

SPECIAL USE REVIEW – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

STAND ALONE SPECIAL USE REQUEST (COMBINED WITH SITE PLAN REVIEW)

<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	SPECIAL USE REVIEW - TECHNICAL CRITERIA FORM (submit 3 copies)
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	WRITTEN STATEMENT AND GRAPHICS (submit 28 copies) – Describe the precise nature of the proposed use and its operating characteristics. Illustrate how the special use review criteria have been satisfied.
<input type="checkbox"/>	EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS <ul style="list-style-type: none"> <input type="checkbox"/> Complete building elevations, drawn to scale with illustrations of all colors and identifying major materials to be used in the structures. <input type="checkbox"/> Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations (if required by the Town)
<input type="checkbox"/>	COMMUNITY DESIGN PRINCIPLES DESCRIPTION (submit 28 copies) - provide a description demonstrating how the proposed project is consistent with the Community Design Principles and Development Standards.
<input type="checkbox"/>	CERTIFIED DRAINAGE REPORT (submit 8 copies) - a certified drainage report must be reviewed and approved by the appropriate Sanitation District prior to submittal of the report to the Town.
<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES (submit 2 sets of stamped, addressed envelopes) <ul style="list-style-type: none"> <input type="checkbox"/> Envelopes shall have the Town's address as the mailing address and return address and the envelopes shall be addressed to the surrounding property owners within 300 feet, mineral interest owners of record, oil and gas lessees for the property, and appropriate referral agencies.
<input type="checkbox"/>	FINAL LANDSCAPE PLAN (submit 8 - 24"x36" copies and 20 - 11"x17" copies) <ul style="list-style-type: none"> <input type="checkbox"/> Scale (not greater than 1"=50'), north arrow, site boundary <input type="checkbox"/> Existing and proposed streets <input type="checkbox"/> Existing and proposed utilities and easements <input type="checkbox"/> Existing 2' contours <input type="checkbox"/> Proposed 2' contours <input type="checkbox"/> Describe the design intention <input type="checkbox"/> Existing site features <input type="checkbox"/> Areas to be irrigated and method of irrigation <input type="checkbox"/> Proposed public and private open space with information about how it will be maintained <input type="checkbox"/> Detailed planting plan

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- MAP (submit 8 - 24"x36" copies and 20 - 11"x17" copies)**
 - Title of project
 - North arrow, scale (no greater than 1"=50') and date of preparation
 - Vicinity map
 - Address of project
 - Legal description of property
 - Name, address and phone number of property owner
 - Name, address and phone number of person or firm responsible for plan
 - Lot size (square footage)
 - Bearings and distances of all lot lines
 - Existing and proposed easements and rights-of-way
 - Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings
 - Gathering areas for people
 - Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned
 - Existing and proposed two (2) -foot contours
 - Existing waterways on or adjacent to the site
 - Finished floor elevations for all structures
 - Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted w/ respect to the property lines
 - Existing structures and their use
 - Square footage of proposed the proposed building(s) and the footprint of the proposed building(s)
 - Proposed structure height
 - For commercial and industrial uses, the type of activity and number of employees
 - For multi-family residential, the number of residential units and the number of bedrooms per unit
 - Location of proposed signs and lights
 - Specifications for the signs and lights, including type, height and general conformance to the code (photometric plan required for commercial and industrial)
 - Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned)
 - Trash disposal areas and enclosures including specifications for enclosures
 - Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)
 - Location and size of water and sewer lines to which the service connections will be or are made
 - Location and size of water meter(s)
 - Location and size of backflow-prevention devices
 - Indication of how and where perimeter drain will drain (if one exists)
 - Location of existing electrical lines and poles on or adjacent to the site
 - Location of proposed electrical service connection and meter location
 - Location of electric transformer
 - Location of all fire hydrants (if none on site, note distance and direction of closest hydrant)
 - Location of detention/retention areas and storm sewer infrastructure, required drainage easements
 - Distance from proposed building(s)/structure(s) to adjcnt lot lines, easements and adj. structures
 - Land use chart
 - Certificate blocks for owner, surveyor, utility provider and Town approval

ADDITIONAL INFORMATION REQUIRED BY THE PLANNING ADMINISTRATOR

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PLANNING COMMISSION RECOMMENDATION – SPECIAL USE REVIEW

APPROVED:	DATE:
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DISAPPROVED:	DATE:
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CONDITIONALLY APPROVED:	DATE:
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COMMENTS:

SIGNATURE OF MAYOR

TOWN BOARD ACTION – SPECIAL USE REVIEW

APPROVED:

DISAPPROVED:

CONDITIONALLY APPROVED:

COMMENTS:

SIGNATURE OF MAYOR

PROJECT EVALUATION WORKSHEET FOR SPECIALUSE REVIEW APPLICATIONS

PROJECT NAME:	
APPLICANT:	PROJECT LOCATION:
NAME OF REVIEWER:	DATE:

ISSUE FOR REVIEW	COMMENTS
Do you have a good understanding of the proposed use? Do the written statement and graphics sufficiently describe the precise nature of the proposed use, its operating characteristics and how the review criteria will be satisfied?	
What are the adjacent land uses?	
How will the applicant provide attractive transitions and minimize conflicts between land uses?	

SPECIAL USE REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
<p>A. The special use will satisfy all applicable provisions of the zoning code and subdivision regulations. Consider: Density and dimensional standards (16-3-490) including setbacks, floor area ratio, building height, etc.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>B. Parking (16-2-210 - 16-2-245) Parking does not dominate the frontage of pedestrian-oriented streets, interfere with pedestrian routes or negatively impact surrounding neighborhoods Parking located to rear or side of building whenever possible Off-street parking designed so vehicles may exit without backing onto a public street Adequate paved off-street parking provided Sufficient number of parking spaces (16-2-220) Adequate bicycle parking provided</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

SPECIAL USE REVIEW CRITERIA

CRITERION		HAS CRITERION BEEN MET?
C	Sidewalks, Multi-Use Pathways and Trails (16-2-310) Interconnected network of sidewalks	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
D.	Easement and Utility Standards (16-2-315) Utility easements conform to standards Utility services permit multiple installations within easements Utilities placed underground, outside of tree lawn	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
E.	Landscaping (16-2-410 16-2-475): Reinforces identity of community Provides tree-lined streets in urban areas Anchors buildings in the landscape Provides tree canopies within paved areas 1. Is environmentally sensitive by preserving existing trees, using water conservation techniques, planting native species (when appropriate), and enhancing valuable habitat 2. Complies with landscaping design standards (16-2-460)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
F.	Buffering and Screening (16-2-480) 1. Buffer (combination of berming, planting and fencing) used to provide attractive transition/minimize conflicts between adjacent land uses	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
G.	Fencing (16-2-485) 1. Fencing architecturally compatible with the style, materials and colors of the principal buildings on the lot 2. Fence complies with height limitations	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
H.	Architecture (16-2-510 – 16-2-735) and Design Vocabulary (16-2-835) 1. Consistent with Design Vocabulary – enhances Milliken's character 2. Complies with architectural standards – building orientation, connections, accessible to pedestrians, wall articulation, facade treatment, screening of exhaust pipes, trash receptacles, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

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CRITERION	HAS CRITERION BEEN MET?
<p>I. Lighting (16-2-810)</p> <ol style="list-style-type: none"> 1. All lights directed downward and light source is equipped with "cut-off" devices so that it will not be visible from any adjacent property; ambient skyward light is eliminated 2. Hours of lighting operation comply with 16-2-810 3. Height of freestanding and building-mounted light fixtures complies with standards 4. Appropriate lighting for trails and parking areas 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>J. Environment (16-2-815)</p> <ol style="list-style-type: none"> 1. Wildlife and natural areas protected and adequately buffered 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments
<p>K. Signs (Article 7)</p> <ol style="list-style-type: none"> 1. Attractive, compatible signs 2. Type and number of signs permitted in zoning district 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>L. The special use will conform with or further the goals, policies and strategies set forth in the <i>Comprehensive Plan</i>.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>M. The special use will be adequately served with public utilities, services and facilities and not impose an undue burden above and beyond those of the permitted uses of the district. Consider water, sewer, gas, electricity, phone, police and fire protection, etc. Have all referral agency comments been resolved?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>N. The special use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
<p>O. The special use will result in efficient on- and off-site traffic circulation, which will not have a significant impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles adjacent to the site.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

SPECIAL USE REVIEW CRITERIA

CRITERION		HAS CRITERION BEEN MET?	
P.	<p>Potential negative impacts of the special use on the rest of the neighborhood or of the neighborhood on the special use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods.</p> <p>The applicant has satisfactorily addressed the following impacts:</p> <ol style="list-style-type: none"> 1. traffic 2. activity levels 3. light 4. noise 5. odor 6. building type, style and scale 7. hours of operation 8. dust 9. erosion control 10. visual impact <p>Has the applicant satisfactorily addressed all concerns from surrounding property owners?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
Q.	<p>If the application is for gravel mining, has the applicant demonstrated compliance with the Aggregate Mining and Reclamation Standards in the <i>Johnstown/Milliken Parks, Trails, Recreation, and Open Space Master Plan</i>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
R.	<p>The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	