

Town of Santa Clara, NY 12983

SPECIAL USE PERMIT APPLICATION

FEE: \$250

ALL APPLICABLE FEES ARE NON-REFUDABLE .

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

OWNER'S INFORMATION: (if different than applicant)

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

PROJECT INFORMATION:

Name of project: _____

Parcel Location: _____

Parcel Tax ID: _____

Current Use: _____

Proposed Use: _____

Area of proposed Structure: _____

Area of Existing Structure: _____

Estimated Total Project Cost: _____

Demolition Planned: _____

Other Permits: _____

Applicant's Signature: _____ Date: _____

Date Received by the Town: _____

Town of Santa Clara, NY 12983

SPECIAL USE PERMIT CHECKLIST

*Starred items 1, 2, 3 and 22 required and not waivable.

- A. One copy of the site plan, to include, where applicable,
- *1. Title of drawing, including name and address of applicant and person responsible for preparation of such drawing;**
 - *2. North arrows, scale and date prepared;**
 - *3. Boundaries and dimensions of the property plotted to scale, including identification of contiguous properties and all easements or rights-of-way and roadways;**
 4. Existing watercourses and on-site or adjacent waterbodies;
 5. Grading and drainage plan, showing existing and proposed contours;
 6. Location, proposed use and dimensions of all buildings, including height;
 7. Location, design and construction materials of all parking, circulation and truck loading areas, including means and ingress and egress; number of parking spaces
 8. Provision for pedestrian access; including cross walks (if applicable)
 9. Location of outdoor storage, if any;
 10. Location, design and construction materials of all existing or proposed site improvements and stormwater management equipment and features, including drains, culverts, retention / detention ponds or basins, drywells, retaining walls and fences;
 11. Description of the method of sewage disposal and location, design and construction materials of such facilities;
 12. Description of the method of securing potable water and location, design and construction materials of such facilities;
 13. Location, design and visual screening of solid waste temporary-storage facilities for commercial uses;
 14. Location of fire and other emergency zones, including the location of fire hydrants;
 15. Location, design and construction materials for all utilities that will be serving the project, including all energy supply and distribution facilities for electrical, gas or solar energy;

16. Location, size, design and construction materials of all proposed signs, both indoor and outdoor, that are visible from adjoining properties, public highways or water ways;
 17. Location and proposed development of all buffer areas, including existing vegetation cover;
 18. Location and design of outdoor lighting facilities and fixtures;
 19. Designation of the amount of building area proposed for retail sales or similar commercial activity;
 20. General landscaping plan and planting schedule;
 21. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any State or County permits required for the project's execution.
 - *22. Sketch of any proposed building, structure or sign, including exterior dimensions and elevations of front, side and rear views.**
- B. Such additional information as the Planning Board or enforcement officer may reasonably require to understand and review the proposed project, including additional scale drawings where necessary.
- C. A copy of all Special Use Permits applications shall be sent by the applicant at his/her own cost and expense by first class mail to all property owners located within 750 feet of the applicant's property lines as determined by reference to the Franklin county real property tax map. Assistance can be provided by the Code Enforcement Officer to determine these properties that are within 750 feet. The applicant may obtain the names and mailing addresses of such property owners from the most current assessment rolls of the town. Proof of mailing shall be in the form of certificates of mailing signed by a representative of the U. S. Postal service and certificates shall be filed with the Planning Board at the time of application.
- D. Except for items #1, #2, #3 and 22 on the above checklist, Applicant may request, in writing, a waiver of any item(s) not applicable to Applicant's project.
- E. Accompanying data, to include the following;**
- 1. Application form and applicable fee, payable to the Town of Santa Clara.**
 - 2. Name and address of applicant and any professional consultants.**
 - 3. Copy of the deed to the property in question.**
 4. Written and acknowledged authorization of owner if applicant is not the owner of the property in question.

F. Applicant shall either mail a copy of the Application and all accompanying materials to each member of the Santa Clara Township Planning Board and the Chief Enforcement Officer or relevant material may be scanned into a pdf file and emailed to PlanningBoard.TSC@gmail.com or Scottie.Adams@roadrunner.com.

An acknowledgment of receipt of the email should be obtained. Fees can be mailed to Planning Board at 5359 State Route 30, Saranac Lake, NY 12983 or delivered to the Code Enforcement Officer.

Town of Santa Clara, NY 12983
PLANNING BOARD APPOINTMENTS

Pamela Scott Adams, Chair
142 Hoel Pond Road
Saranac Lake, NY 12983

Beth Hall
136 Moss Rock Road
Saranac Lake, NY 12983

John LaHart, Vice Chair
P.O. Box14
Lake Clear, NY 12945

Michael Ritchie
119 Frog Lane
Saranac Lake, NY 12983

William Young
P.O. Box16
Lake Clear, NY 12945

CODE ENFORCEMENT OFFICER

Code Enforcement Officer
5359 State Route 30
Saranac Lake, NY 12983