



TOWN OF ROMULUS

Special Use Permit Application

Please print all Information. Submit the completed form and the appropriate fee to:

Town Clerk, Town of Romulus, P.O. Box 177, Willard, NY 14588

Fees are non-refundable. Payment may be made by personal check or money order payable to "Town of Romulus" and must accompany the application. The current fee schedule is available on the Town of Romulus website (www.romulustown.com) or by calling the main office (607 869-9326).

Please follow these guidelines:

- Ensure that your proposed plan is an allowable use (refer to the Town of Romulus Zoning Code and consult with the Code Enforcement Officer)
- Complete and include the New York State Environmental Quality Review (SEQR) form
- Complete and include the Agricultural Data Statement form (if applicable)
- Provide maps as required in Article IX of the Town of Romulus Zoning Code
- Provide seven (7) copies of all documents

Please submit your application at least three (3) weeks prior to the next scheduled Town of Romulus Planning Board meeting. Check the Town website at www.romulustown.com for dates, times, and further information. Incomplete applications cannot be considered by the Planning Board.



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Applicant

Name	
Mailing Address	
City, State, Zip	
Telephone	Email

Physical Address (if different from above)

Address
City, State, Zip

Property Owner (if different than Applicant)

Name	
Mailing Address	
City, State, Zip	
Telephone	Email

Site Address (if different from Applicant)

Address
City, State, Zip
Tax Map IDs (list all)

Please provide additional sheets as necessary.



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If this property has been a subject of past Town Board, Planning Board or Zoning Board of Appeals applications and/or approvals, please provide dates and descriptions

General purpose and description of Special Use Permit request

Description of Business Plan



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A Site Plan must be included with this application. The Site Plan, all maps and drawings must have date, North point, and graphic scale. Include the following items, if applicable, and mark as appropriate.

- | YES | NO | NA | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boundaries, drawn to scale, including distances and areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, ownership, and use of all adjacent lands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, name, and width of all adjacent public or private roads |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use within or adjoining the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete outline of existing and proposed deed restrictions or covenants applying to the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete outline of existing and proposed deed restrictions or covenants applying to the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing hydrologic features, with grading and drainage plan, showing existing and proposed contours at intervals of not less than ten (10) feet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, proposed use, height, and exterior dimensions of all existing and proposed buildings and structures on the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, design, and construction materials of all parking and truck loading areas with ingress and egress drives thereto |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provision for pedestrian access, including public and private sidewalks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of outdoors storage areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, design, and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls, stone walls, and fences |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Description of the method of securing potable water and the location, design, and construction materials of such facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Description of the method of sewage disposal and the location, design, and construction materials of such facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of fire lanes and other emergency zones including the location of fire hydrants |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, design, and construction materials of all energy distribution facilities including electrical, gas, and solar energy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, size, design, and construction materials of all proposed signs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and proposed development of all buffer areas including indication of existing and proposed vegetative covers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and design of outdoor lighting facilities |



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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
- Number and distribution, by type, of all proposed dwelling units
- General landscaping plan and planting schedule
- A New York State Environmental Quality Review Act (SEQR) form (EAF) with Part 1 completed by the applicant, pursuant to regulations
- Identification of all federal, state or county approvals, permits or licenses required for execution of the project

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

I certify, to the best of my knowledge and belief, the statements contained in this application, together with the plans and specifications submitted, are true and complete.

I have read the applicable sections of the Town of Romulus Zoning Ordinance.

I 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.

Any additional documentation required by the applicable sections of the Town of Romulus Zoning Ordinance is included (please see Addendum A).

Signature(s) of Applicant(s) Date

Signature(s) of Owner(s) Date

Date of consultation with Code Enforcement Officer

Zoning District



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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. Applicant	
Name	_____
Mailing Address	_____
City, State, Zip	_____
Telephone	Email
2. Project Name/Location	
3. Description of Project	
4. Tax Parcel Number(s)	
5. Total acres involved with project	6. Total acres presently in Tax Parcel
7. Acres currently farmed	8. Who is farming the site?
9. Intentions for use of remainder of property over	
five (5) years	_____
ten (10) years	_____
twenty (20) years	_____
10. Who will maintain the remainder of the property not being used for this development?	
11. Indicate the crop(s) or vegetational cover for the site	
12. Are there any drainage ways or underground tile systems located on the site <input type="checkbox"/> Yes <input type="checkbox"/> No Describe how this project will alter existing drainage patterns	



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Agricultural Data Statement (continued)

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(s) of program(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is the parcel currently granted an agricultural tax exemption	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature(s) of Applicant(s)

Date

Internal Use Only

This form and a map of the parcel(s) will be mailed to the Seneca County Planning Board as part of the New York State General Municipal Law Article B Section 239-m and n referral. It will also be mailed to property owners within 500 feet of the property boundary along with the Notice of Public Hearing (attach list of affected property owners).

Town Staff Name and Title

Date Referred to Seneca County Planning Board



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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' (1 inch equals 2,000 feet) 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' (1 inch equals 100 feet) 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' (1 inch equals 100 feet) 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 systems, and public or private utility systems and other such supporting data.