

Town of Romulus
P.O. Box 177
1435 Prospect St.
Willard, NY 14588
607-869-9326
www.romulustown.com

TOWN OF ROMULUS

APPLICATION FOR SPECIAL USE PERMIT

Date of consultation with Zoning Officer _____

Zoning District _____

Applicant should read the Romulus Town Zoning Code section applicable to this application prior to completing this form. Additional requirements for a special use permit may be included in the applicable zoning section of the code. See sections VIII and IX. Any of these requirements must be included with this form. Incomplete applications cannot be considered by the Planning Board. The code is available on the town's web site.

Applicant Information: If more than one please provide information on additional sheet.

Name _____

Mailing Address _____

If post office box or other please provide, physical address as well.

Phone Number _____ Cell Number _____

Fax Number _____ Email _____

Property Owner's Information (if different than Applicant Information): LIST ALL. If more than one please provide information on additional sheet.

Name _____

Address _____

Phone Number _____ Cell Number _____

Fax Number _____ Email _____

ADDRESS OF SITE FOR SPECIAL USE PERMIT (if different than Applicant Address) If more than one street address applies, list all.

Address _____

Property Tax Map ID number (List all) _____

Has this property been a subject of past Town Board, Planning Board or Zoning Board of Appeals applications and / or approvals? _____ If yes, please describe _____

General Purpose and Description of Special Use Permit Request _____

Full Description and Business Plan _____

SITE PLAN MUST BE ATTACHED TO THIS APPLICATION IN ORDER TO BE CONSIDERED. If not attached please provide explanation. Application may not be considered without a site plan.

Names, addresses, and qualifications of the preparers of any drawings submitted.

Site plan, any maps, drawings must have Date, north point, written and graphic scale.

SITE PLAN MUST INCLUDE If any of these items are not provided please explain why. Mark each item yes for included, no for not included or NA if not applicable.

Boundaries of the area, drawn to scale and including distances and areas. Yes__ No__ NA__

Location, ownership and use of all adjacent lands. Yes__ No__ NA__

Location, name and existing width of all adjacent public or private roads. Yes__ No__ NA__

Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property. Yes__ No__ NA__

Complete outline of existing and proposed deed restrictions or covenants applying to the property. Yes__ No__ NA__

Existing hydrologic features, together with grading and drainage plan, showing existing and proposed contours at intervals of not less than ten (10) feet. Yes__ No__ NA__

Location, proposed use, height and exterior dimensions of all existing and proposed buildings and structures on the property. Yes__ No__ NA__

Location, design, construction materials of all parking and truck loading areas with ingress and egress drives thereto. Yes__ No__ NA__

Provision for pedestrian access, including public and private sidewalks. Yes__ No__ NA__

Location of outdoors storage areas. Yes__ No__ NA__

Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, stone walls and fences. Yes__ No__ NA__

Description of the method of securing potable water and the location, design and construction materials of such facilities. Yes__ No__ NA__

Description of the method of sewage disposal and the location, design, and construction materials of such facilities. Yes__ No__ NA__

Location of fire lanes and other emergency zones including the location of fire hydrants. Yes__ No__ NA__

Location, design and construction materials of all energy distribution facilities including electrical, gas, and solar energy. Yes__ No__ NA__

Location, size, design and construction materials of all proposed signs. Yes__ No__ NA__

Location and proposed development of all buffer areas including indication of existing and proposed vegetative covers. Yes__ No__ NA__

Location and design of outdoor lighting facilities. Yes__ No__ NA__

Designation of the amount of gross floor area and gross leasable area proposed for retail sales and services, office and other similar commercial or light-industrial activities. Yes__ No__ NA__

Number and distribution , by type, of all proposed dwelling units. Yes__ No__ NA__

General landscaping plan and planting schedule. Yes__ No__ NA__

An Environmental Assessment For (EAF) with Part 1 completed by the applicant, pursuant to SEQRA regulations. Yes__ No__ NA__

Identification of all federal, state or county approvals, permits or licenses required for execution of the project. Yes__ No__ NA__

Information concerning other elements that the Planning Board deems integral to the proposed use and necessary for the Planning Board to adequately review and evaluate the proposed use. Yes__ No__ NA__

I have read the applicable zoning section of the Town of Romulus Zoning Regulations. Yes __ No__

Any additional documentation required by the applicable zoning section is included. Yes__ No__ NA__

Please see Addendum A to this application.

I / We, the undersigned, agree the information herein and attached is true. I/We, the undersigned, do hereby permit officials and/or consultants of the Town of Romulus to enter the property described herein to complete a thorough review of this application.

_____ Date _____

Signature of Applicant

_____ Date _____

Signature of Property Owner

Below is for Office Use Only

Filing Fee _____ Date Reviewed by County PB _____

Date Received _____ Comments: _____

Public Hearing Date _____

Approved/Denied _____ Comments: _____

Permit # _____

Planning Board Chairman _____

Print Name

Signature

Date of Approval/Denial _____

ADDENDUM A to Application for Special Use Permit

The Planning Board, in its discretion, may require the applicant to submit additional maps and materials in conjunction with the Special Permit application and site plan. Such maps or materials may include the following:

1. Vicinity map – this map at a scale of not less than 1" = 2,000' shall show the relationship off the proposed to existing community facilities that may affect or serve it such as roads, shopping areas, school and employment centers. It shall show all properties, subdivisions, roads and easements within three hundred feet(300') of the proposal.
2. Topographic map – this shall be drawn at a scale of not less than 1" = 100' and shall show existing topography at contour levels of not more than ten (10) feet. This map shall also show the location of pertinent natural features that may influence the design of the proposed use, such as lakes, ponds, streams, wetlands, rock outcrops, wooded areas and areas subject to flooding. If the Planning Board finds that a topographic map at the above mentioned scale provides insufficient detail to adequately review and evaluate the potential impact of the proposed use, the Planning Board may require the submission of a topographic map at a scale which it deems adequate to perform such review and evaluation.
3. Development Plan – this map of the site of the proposed Special Use shall be drawn at a scale of not less than 1" = 100' and shall show the location of all buildings and structures; all automobile parking and all parking for commercial vehicles while loading and unloading; the location and width of all driveways, exits and entrances; the location of all existing or proposed site improvements including drains, culverts, retaining walls and fences; a narrative description of and indication on the site plan of the location of sewage disposal facilities and water facilities; the location and size of all existing and proposed signs; the location of proposed buffer areas and the design of lighting and other facilities.
4. Elevations and/or Section – if deemed necessary by the Planning Board, the site plan shall be accompanied by elevations and/or sections at the same or greater scale as is required for the site plan. Such drawing shall be of sufficient details to clearly delineate the bulk, height and style of all buildings and other permanent structures included in the proposal.
5. Engineering plans – if deemed necessary by the Planning Board, the site plan shall be accompanied by engineering plans including road improvements, drainage system and public or private utility systems and other such supporting data.

Town of Romulus Planning Board

AGRICULTURAL DATA STATEMENT

Per § 305-a of the New York State Agriculture and markets law, any application for a special use permit, site plan approval, use variance or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

1. Name of Applicant _____
Address _____
2. Project Name/Location _____
3. Description of proposed project _____

4. Tax Parcel Number(s) _____
5. Number of total acres involved with project _____
6. Number of total acres presently in Tax Parcel _____
7. How much of the site is currently farmed? _____ Acres
8. Please identify who is farming the site. _____
9. Please indicate what your intentions are for use of the remainder of the property over:
Five years _____
Ten years _____
Twenty years _____
10. Who will maintain the remainder of the property not being used for this development? _____

11. Please indicate crop(s) or vegetational cover for the site. _____
12. Are there any drainage ways or underground tile systems located on the site: _____

Will this project alter existing drainage patterns? _____ If yes, please describe.

13. Is the parcel included in a farm plan prepared by the Seneca County Soil and Water District of the USDA Soil Conservation Service?

Are federally funded cost sharing practices in place for the parcel? _____

Name of programs(s) _____

14. Is the parcel currently granted an agricultural tax exemption? _____ Yes _____ No

Signature of Applicant _____ Date _____

FOR TOWN USE ONLY

NOTE: This form and a map of the parcel(s) should be mailed to County Planning as part of the GML m and n referral. It should also be mailed to property owners within 500 feet of the property boundary along with the:

Notice of Public Hearing (Attach list of Property Owners within 500 feet).

Name of Town Staff Person: _____ Title: _____

Date Referred to County Planning: _____