



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? _____

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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 applicant's knowledge.

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

Notary Public

Applicant: _____
(Signature)
Applicant: _____
(Print)
Address _____

.....
Received by Planning and Development Department (by) _____ Date: _____

Application deemed Complete (by) _____ Date: _____

Application Rec'd by Town Clerk (by) _____ Date: _____

Application Rec'd by Planning Board (by) _____ Date: _____

Planning Board Recommendation –

APPROVE * APPROVE WITH MODIFICATION * DENY Date: _____

Town Board Action –

APPROVED * APPROVED WITH MODIFICATION * DENIED Date: _____

SPECIAL USE EXHIBITS

Unless otherwise noted, **TWELVE (12) COPIES** of the following documents shall be submitted for review by the Planning and Development Department:

- _____ 1. **APPLICATION FORM** (completed, signed, and notarized)
- _____ 2. **“AGREEMENT” FORM** (signed, and notarized)
- _____ 3. **STATEMENT DESCRIBING THE EXISTING AND PROPOSED USE**
- _____ 4. **PROPERTY 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)
- _____ 11. **ENVIRONMENTAL ASSESSMENT FORM (SEQR)**
- _____ 12. **ADDITIONAL DRAWINGS OR OTHER** information as may be requested by the Development Services Staff, Town Planning Board, or the Town Board
- _____ 13. **\$200.00 NON-REFUNDABLE APPLICATION FEE**

The Planning and Development Department may be contacted to provide assistance in completing the application or to answer questions regarding required exhibits - 169 Sheridan-Parkside Drive, Tonawanda, New York 14150. Phone: (716) 871-8847.