

## SPECIAL USE PERMIT CHECKLIST

The following information should be included in the materials submitted with the special use permit application unless the Planning Board determines that a specific item or items are not necessary for a complete understanding of the project. The Planning Board may require additional information it determines necessary for a meaningful review of the application, based on the nature of the project or site. **Failure to provide all the required and/or requested information may prolong the approval process and be subject to resubmittal fees.**

- 1) \_\_\_\_ A completed Zoning Permit application reviewed by the Zoning Official; and
- 2) \_\_\_\_ An application for Site Plan Review unless exempt, with all required application materials; and
- 3) \_\_\_\_ Stormwater Management Plan; and
- 4) \_\_\_\_ If the proposed project is in or near a floodplain, an application in accordance with applicable Flood Damage Prevention Regulations shall be submitted (Village LL 1-1994 or Town LL 1-1995); and
- 5) A written statement, which shall contain the following information:
  - a. \_\_\_\_ A map of the site showing the existing conditions, site boundaries, proposed project/site changes, orientation to adjoining public streets and neighborhood including north arrow and scale.
  - b. \_\_\_\_ The tax map number of the parcel or parcels on which the project will occur, and the name of the owner of record for those parcels, and
  - c. \_\_\_\_ A general description of the project, including the nature of the use and anticipated hours of operation; and
  - d. \_\_\_\_ If a multi-family dwelling is proposed, a description of the proposed ownership: condominium, rental, time-share ownership, etc., and a description of the proposed property management structure.
  - e. \_\_\_\_ A list of any encumbrances, covenants, or easements on the property; and
  - f. \_\_\_\_ A development schedule indicating phased development, if any, and the estimated completion date for the project; and.
- 6) \_\_\_\_ If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives his/her permission for the application to be submitted; and
- 7) \_\_\_\_ Environmental Assessment Form, with Part 1 completed and signed by the applicant.
- 8) \_\_\_\_ All required fees.