

**SPECIAL USE PERMIT REVIEW APPLICATION**

**7 Copies of the Sketch Plan and Digital Submissions Required. See Zoning Article VII (C) (5) and (6)  
All Materials Must Be Submitted 14 Days Prior to Planning Board Meeting in Order to be Placed on the Agenda**

Date: \_\_\_\_\_ Applicant/Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Represented By (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Map Parcel No.: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District: \_\_\_\_\_

Is Parcel in a New York State Agricultural District? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has Informal Consultation Been Scheduled Yet With Town? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What is the Likely Total Area of Disturbance (Structure, Driveway, Septic System, Etc.)? \_\_\_\_\_

Is an Area Variance Proposed? Y/N? \_\_\_\_\_ Describe Area Variances to be Requested:

Is A Waiver From Any Special Use Or Site Plan Requirement Requested? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Describe Requested Waiver:

**Information to be Included in Special Use Permit Review Shall Include all Required Site Plan Submissions:**

- Special Use Permit Fee, paid to the Town of Ancram.
- Escrow, as determined by Planning Board, paid to the Town of Ancram.
- All information submitted to the Planning Board on the Sketch Plan.
- Maps shall be drawn at a scale of 50' to the inch or larger.
- Elevations and/or sections showing front, rear and side profiles drawn to same or larger scale as development plan.
- The following information, unless specifically waived by the Planning Board:
  - A vicinity map at a scale of 1 inch = 2,000 feet or larger showing the site in relation to the rest of the Town including community facilities that may affect or serve it, such as roads, shopping areas, and schools.

- Title of site plan, including name and address of applicant, and person responsible for preparing such drawing. The applicant shall state on the application that it is either the owner of the subject property or otherwise demonstrate that it is authorized by the property owner to pursue such application. The applicant shall also specify the contact and mailing address to whom all notices should be sent related to the application. If the applicant is a corporation or LLC, names and addresses of the principal shareholders or members shall be identified on the application.
- North arrow, scale and date.
- Property boundaries.
- Identification of the zoning district(s) within which the proposed project is located, and identification if located within a certified New York State Agricultural District.
- Location and size of existing uses and structures on the property, if any, including existing wells, septic systems and utilities.
- Ownership identification for all adjacent lands as shown on the latest tax records.
- Identification of any active agricultural operations existing on or within five hundred (500) feet of the proposed project, including owners' names and addresses (see Agriculture Data Statement).
- Location, name and width of all existing easements, rights of ways, other reservations of land, areas dedicated to public use, and public streets within the parcel. The planning board may also require identification of such features within five hundred (500) feet of the applicant's property.
- Grading and drainage plans showing existing and proposed contours and water courses within, and extending fifty (50) feet beyond applicant's property. The Planning Board may require plans developed by a licensed professional engineer describing road, drainage, grading, utility, and other infrastructure.
- Soil erosion and sediment control plan, if required by any applicable federal, state, county, or local law or regulation
- Location, design, type of construction, and exterior dimensions of all proposed buildings and structures.
- Location, design, type of construction, and size of all parking and truck loading areas (including number of parking spaces), showing access, ingress and egress.
- Location and manner of pedestrian access, including entrances and exits, and public and private sidewalks, if applicable.
- Location of accessory structures such as outdoor storage and solid waste disposal, hazardous material storage, bulk storage, or other storage needed on site.
- Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- Description of the method of sewage disposal and the location of such facilities, including the location of the collection system.
- Description of the method of securing a water supply, location of such facilities, system design, construction materials, approximate quantity of water required and location of distribution system.
- Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- Location of all other utilities such as energy generation and distribution facilities, gas lines, solar energy panels, wind towers, and all power and communication facilities, including towers and satellite dish antennas.
- Location, size, height, lighting, and material specifications for all proposed signs.
- Location, development, and management of all proposed buffer and screening areas, including indication of existing and proposed vegetative cover. If native vegetation is not present within the

minimum 25' streamside vegetated buffer then a planting plan to establish native vegetation, preferably trees, to create a vegetated buffer is required.

- Location and design of existing and proposed outdoor lighting facilities.
  - General landscaping plan and planting schedule.
  - Identification of any and all permits from other governmental bodies required for the project's full execution and completion and a record of applications and approval status of all necessary permits from federal, state, county and local agencies.
  - Estimated project construction schedule and cost.
  - Other site plan elements as may be specified by the Planning Board at the sketch plan conference.
  - State Environmental Quality Review Act (SEQRA) Environmental Assessment Form (EAF.
  - An Agricultural Data Statement, if project is within a certified New York State Agricultural District or within five hundred (500) feet of one.
  - Elevation and façade treatment plans of all proposed structures.
  - A map and written description describing all pertinent natural features that would be affected by the proposed use such as water courses, stream buffers, streamside vegetated buffers, wetlands, vernal pools, wooded areas, areas subject to flooding, steep slopes (more than 15%), areas of many rock outcrops, etc. This description should include assessment methods, location-specific wildlife observations, and recommended development alternatives, if needed, to minimize disturbance to sensitive habitats and species. See also sub-section C (6) (Additional Requirements for Site Plans) (d) for additional requirements for vernal pools. Review Hudson Valley Natural Resource Mapper and NYS DEC Natural Resource Mapper for other natural resource information of your site (<https://www.dec.ny.gov/lands/112137.html> and <https://www.dec.ny.gov/animals/38801.html>)
- The Planning Board may also require pursuant to Article VII (6):
- a. A Traffic Report
  - b. Visual Impact Report
  - c. Stormwater Management Plan
  - d. Vernal Pool Identification and Evaluation

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit to  
Planning Board Clerk  
1416 County Route 7  
Ancram, NY 12502  
[planningboard@ancramny.org](mailto:planningboard@ancramny.org)