

USE BY SPECIAL REVIEW – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

SPECIAL USE REQUEST FOR HOME OCCUPATION	
<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	USE BY SPECIAL REVIEW - TECHNICAL CRITERIA FORM
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	WRITTEN STATEMENT AND GRAPHICS – Describe the precise nature of the proposed use and its operating characteristics. Illustrate how the special use review criteria have been satisfied. Be sure to address parking, traffic circulation, noise, outdoor play area, how the impact on adjacent property owners will be minimized and hours of operation.
<input type="checkbox"/>	MAP (submit 11"x17" map) – Showing the proposed development of the site including: <ul style="list-style-type: none"> <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale and date of preparation <input type="checkbox"/> Building locations <input type="checkbox"/> Parking <input type="checkbox"/> Traffic circulation <input type="checkbox"/> Outdoor areas and landscaping
<input type="checkbox"/>	SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit 1 copies) – <ul style="list-style-type: none"> <input type="checkbox"/> List of names and addresses of surrounding property owners within 300 feet <input type="checkbox"/> Applicant certification that report is complete and accurate <input type="checkbox"/> Report is not more than 30 days old
<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES (submit 1 set 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 and appropriate referral agencies.
<input type="checkbox"/>	ADDITIONAL INFORMATION REQUIRED BY THE PLANNING ADMINISTRATOR <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PLANNING COMMISSION RECOMMENDATION – SPECIAL USE REVIEW

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

COMMENTS:

SIGNATURE OF MAYOR

TOWN BOARD ACTION – SPECIAL USE REVIEW

APPROVED:
DISAPPROVED:
CONDITIONALLY APPROVED:

COMMENTS:

SIGNATURE OF MAYOR