

# VILLAGE OF NEW HARTFORD

48 Genesee Street, New Hartford, NY 13413 \* 315 732-1147

## ZONING BOARD OF APPEALS SPECIAL USE PERMIT APPLICATION

*It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, as precisely as possible prior to submitting your application. **Incomplete applications will not be accepted!***

### PROPERTY ADDRESS

### APPLICANT INFORMATION

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State Zip

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

### OWNER INFORMATION

(complete only if applicant is not the owner of the property)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State Zip

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

### CONTRACTOR INFORMATION

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City State Zip

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

### OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_

DATE/TIME RECEIVED: \_\_\_\_\_

FEE AMOUNT: \_\_\_\_\_

CHECK/MONEY ORDER #: \_\_\_\_\_

ZONING: \_\_\_\_\_

FEE TRANSMITTAL DATE: \_\_\_\_\_

FILING DATE: \_\_\_\_\_

AGENDA DATE: \_\_\_\_\_

**BRIEF HISTORY OF PROPERTY** (historic use of property, ownership history, prior approvals, etc.)

**DESCRIPTION OF PROPOSED SPECIAL USE** (include specific special use proposed, the construction, reconstruction or renovation proposed, details of proposed access, off-street parking provisions, signage, etc.)

**SPECIAL USE PERMIT STANDARDS** (the Village of New Hartford Zoning Law (the “Zoning Law”) sets forth the special uses permitted in each Zoning District, subject to the issuance of a special use permit by the Zoning Board of Appeals. No special use permit shall be authorized by the Zoning Board of Appeals unless it finds that the use for which such permit is sought will not, under the circumstances of the particular case and under any conditions that the Board considers to be necessary or desirable, be injurious to the neighborhood or otherwise detrimental to the public welfare. Please describe the manner by which the proposed special use will be compatible with the neighborhood, i.e., will not be injurious to the neighborhood or otherwise detrimental to the public welfare.)

### **AREA VARIANCE(S)**

(describe whether the proposed special use would contain one or more features which do not comply with the Zoning Law and for which one or more area variances are sought (including the area, yard and bulk requirements set forth in Schedule A to the Zoning Law and the off-street parking requirements set forth in Schedule B to the Zoning Law.)

The Board shall address each of the following criteria in making a determination for an area variance:

- (a) How substantial the variance is in relation to the zoning requirements.
- (b) The effect of the increased population density or land use intensity on available government facilities. This could include fire and police protection, schools and utilities.
- (c) Whether a substantial change will be produced in the character of the neighborhood or whether a substantial detriment to adjoining properties will be created.
- (d) Whether the difficulty can be eliminated by some method other than a variance which is feasible for the applicant to pursue. In the case of side yard variances in particular, it is frequently feasible, proper and possible for the applicant to alter the plot plan to locate a proposed structure or addition in a new location which does not require any variance.
- (e) Whether, in view of the manner in which the difficulty arose and in consideration of the above factors, the interests of justice will be served by allowing the variance.

### **APPLICATION COMPONENTS**

*To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. **Failure to provide all of the applicable materials listed below may result in refusal of your application.***

\$100.00 Application Fee (check or money order only payable to Village of New Hartford)

Detailed Site Plan (which depicts the dimensions of the site, the area thereof (measured in acres or sq. ft.), the location of all existing and proposed structures or additions in relation to the site's boundaries, the location of existing and/or proposed sidewalks, driveways and parking areas, a north arrow, etc.)

Short Environmental Assessment Form (with Part 1 completed by Applicant)

Photographs of Existing Conditions at the Site

**OWNER AFFIRMATION**

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM MEMBERS OF THE ZONING BOARD OF APPEALS.

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Signature of Applicant

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Date

**IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:**

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

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Signature of Owner

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Date