

TOWN OF TONAWANDA
SPECIAL USE PERMIT APPLICATION

Application No. SU-

Address _____ SBL # _____

Special Use Proposed _____

Applicant Name _____

Applicant Address _____ Phone: _____

Owner Name & Address _____

Zoning for subject premises _____

Zoning classification of proposed use _____

Action subject to General Municipal Law 809 disclosure? _____

Action subject to General Municipal Law 239.m review? _____

.....
The undersigned (representing) (being) the (lessee) (agent) (owner) and/or contract purchaser of No. _____, New York _____, located on the _____ side of _____ between _____

and _____, hereby makes application for a **Special Use Permit** to operate a _____ use within a _____ Zoning District, as permitted by Article XIV, Section 215-89 of the Code of the Town of Tonawanda, and in accordance with the plans and additional data submitted herewith.

The undersigned solemnly swears that all statements made herein are true and that all drawings and documentation submitted herewith represent a true and accurate analysis of the proposal outlined to the best of the applicants knowledge.

Sworn to before me this _____ day of _____, 20____.

Notary Public

Applicant: _____
(Signature)

Applicant _____
(Print)

Address _____

.....
Initial Application Rec'd by Building Dept. (by) _____ (date) _____

Complete Application Rec'd by Building Dept. (by) _____ (date) _____

Application Rec'd by Town Clerk (by) _____ (date) _____

Application Rec'd by Planning Board (by) _____ (date) _____

Planning Board Recommendation -
APPROVED * APP'D WITH MODIFICATION * DENIED (date) _____

Town Board Action – **APPROVED * APP'D WITH MODIFICATION * DENIED** (date) _____

SPECIAL USE EXHIBITS

Unless otherwise noted, **ELEVEN (11) COPIES** of the following documents shall be submitted for review by the Supervising Building Inspector:

- _____ 1. **APPLICATION FORM** (completed, signed, and notarized)
- _____ 2. **"AGREEMENT" FORM** (signed, and notarized)
- _____ 3. **STATEMENT DESCRIBING THE EXISTING AND PROPOSED USE** of the property
- _____ 4. **SURVEY** of recent date
- _____ 5. **LEGAL DESCRIPTION** of property
- _____ 6a. **PROPOSED SITE PLAN** (professionally prepared by licensed engineer, architect, surveyor, or attorney), including:
 - (a) Size and location of lot
 - (b) Existing & proposed structures or other facilities
 - (c) Curb cuts, access drives, and vehicle parking spaces (see Town Code Art XIII)
 - (d) Existing & proposed landscaping including size & type of plantings
 - (e) Lines of existing streets & sidewalks immediately adjacent to the site
 - (f) Names & addresses of properties immediately adjacent to the site
- _____ b. **PLANS & ELEVATIONS** necessary to show proposed development
 - *NOTE: All plans must contain a title block including drawing title, scale and date
- _____ 7. **STATEMENT BY TOWN POLICE DEPT.** regarding accommodation of vehicle traffic
- _____ 8. **STATEMENT BY TOWN ENGINEER** regarding adequacy of sewer & water systems
- _____ 9. **STATEMENT** signed by owner stating approval of requested conditional use
- _____ 10. **COPY OF APPLICABLE CREDENTIALS** (professional license, repair shop license, etc.)
- _____ 11. **ENVIRONMENTAL ASSESSMENT FORM** (SEQR)
- _____ 12. **ADDITIONAL DRAWINGS OR OTHER** information as may be requested by the Supervising Building Inspector, Town Planning Board, or the Town Board
- _____ 13. **\$200.00 NON-REFUNDABLE APPLICATION FEE**

The Building Department may be contacted to provide assistance in completing the application or to answer questions regarding required exhibits (525 Belmont Avenue, Buffalo New York 14223: telephone (716) 877-8801.