

**TOWN OF ANCRAM
PLANNING BOARD
1416 County Rt. 7
Ancram, NY 12502
Telephone (518) 329-6512 ext. 5
Fax (518) 329-6535**

SPECIAL USE PERMIT APPLICATION CHECKLIST

- _____ 1. Applications may be made by property owners or their authorized representatives with written permission to apply.
- _____ 2. Completion of the application form.
- _____ 3. Submitting a survey map or detailed copy of the plot plan with precise measurements of the change including dimensions from the property line.
- _____ 4. A completed Environmental Assessment Form.
- _____ 5. A detailed explanation of why the special use permit is required, answering questions raised by the requirements for such a permit, as provided in the Zoning Law and instruction sheet.
- _____ 6. A copy of any permit, denial of permit, or order issued by the Building Inspector or the Zoning Enforcement Officer. If an appeal is made from a decision by the Building or Zoning Inspector, it shall be made within 30 days of the date of the action appealed from.
- _____ 7. Payment of a non-refundable fee of \$50 (\$25 for filing and \$25 for advertising and other expenses). In addition, some applications may also require review by town engineers or consulting engineers or other technical experts. If so, the applicant is responsible for that cost, with a payment required in advance. See reverse side for details.

Applications may be filed in person or by mail, addressed to: Town of Ancram Planning Board Clerk, Ancram Town Hall, 1416 County Rt. 7, Ancram, NY 12502

Please be advised that we are required by law to advertise any application at least 10 days before a hearing can be scheduled. It is in your best interest to apply early. In addition, the PB is required to submit many applications to the County Planning Board, which meets once a month, for their recommendations. That may further delay any meeting called to consider your application.

Please be further advised that attendance by the applicant or authorized representative is required at the meeting at which the application is heard.