

**TOWN OF ROMULUS**  
**SPECIAL USE PERMIT APPLICATION INSTRUCTIONS**

In order to better process your request for a Special Use Permit, it is highly recommended that you follow these guidelines:

- Make sure that your proposed plan is an allowable use (refer to the tables in the Zoning Code and consult with the Code Enforcement Officer)
- Fill out the application form completely (please print – must be legible)
- Fill out the SEQR (New York State Environmental Review) form completely, (please print legibly)
- Fill out the Agricultural Statement form (if applicable) (Please print)
- Provide seven (7) maps as required in Article IX of the zoning ordinance
- Submit completed documents along with the \$75 application fee to the Town Office. Please provide seven (7) copies.

Since the Town of Romulus Planning Board needs sufficient time to review your application, you are required to submit it at least three (3) weeks prior to the next scheduled Planning Board meeting. The \$75 application fee adopted by the Town Board effective September 1, 2019. Generally, the Planning Board meets on the first Monday of each month. Check the Town website at: [romulustown.com](http://romulustown.com) for dates, times and further information.

**Town of Romulus, 1435 Prospect Street, Willard, NY 14588**

**607-869-9326**

**Monday – Thursday 7:30 AM to 4 PM**

**Friday 7:30 AM to 12 Noon**

**[romulustown.com](http://romulustown.com)**

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 \_\_\_\_\_

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General Purpose and Description of Special Use Permit Request \_\_\_\_\_

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Full Description and Business Plan \_\_\_\_\_

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**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.

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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 of 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 \_\_\_\_\_

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**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: \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____	Date: _____	
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)