

Town of Clifton Park

One Town Hall Plaza
Clifton Park, New York 12065
(518) 371-6702
Fax: (518) 383-2668

Department of Building & Development
building@cliftonpark.org



Application Procedures for SPECIAL USE PERMIT

- (1) An application for a special use permit shall be made by the applicant to the Zoning Enforcement Officer. He shall determine if the special use is a permitted use per town code. If it is determined that the use is permitted, the application for a special use permit shall be forwarded to the Planning Board.

NOTE: Names (not addresses) of current **ADJACENT PROPERTY OWNERS** must be printed clearly on the appropriate section of Page 1 of the application. **Failure to provide these names will result in unnecessary delay.**

The applicant shall provide **SEVENTEEN (17) separate collated packets**, each containing copies of ALL FORMS (but not instruction sheets or code sections) in this application packet, along with plot plans or site plans, and any accompanying documentation or narrative.

- (2) Prior to taking action on an application, the Planning Board shall refer all applications for properties which fall under Section 239-m of the General Municipal Law to the County Planning Board for a determination. Generally, these would include properties within 500 feet of a town boundary, a county or state park or other recreational area, thruway or other controlled-access highway or right-of-way, or any county- or state-owned land in which a public building or institution is situated. **Applicants should be aware that the County Planning Board meets once a month and this may cause a delay in scheduling the application for the Planning Board agenda.**
- (4) When the application is placed on the Planning Board agenda, the **Secretary of the Planning Board** will notify the applicant of the date and time.
- (5) NOTIFICATION REQUIREMENTS - Please refer to Sections 208-79(D)(2) and 208-115(F) of the Town Code relating to notification requirements, or contact the Planning Department at 371-6054 for assistance.
- (6) The fee for all Special Use applications is \$300.00 payable at the time of submission.

Applications for special use permits are filed with the Department of Building and Development and acted on by the Planning Board. Pursuant to Town law, all applications for a special use permit require site plan review. The site plan review process before the Planning Board may run concurrently with the special use permit application; however, the Planning Board may not consider preliminary site plan review without the issuance of the Special Use Permit.

The Applicant MUST contact the Planning Department for additional requirements and/or fees that may be associated with their application.

Town of Clifton Park
Department of Building & Development
One Town Hall Plaza
Clifton Park, NY 12065
518-371-6702 fax 383-2668

PERMIT No _____

Date _____

APPLICATION FOR PERMIT REQUIRING REVIEW BY PLANNING BOARD

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning Permit pursuant to the New York Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described.

Applicant's Name _____
Address _____
ZIP _____
Phone _____

Owner's Name _____
Address _____
Zip _____
Phone _____

Property Location _____

Sec _____ Block _____ Lot _____

EXISTING USE _____
EXISTING zoning classification _____
Lot size _____ Area _____ Sq Ft _____
EXISTING building size _____

INTENDED USE/describe _____

CURRENT
Front yard depth _____ Ft
Right side yard width _____ Ft
Left side yard width _____ Ft
Rear yard depth _____ Ft
Building height _____ Ft _____ Stories

INTENDED
Front yard depth _____ Ft
Right side yard width _____ Ft
Left side yard width _____ Ft
Rear yard depth _____ Ft
Building height _____ Ft _____ Stories

ADJACENT PROPERTY OWNERS:

North _____
South _____

East _____
West _____

FEE \$300.00 _____

Signature of owner, applicant or agent

(to be completed by agency)

Dated _____

Zoning Enforcement Officer

PLANNING BOARD APPLICATION FOR SPECIAL USE

1. **SPECIAL USE PERMIT OR EXPANSION OF SPECIAL USE PERMIT**

- A. The standards for granting a Special Use Permit are listed in Article XIV, Section 208-79 of the Code of the Town of Clifton Park (see attached).
- B. Applications for a Special Use Permit require site plan review by the Planning Board. The requirements for site plan review are listed in Article XVI of the Code of the Town of Clifton Park. Applicant should consult with the Planning Department regarding these requirements.
- C. After this application has been reviewed by the Zoning Enforcement Officer, the applicant will be notified by the Planning Department and the application will be placed on the Planning Board agenda.
- D. Applicable site plan review fees must be paid prior to the Planning Board meeting.

2. **TYPE OF APPLICATION:**

1. Special Use Permit _____ Expansion of Special Use Permit _____

2. Project Description (Briefly describe the proposal) _____

3. **APPLICANT CERTIFICATION**

I hereby depose and say that all of the above statements and the statements contained in the attached submission are true to the best of my knowledge and belief.

Sworn to before me this _____ day of _____ 20____.

Notary Public

Applicant

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.

Part 1 - Project and Sponsor Information				
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.			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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:			NO	YES
			<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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)

PRINT

AGRICULTURAL DATA STATEMENT AND CONTROL FORM

Town of _____

Agricultural District No. _____

Note: Section 283-a of the Town Law (effective July 1, 1993) requires any application for a Special Permit, Site Plan Approval, Use Variance or Subdivision Approval on property within an Agricultural District containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located in an Agricultural District to include an Agricultural Data Statement. All applications requiring an Agricultural Data Statement must be referred to the Saratoga County Planning Board in accordance with amended section 239-m and 239-n of the General Municipal Law (effective July 1, 1993).

Part I. Agricultural Data Statement

Name of Applicant _____

Address _____

Description of Project _____

Location of proposed project (tax parcel no.) _____

(Section)

(Block)

(Lot)

Names and addresses of owners of land within Agricultural District No. _____ containing farm operations and located within five hundred (500) feet of the project property:

	Name	Address	Tax Parcel No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach to this form a photocopied section of the appropriate tax map showing the site of the proposed project relative to the location of farm operations identified above. Farm Operations are defined as "...the land used in agricultural production, farm buildings, equipment and farm residential buildings." (Section 301, Article 25 AA of the Agriculture and Markets Law).

TOWN OF CLIFTON PARK PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW

NAME OF SITE PLAN: _____

ADDRESS: _____ TAX MAP (SBL) #: _____

DESCRIPTION: Total Acreage: _____ Current Zoning: _____
Building Area: _____ Total # Parking Spaces: _____

WATER PROVISIONS: Well () Existing Water Hookup () New Water Hookup ()
Service Area: Clifton Park Water Dist. #1 () Rexford Water Dist. # 2 ()
Distance to Nearest Water Line: _____

SANITARY PROVISIONS: _____
(Note: NYS Uniform Code requires connection to water or sanitary supply if available within 100' in a residential zone and 500' in a commercial zone.)

WILL THIS PROJECT INVOLVE IDA FUNDING/SPONSORSHIP? yes () no ()

NARRATIVE DESCRIPTION: _____

APPLICANT: Name: _____ Tax Id./SS #: _____
Address: _____
Phone: _____ Fax: _____ Signature/Date: _____

OWNER: Name: _____ Phone: _____ Fax: _____
Address: _____

ENGINEER/L.A. ARCH: Name: _____ Lic. #: _____
Address: _____ Phone: _____ Fax: _____

SURVEYOR: Name: _____ Lic #: _____
Address: _____ Phone: _____ Fax: _____

Rev. 12/98

FOR ADDITIONAL INFORMATION, CALL THE PLANNING DEPT.: 371-6054.

§208-79 (E). STANDARDS FOR SPECIAL USE PERMITS

- (1) Before granting approval to any special use, the Planning Board shall determine whether the proposed special use will, among other things, satisfy the following considerations:
 - a. That the use will not prevent the orderly and reasonable use of adjacent properties or of properties in adjacent use districts.
 - b. That the use will not prevent the orderly and reasonable use of permitted or legally established uses in the district wherein the proposed use is to be located.
 - c. That the public health, safety, general welfare or order of the town will not be adversely affected by the proposed use in its location.
 - d. That the use will be in harmony with and promote the general purposes and intent of the Comprehensive Plan and this chapter.
 - e. That the character of the existing uses and approved future development in the district will not be adversely affected by the location of the proposed special use in the proposed location.
 - f. The conservation of property values in the vicinity of the proposed specially permitted use and the encouragement of the most appropriate use of land.
 - g. The effect that the location of the proposed use may have on the increase of vehicular traffic congestion on public streets and highways.
 - h. That the proposed site provides adequate parking facilities to protect against hazardous traffic and/or parking conditions.
 - i. The availability of adequate and proper public or private facilities for water and for the treatment, removal, or discharge of sewage, refuse, or effluent (whether liquid, solid, gaseous or otherwise) that may be caused by or as a result of the proposed use.
 - j. Whether the use, or materials incidental thereto or produced, may give off obnoxious odors, smoke or soot, or will cause disturbing emissions of electrical charges, dust, light, vibration or noise detrimental to the public health, safety and general welfare.
 - k. Whether operations of the special use will cause undue interference with the orderly enjoyment by the public of parking or of recreational facilities, if existing or if proposed by the town or by other governmental agencies.
- (2) Additional standards applicable to electrical substations in residential zones. No special use permit shall be granted for an electrical substation in any Residential District or Business District B-3 unless the Planning Board shall conduct a public hearing at a regularly scheduled Town Board meeting.

NOTIFICATION REQUIREMENTS

PER TOWN CODE 208-79(D)(2) & 208-115(F)

- 208-79(D)(2) At least seven days but not more than 20 days before the date of the hearing, the applicant shall mail a copy of legal notice of the hearing to all property owners of property within 500 feet of the applicant's parcel following the procedure contained in subsection 208-115(F).
- 208-115(F)
1. At the time of submission of the application for preliminary site plan approval as provided for herein, the applicant shall submit, in addition to otherwise required documentation, the following:
 - a. A reproduced copy of the Tax Map or extract of the Tax Map depicting the parcel(s) of land proposed for site plan approval and all lands within 500 feet distance from the perimeter thereof.
 - b. A schedule of the names and addresses of the property owners within 500 feet distance from the perimeter of the lands proposed for site plan approval as ascertained from the office of the Town Assessor.
 - c. Proof required
 1. The applicant shall submit satisfactory proof that the property owners within 500 feet of the perimeter of the lands proposed for site plan approval have been notified in writing of the nature (include a brief narrative about the project and its location, including number of units, approximate commercial square footage) of the proposed site plan, and such notification shall also include the following written statement: "An application for site plan approval of lands within 500 feet of your property is being proposed. The site plan application will be filed with the Planning Department of the Town of Clifton Park and may be reviewed by you during normal business hours at Town Hall. Please call the Planning Department at 371-6651 if you have any questions about the procedures to review this application and the process for consideration of the proposal."

NOTIFICATION REQUIREMENTS (CONTINUED)

2. Proof shall be deemed satisfactory for purposes hereof if the applicant provides evidence of mailing, by certified or registered mail, or certificate of mailing and files the receipts with the submission. Regular mail is not satisfactory notice.
2. In the event that the applicant or a related company or corporation owns lands adjacent to the lands proposed for site plan approval and within the 500 feet of the perimeter of the lands proposed for site plan approval, then, in such event, the notice required herein shall be provided to property owners within 500 feet of the parcel adjacent to the parcel proposed for site plan by the applicant.
3. For purposes of this subsection only, the term "applicant" shall include owner, agent or applicant.

Internal Use Only
Variance #:
Description:
SBL:

**OWNER AUTHORIZATION FOR
ZONING VARIANCE REVIEW**

The undersigned, who is the owner/contract vendee of the premises known as _____
_____, and identified as Tax Map # _____,

hereby authorizes _____ to bring the application herein
before the Zoning Board of the Town of Clifton Park for review of a proposed variance approval.

The undersigned further permits the Town or its authorized representative access to the property to
review existing site conditions during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On this _____ day of _____, Two Thousand and _____, before me,
the subscriber, personally appeared _____ to me
personally known and known to me to be the same person described in and who executed the
within Instrument, and he acknowledged to me that he executed the same.

Owner/Contract Vendee

Notary Public