

**APPLICATION FOR SPECIAL USE PERMIT
(EXCEPT CONVENTIONAL SUBDIVISION DEVELOPMENT)**

Town of Rhinebeck
80 East Market Street
Rhinebeck, New York 12572

Planning Board Clerk (845) 876-6296 Ext.24 / planning@rhinebeckny.gov

Zoning Enforcement Officer (845) 876-6296 Ext. 20 / town.zeo@rhinebeck-ny.gov

Applicant

Name _____

Address _____

Telephone Number _____ E-Mail _____

If corporation, identify principal officer and title _____

Special Use Permit(s) Requested (check and complete, as appropriate)

___ For authorization of _____ in accordance with Zoning Law Article III, District Schedule of Use Regulations and the Additional Specific Standards for Certain Uses stated at Article V, Section D ___.

___ For authorization of _____ in accordance with Zoning Law Article V, Supplementary Regulations, Section __, _____.

and, if applicable,

For additional authorization of _____ in accordance with Zoning Law Article V, Supplementary Regulations, Section __, _____.

Location of Proposed Special Use

Address _____

Tax Map Parcel Number _____

Zoning District _____

Overlay District(s), if any _____

Located within Certified Agricultural District? ___ yes ___ no

Located within Local Waterfront Revitalization Area? ___ yes ___ no

Located within or adjacent to National Historic District or individually listed property? ___ yes ___ no

Located within 500 feet of State or County highway or either Town or Village boundary ___ yes ___ no

Owner of Site of Proposed Special Use, if not Applicant

Name _____

Address _____

Use of Land and Buildings

Current Use of Premises

Proposed Use of Premises and Summary of Proposed Use of Buildings and Land, by Type of Occupancy and Square Footage

Other Applications

Has a related Application for Site Plan Approval or Application for Subdivision Plat Approval, as applicable, been submitted to the Town Planning Board?

___ yes ___ no If yes, date of submission: _____

Project Engineer and/or Project Architect

Name _____
Address _____
Telephone Number _____ Email _____

Principal Representative before the Planning Board

_____ Applicant
_____ Project Engineer and/or Architect Noted Above
_____ Other Party (as identified below)
Name _____
Address _____
Telephone Number _____ Email _____

Required Attachments (check those submitted to confirm all required attachments are being presented)

_____ Zoning Compliance Determination completed by the ZEO and stating that in accordance with the Town's Zoning Law the proposed use is a permissible use of the premises subject to the securing of Special Use Permit(s) and all other necessary permits, approvals and compliance determinations from the Town of Rhinebeck and other involved permitting and approving agencies.

_____ List of County, State or Federal Permits or Approvals required for the Proposed Use including a copy of each permit or approval that has been issued

_____ If related Application for Site Plan Review and Approval or Application for Subdivision Plat Approval has not been submitted to the Planning Board, Preliminary Site Plan and Building Plans and Elevations as listed below by title, preparer and date:

_____ Narrative Discussing Conformance of the proposed use with General Standards for Special Permit Uses [see Zoning Law Article

VI(C) and, if applicable, Additional Specific Standards for Certain Uses]

- _____ Executed Escrow Agreement pursuant to Local Law No. 2, 2006
- _____ Receipt for Payment of Application Fee
- _____ Receipt for Posting of Initial Escrow Deposit
- _____ Authorization for Applicant to Act for Owner, if applicable
- _____ Authorization for Principal Representative to Act for Applicant, if applicable
- _____ Certified Short Environmental Assessment Form (Part 1), with acknowledgement made that the particular circumstances of a proposed use, including its location and/or scale, may require later submission of Full EAF
- _____ Completed Coastal Consistency Form as applicable for proposed uses within the Town's Local Waterfront Revitalization Area
- _____ Completed Agricultural Data Statement as applicable for proposed uses within a Certified Agricultural District

The undersigned, having received the above-cited Zoning Compliance Determination from the Town of Rhinebeck Zoning Enforcement Officer, and having been advised of the requirement for Special Use Permit(s), hereby requests approval of the above-identified Special Permit(s) by the Rhinebeck Town Planning Board in accordance with Section 274-a of the Town Law and Article VI of the Zoning Law of the Town of Rhinebeck.

The undersigned acknowledges that the Planning Board will consider this Application at a Regular Meeting, as established by the Planning Board's annual calendar, and determine whether this Application, including the above Attachments, is adequate for processing under the Town Zoning Law and the NYS Environmental Quality Review Act. It is understood that if the Planning Board determines the Application adequate for processing time frames set forth within the Town Zoning Law and/or the SEQRA Implementing Regulations will take effect.

The undersigned further understands that in order to be considered as an agenda item at a Regular Meeting, the Application and all Required Attachments must have been received by the ZEO and forwarded to the Planning Board Clerk

not less than twenty-one (21) calendar days prior to said Regular Meeting of the Planning Board:

The submission must include not fewer than twelve (12) paper copies of the Application form, the Narrative, the EAF and the above-cited drawings. Not fewer than three (3) copies of all other Required Attachments shall be provided.

In order to assist prospective applicants in understanding the above-stated submission requirements and otherwise complying with the Special Use Permit Application and Review Procedure, a Pre-Submission Conference may be arranged with the Town of Rhinebeck Planning Consultant. An appointment may be scheduled by contacting the Planning Board Clerk and submitting the required Request for Pre-Submission Conference form.

Signature of Applicant _____

Date _____

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03/10

**RECORD OF SEQUENTIAL STEPS COMPLETED BY THE ZEO
AND THE PLANNING BOARD IN PROCESSING OF APPLICATION
FOR SPECIAL USE PERMIT**

Submission Received by ZEO _____

Submission Forwarded by ZEO to
Planning Board with Authorization to
Process under Zoning Law and SEQRA _____

Submission Received by Clerk from ZEO _____

Project File # PB 201_ -__ Established _____

Initial Review by Planning Consultant and
Assignment to Planning Board Agenda _____

Initial Presentation of Application at Planning
Board Meeting _____

Application Accepted by Planning Board _____

o Classification under SEQRA

___ Type II Action ___ Unlisted Action ___ Type I Action

If Unlisted Action, Coordinated Review Required Yes ___ No ___

If Type I Action, Lead Agency Designation Requested Yes ___ No ___

If yes to either, SEQRA NOI Issued _____

Planning Board Confirmed as Lead Agency _____

o Referrals

- ___ Town Engineer
- ___ Town Planning Consultant
- ___ Town Highway Superintendent
- ___ Town Conservation Advisory Council
- ___ Town Waterfront Advisory Committee
- ___ Dutchess County Department of Planning and Development
- ___ Other (specify) _____

Notice of Public Hearing Published _____

Date of Opening of Public Hearing _____

SEQRA Determination of Significance _____

Negative Declaration Positive Declaration

If Positive Declaration,

- Scoping Document Issued _____
- Draft EIS Accepted _____
- Final EIS Issued _____
- Findings Issued _____

Fee and Escrow Obligations deemed current by Clerk and Town Finance Office _____

Clerk's Certification of Compliance in matter of Noticing Requirements _____

Date of Close of Public Hearing _____

Planning Board Decision _____

Approval Approval with Conditions Disapproval

Resolution Certified and Distributed by Clerk _____

Determination of Compliance with Conditions, if any, issued by Zoning Enforcement Officer and copy thereof presented to Planning Board prior to issuance of Certificate of Occupancy _____

Close-Out of Project File _____

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