW TELECOMMUNICATION TOWER**

- A. Submit completed Special Use Permit – Telecommunication Tower 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 - include area map indicating adjoining properties
  - b. Application Fee as per applicable fee posted in the Jewett Town Hall [check payable to Town of Jewett]
  - c. SEQR form, as determined by ZEO
  - d. Agricultural Data Statement, if necessary
- B. Submit completed Site Plan Review application with fee [see instructions on application]
- C. Attend Planning Board meeting
  - a. to review application and plot plan
  - b. to discuss other requirements
- D. 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 Board provided sign on front of property
- E. 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]
- F. Decision rendered by the Planning Board

## **ADDITIONAL TELECOMMUNICATION TOWER LAW REQUIREMENTS**

- A. SECTION 3: SHARED USE OF EXISTING FACILITIES
  - a. Site Plan CONTAINING Existing and proposed structures and improvements include antennae, roads, buildings, guy wires, anchors, parking, landscaping, grading plans for new facilities & roads, & screening
  - b. Letter Intent to allow shared use
  - c. Engineer Report
  - d. Short EAF and Visual EAF addendum
  - e. FCC license
  - f. Ownership or Proof of Lease
  - g. Public Hearing and SEQR
  - h. Per Section 5: Shared Use of Existing Tower Site - Requirements of Section 8 thru 19
- B. SECTION 4: NEW TELECOMMUNICATION TOWER
  - a. Site Plan - Plan CONTAINING Existing and proposed structures and improvements include antennae, roads, buildings, guy wires, anchors, parking, landscaping, grading plans for new facilities & roads, & screening and Per Section 9: Lot Size and Setbacks - Set back from abutting parcels, established hiking trails, recorded rights of way and street lines
  - b. Documentation that shared use is impractical
    - i. Report an Inventory of all existing structures within reasonable distance of proposed site.
    - ii. Document the physical, technical and/or financial reasons why shared usage is not practical.
  - c. Justify Tower Height requested and Site clearing required
  - d. Engineer Report
  - e. Short EAF and Visual EAF addendum
  - f. FCC license
  - g. Ownership or Proof of Lease - Document User - No permit will be granted for tower built on speculation
    - i. Per Section 7: New Towers: Future Use
    - ii. Accommodate future demand
    - iii. Letter of Intent for shared use
    - iv. Request for shared use response within 90 days, good faith negotiation, agree for reasonable charges.

## **REFER TO THE TOWN OF JEWETT ZONING LAW and TELECOMMUNICATION TOWER AMENDMENT FOR FURTHER INFORMATION**

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Fee Received (Date & Ck #) \_\_\_\_\_ Date of Hearing \_\_\_\_\_

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**TOWN OF JEWETT**  
**PLANNING BOARD**  
**APPLICATION FOR APPROVAL - TELECOMMUNICATION TOWER**

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 FOR APPROVAL OF SITE PLAN AND SPECIAL USE PERMIT**

The applicant requests approval of the Site Plan and a Special Use Permit for the  
[ ] Co-Location [ ] New Tower  
for the above described property under the provisions of Section \_\_\_\_\_ of the Zoning Law, in accordance  
with the requirements of the Telecommunication Tower amendment, and under the provisions of the Site  
Plan Review Law.

**C. 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**

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**FOR PLANNING BOARD USE ONLY**

**PLANNING BOARD ACTION AND CONDITIONS**

Town of Jewett Planning Board met on \_\_\_\_\_ to consider the above applications.

The Board has:

[ ] DENIED [ ] APPROVED [ ] APPROVED WITH MODIFICATIONS

Modifications needed  
\_\_\_\_\_  
\_\_\_\_\_

both the Application for Site Plan Review and the Application for Special Use Permit –  
Telecommunication Tower.

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