

**TOWN OF STANFORD
PLANNING BOARD**

Applicant Name: _____
Property Location/Grid #: _____

SPECIAL PERMIT REVIEW AND APPROVAL CHECKLIST

Application for special permit review is made in accordance with Article VI of the Town of Stanford Zoning Code. Applicants and their representatives should review Article VI and all other sections of the Town Code pertinent to their application.

All special permit uses cited in the District Schedule of Use Regulations in Article III, § 164-8, are subject to review and approval by the Planning Board. The following is a checklist of items that must be submitted to the Planning Board prior to meeting. **Note: Each application is unique, and relevant requirements will vary according to the particular use. Please use this checklist as a guideline, and be advised that the Board may request additional items to be submitted during review. Please refer to Article VI, Chapter 164-21-29 in the Town Zoning Code.**

Applicant's Initials

Special Permit Submission Checklist

Completed application form, EAF (Long or Short form, as called for), Agricultural Data Statement, and letter of authorization, if applicant is not present. (8 Copies)

Two checks, addressed to the Town of Stanford, for the application and escrow fees as set forth in fee schedule.

A preliminary site plan demonstrating the overall site layout and building locations, parking areas, access and egress locations, setbacks and buffer areas, lighting, landscaping, signage and the location and extent of existing development on adjacent parcels.

Preliminary building plans and elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors.

Special Permit Review

In the course of its review, the Planning Board may consult with the Town Building Inspector, Superintendent of the Highways, the Conservation Advisory Council and other local officials, representatives of County and State agencies, including but not limited to the State Department of Transportation, the Dutchess County Planning Department, the County Health Department and the Department of Environmental Conservation, and

the Board's designated private planning and engineering consultants. The board may ask for additional documents or studies to be submitted.

All applications will be sent to the Dutchess County Department of Planning and Development for review under General Municipal Law 239-1 or 239-m if the property is located within 500 feet of any one of the following:

- A municipal boundary
- A county or state existing or proposed road
- A county or state existing or proposed park or recreation area
- A county or state owned property, existing or proposed, on which a public building or institution is located
- A farm operation located in a designated agricultural district

The Planning Board must abide by a Conditional or Denial response unless a majority plus one vote of the full Board is made to override the recommendation.

SEQRA

The Board must follow New York State regulations under the State Environmental Quality Review Act (SEQRA) to determine the environmental significance of the project and consider possible environmental impacts. Certain actions are determined by the State to be exempt from review under SEQRA. If the action is subject to review, the Board will classify the action as a "Type I" or "Unlisted" action, and determine whether other agencies must be included in the review process. If so, the Board will refer the application to all interested or involved agencies for review and comment and will ask that they confirm the Board's designation as "Lead Agency" for SEQRA review. The Board may require that the applicant prepare a Long Form Environmental Assessment Form. The Board may require a public hearing prior to determination. The Board will make a determination of no significant impact (a "negative declaration"), or require that an Environmental Impact Statement be prepared (a "positive declaration"). An EIS will be subject to further review, hearing, and public comment before the Board can make its findings in regard to environmental impacts. SEQRA guides are available online, at the New York State Department of Environmental Conservation's website: www.dec.ny.gov. The application is not deemed to be complete until the SEQRA process has been completed.

Public Hearing

The Planning Board must conduct a public hearing on the application within forty-five (45) calendar days of the receipt of the complete application. The Board will integrate the requirements for State Environmental Quality Review (SEQRA) and will schedule the hearing at the appropriate time. The notice for the hearing shall be advertised in an official newspaper of the Town and mailed to all abutting property owners and other owners within 200 feet of the property. The applicant is responsible for publishing and mailing all notices.

The attached Legal Notice form must be completed by the applicant and sent to the Poughkeepsie Journal or Northern Dutchess News for publication. The notice must appear in the paper at least five (5) days prior to the date set for the Public Hearing. The date of the hearing is not included in the 5 day period. Be sure to bring the original affidavit of publication, which should be returned to you by the newspaper, to the Public Hearing as proof of publication. A single public hearing notice may be published for site plan and special permit approval.

Additional notice of the public hearing and data regarding the substance of the application must be sent to all property owners abutting that of the applicant and all owners within 200 feet of the applicant property. Notice must be mailed by certified mail, return receipt requested, at least ten (10) calendar days prior to the hearing. The date of the hearing is not included in the 10 day period. The names and addresses of owners notified shall

be taken as such appear on the last completed tax roll of the Town. A list of names and addresses is available from the Planning Board secretary. The applicant shall file proof of mailing one week prior to the public hearing.

As the Board is bound by the notice requirements provided by the Town's Zoning Law, applicants are cautioned to comply strictly with the time limits for publication and mailing the notices of hearing. Failure to publish and mail the notices in accordance with the Zoning Law requirements will cause a new public hearing to be rescheduled for a later date. Applicants are strongly urged to complete the publication and mailing of notices well in advance of the specified periods.

LEGAL NOTICE

PLEASE TAKE NOTICE that the Planning Board of the Town of Stanford will hold a public hearing, pursuant to Sections 274-a and 274-b of the Town Law, on the application of _____
_____ for

Name

approval for a _____ at _____.

Objective

Address of Property & Tax Grid #

THE HEARING will be held at 7:30 p.m. on _____

Date

at the Town Hall, 26 Town Hall Rd, Stanfordville, NY, and at any adjourned date, at which time all interested persons will be given an opportunity to be heard. By the order of Robert R. Butts, Chairman of the Planning Board, Town of Stanford.

Approvals and Expirations

Every decision of the Planning Board with respect to a special use permit application shall be made by resolution within ninety (90) calendar days of the receipt of the completed application to the Board or within forty-five (45) calendar days of the public hearing, whichever shall first occur.

Planning Board approval of a special permit will expire if the following occurs:

- The special permit activity is not diligently commenced and diligently pursued within six (6) calendar months of the Planning Board's resolution of approval.
- Upon prior written request to the Planning Board, the time period for initiation of the special permit use may be extended for a maximum period of one (1) calendar year from its otherwise specified termination date.