

TOWN OF CLAY

TOWN BOARD

SPECIAL PERMIT APPLICATION INSTRUCTIONS

1. The Board meets at 7:30 P.M. on the 1st and 3rd Monday of each month.
2. File the **ORIGINAL** and **THREE (3) COPIES** of the Special Permit Application, with: the Commissioner of Planning and Development, Town of Clay, 4401 Route 31, Clay, NY 13041
3. Attach to the **ORIGINAL AND EACH COPY:**
 - (a) Disclosure Affidavit Form, filled out, signed and notarized.
 - (b) Location or survey map drawn to scale sufficient to show the boundaries and location of the subject property:
 - (c) Site plan drawn to scale showing the location and dimensions of the existing and proposed structures and improvements on the subject property, parking areas, vehicle access and circulation drives, open spaces and landscaping..
 - (d) Legal description of the subject property.
 - (e) Descriptions of the proposed use of the subject property and of the exterior construction and appearance of the proposed structures.
 - (f) Full Environmental Assessment Form, filled out and signed.
 - (g) Additional pertinent information and material may be submitted as desired or shall be submitted upon request of the Town Board or as provided in the Zoning Ordinance.
4. Payment of the Two Hundred Dollars (\$200.00) administrative fee must accompany the filing of this Special Permit Application.
5. Applicant will be notified by mail at least five (5) days prior to the hearing date. In the event of default by the proponents to appear, the Board may either proceed with the hearing and vote on the application, or adjourn the hearing to a later date.
6. **IMPORTANT:** Failure to submit all of the above information and to answer all pertinent questions may result in an **incomplete** application and a delay in processing the application.
7. All surveys, maps, etc, that are submitted with the application must be folded to 8 ½ x 11, except copies provided the night of the public hearing.
8. Provide ***eight (8) copies*** of **exhibits** for Board Members **the night of the Public Hearing.**
9. An electronic copy (pdf) of the site plan.

REMOVE THESE INSTRUCTIONS PRIOR TO FILING

TOWN OF CLAY
TOWN BOARD

APPLICATION

for a

Date Received

SPECIAL PERMIT

Routing:

- (1) Commissioner of Planning & Development
- (2) Town Clerk
- (3) Town Board Attorney
- (4) City County Planning Agency

Tax Map Number _____ - _____ - _____
Case Number _____

The Applicant hereby applies to the Town Board of the Town of Clay in Onondaga County, New York, for a Special Permit for the following: _____

- 1. Applicant's name _____ Phone _____
- 2. Mailing address _____
- 3. Name of applicant's attorney _____
- 4. Attorney's address _____
- 5. Name of owner of record _____
- 6. Applicant acquired subject property from _____
_____ by deed dated _____, or
- 7. Applicant is lessee of subject property from _____
- 8. Address of subject property _____
- 9. Zoning District in which property is located _____
- 10. Current use of property _____
- 11. Length of time so used _____

ACTION ON APPLICATION
To be filled out by the Town

Date Petition and fee received by Commissioner:	_____	20
Planning board Action:	(a) Date of filing	_____ 20
	(b) Date of Hearing	_____ 20
	(c) Date of Recommendation	_____ 20
Date Petition referred to County Planning	_____	20
Date recommendation received from County Planning	_____	20
Date of Public Hearing before the Town Board	_____	20
Date of Town Board decision on Petition	_____	20
Application	Granted () Denied ()	_____ 20
Date of notification to Petitioner	_____	20

12. Upon information and belief, the names and addresses of additional owners of land located within 200 feet of exterior boundaries of subject property are:

13. The subject property: yes no

is located within 500 feet of boundary line of Town of Clay _____

is located within 500 feet of boundary line of Village of North Syracuse _____

is located within 500 feet of boundary of any existing or proposed county or state park or other recreation area; county or state parkway, thruway, expressway, road or highway; right of way of any stream or drainage channel owned by county or for which the county has established channel lines; county or state owned lands on which a public building or institution is situated _____

14. Upon information and belief, the owner's names, addresses, zoning and use of all adjoining property are:

Name	Address	Zoning	Present Use
North	_____		
East	_____		
South	_____		
West	_____		