

**APPLICATION FOR SPECIAL PERMIT – PRELIMINARY SITE PLAN REVIEW**

***For Office Use Only***

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Application Date \_\_\_\_\_

Application is being made for the following (check one)

Cemetery    Large Scale Energy    Mining    Junk Yard

High-Density Housing    Manufactured Home Park    Sexually Oriented Business

Applicant's Name and Title \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Company Applicant Represents \_\_\_\_\_

Address (if different) \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**AFFIDAVIT**

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

I, \_\_\_\_\_ (name of Applicant) hereby affirm that I have been given the authority to represent \_\_\_\_\_. I further affirm that the applied-for project will be completed in accordance with ALL laws and regulations of the Town of Groton, State of New York, and/or others having jurisdiction, and I further affirm that all statements and information submitted that pertain to this application are correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Sworn/affirmed to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, being  
 personally known or  producing the following identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Serial or Commission Number

NOTARY PUBLIC STAMP/EMBOSSING SEAL IN SPACE ABOVE

Name of Project \_\_\_\_\_

Address/Location of Project \_\_\_\_\_

Current Land Use \_\_\_\_\_

Zone (check all that apply)  Rural Agricultural    Low Intensity    Medium Intensity 1

Medium Intensity 2    Highway Commercial/Industrial    Industrial 1    Industrial 2

Owner of Land \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Address of Landowner \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

*If more than one parcel of land is involved, provide a list of all Landowners and corresponding Tax Parcel Numbers on a separate sheet. For each parcel of land, provide and attach proof of appropriate rights of use for the project duration, submitted in their full and complete form, whether they are licenses, easements, leases, or other rights of title or estates of land that have been fully executed and show the Landowner signature.*

### SITE PLAN MAPS AND ATTACHMENTS

Provide maps no larger than 11 x 17-inch paper. If the project is of such size and/or intricacy that it cannot be clearly shown on 11 x 17 paper, larger paper may be used, and a digital copy must be provided. The Town may request, and the applicant shall provide, additional paper maps as needed for review and public viewing. Use the current boundary survey plotted to scale, signed, and sealed by a New York State Licensed Professional Engineer or Registered Architect. Designs and lists of construction materials may need to be submitted as attachments. Include the following:

Check box if included or mark N/A

Title block showing name of project, title of each drawing, name and address of applicant and person responsible for preparation of drawing, and date of drawing	
North arrow and drawing scale in graphic form	
Size, location, design, construction materials, and use of all existing and/or proposed buildings and structures, access drives, above and below-ground utilities, and other improvements to the site	
Location and design of outdoor storage areas or facilities	
Location of the proposed illuminated area and design of outdoor lighting facilities	
Description of the method for securing potable water and location, design, and construction materials of such facilities	
Location, size, design, and construction materials of all proposed signs	
Location, size, design, and materials of proposed security such as fencing or gates.	
Description of the method of sewerage treatment and disposal and location, design, and construction materials of such facilities.	
Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar or wind energy systems	
Location and description of all existing vegetation on the site.	

### WATER/STORMWATER

Include the following items on the Site Plan Maps or on separate maps:

Check box if included or mark N/A

Existing watercourses and water bodies, both natural and man-made, and wetlands.	
Using two-foot contour topographic data, the proposed grading and drainage plan, showing existing and proposed contours	

Attach a completed **Comprehensive Stormwater Pollution Prevention Plan (SWPPP)**.

## STREET DESIGN

Include the following items on the Site Plan Maps or on separate maps:

Check box if included or mark N/A

Location and design of new roads, streets, intersections, and access according to section 272 of the Land Use code. Location, design, and construction materials of all parking and truck loading areas, showing access and egress.	
Location of all adjacent streets and highways, both public and private.	
Provision for pedestrians.	
Location, design, and construction materials of all proposed site utilities and other improvements, including drains, culverts, retaining walls, above and below-ground utilities, and stormwater management facilities.	
Location of emergency vehicle access, turnarounds, emergency zones, and proposed fire hydrants.	

## ADDITIONAL PLANS AND FORMS TO BE SUBMITTED WITH APPLICATION

Check box if included or mark N/A

<b>Completed Visual Impact and Screening Plan</b> prepared by a Registered Landscape Architect to include line-of-sight height for impacted neighboring properties and roadways, regardless of topographical extremes. The screening plan will consider the soil, climate, topography, maturity, and longevity for vegetative buffers to avoid adverse aesthetic impacts and glare	
<b>Property Maintenance Plan</b> detailing scheduled mowing, trimming, and beautification planting or copies of Post Construction Recommendations; Monitoring, Remediation, and Maintenance Consideration Plans provided to the Landowner.	
<b>Completed Noise Impact Study</b> to include sound impacts at multiple locations as identified by Registered Professional Engineer. The study must identify locations that include multiple topographical elevations where applicable. Proposed mitigation measures shall include vegetation suitable to reduce consistent, periodic, or intermittent operational sounds. This may require tight shrubbery or hedge-type configuration with little or no ground clearance.	
<b>Completed Fire Safety Plan</b> approved by the Fire Department having jurisdiction to provide for adequate fire suppression services to the site, as well as any participation financially to support the jurisdiction in additional training or equipment acquisition to these volunteer lead services	
Completed and signed Part I section of the <b>Short Environmental Assessment Form (SEAF) or the Long Environmental Assessment Form (LEAF)</b> , as determined by 6NYCRR Part 617.	
<b>Completed Agricultural Data Statement</b> if the property is located within an Agricultural District.	

<b>For Use of Reviewing Board and Office</b>	Public Hearing Date _____	Time _____
Comments _____		
_____		
_____		
[ ] Approved [ ] Approved with Modifications [ ] Denied Date _____		
Signed _____ Town Supervisor		