

**TOWN OF LEWIS
APPLICATION FOR LAND USE PERMIT**

Permit No.: _____

1. Applicant Name _____
And Address _____
Phone # _____

2. Location of development or use _____

3. Describe the proposed development or use (one or two family dwellings, mobile home, home-based business, camp, agricultural structures, etc.) _____

4. District location (see map; for example: Rural Residential, Hamlet, etc.) _____

Tax Parcel #: _____

5. Construction or use start up date _____

6. Application fee _____

One copy of the plot plan drawn to scale must be submitted. Show dimensions of the lot; location of all buildings and distance from lot lines and center of road; dimensions and capacities of sanitary and water facilities as well as distance between leach field and well, house, and lot lines; and access to and location of public highways.

Signature of applicant _____ Date: _____

FOR ENFORCEMENT OFFICERS USE ONLY

Application Approved [] Approved with conditions (see attached) []
* **WORK MAY COMMENCE**

Application Referred to Planning Board or Town Board [] Application Rejected []
* **WORK MAY NOT COMMENCE**

Signature of Enforcement Officer _____ Date: _____

Final Approval [] **STRUCTURE MAY BE OCCUPIED OR LAND USED AS REQUESTED**

Signature of Enforcement Officer _____ Date: _____

TOWN OF LEWIS
APPLICATION FOR A SPECIAL USE PERMIT/SITE PLAN REVIEW

For Planning Board Use Only:

Tax Map Parcel No.: _____
 Application Number: _____ Received by: _____
 Application Fee \$: _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

Application for (check one): **Special Use Permit** **Site Plan Review**

Applicant: _____ **Owner of land to be developed:** _____

Name: _____ **Name:** _____
Address: _____ **Address:** _____
Phone No.: _____ **Phone No.:** _____

Architect/Engineer:
Name: _____
Address: _____
Phone No.: _____
License #: _____

Will development be staged? _____
Current Land Use District Classification: _____
Total acreage of site: _____

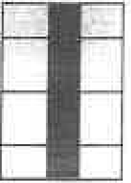
Land Use Law Requirements	Required	Shown on Plan
a. Minimum lot size:	_____	_____
b. Minimum lot frontage:	_____	_____

State and Federal Permits Needed: _____

Six copies, minimum, of all materials shall be submitted to the board by the applicant. Extra copies as may be deemed necessary by the planning board may be required. The following information shall be required of all applications, unless specifically waived by the planning board:

Plans must show or application must include the following:	YES	NO
(1)* Name and address of applicant and owner, if different, and of the person responsible for preparation of drawings.....		
(2)* Date, north arrow, written and graphic scale.....		
(3)* Boundaries of the site plotted to scale, including distances, bearings, and areas.....		
(4) Locator map showing the site in relationship to the town.....		
(5)* Location and ownership of all adjacent lands as shown on the latest tax records.....		
(6) Location of all land use district boundaries.....		
(7)* Location, name, jurisdiction and width of adjacent roads.....		
(8) Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use or adjoining the property.....		
(9) Complete outline of existing or proposed deed restrictions or covenants applying to the property.....		
(10) Existing hydrologic features together with a grading and drainage plan showing existing and proposed contours at a maximum of five-foot intervals.....		
(11)* Location, proposed use, and height and dimensions of all buildings including the number and distribution by type of all proposed dwelling units, and the designation of the amount of gross floor area and gross leasable area proposed for retail sales and services, office and other commercial or industrial activities.....		
(12) Location and design of all parking and loading areas, access and egress drives, fire lanes and emergency access areas.....		
(13) Provision for pedestrian access, including public and private sidewalks.....		
(14) Location of outdoor storage.....		
(15)* Location and design of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences.....		
(16) Description of the method of securing water supply and disposing of sewage, and the location and design of such facilities.....		
(17) Location and design of all energy distribution facilities, including electrical, gas, and solar energy.....		
(18) Location, size, and design of all proposed signs.....		
(19) Location and design of outdoor lighting facilities.....		
(20) General landscaping plan and planting schedule, including the location and proposed development of all buffer areas.....		
(21) Erosion and sediment control plan conforming to the standards and practices contained in the USDA Soil Conservation Service Engineering Field Manual (EFM) and New York Guidelines for Urban Erosion and Sediment Control, or other erosion and sediment control manual recognized by the planning board.....		

- (22) An agricultural data statement pursuant to Town Law Section 283-a, when applicable.....
- (23) A statement of the nature and extent of the interest of any state employee, or officer or employee of the town in the applicant pursuant to General Municipal Law Section 809, when applicable.....
- (24)* An environmental assessment form (EAF) and, when applicable, a draft environmental impact statement (EIS) pursuant to 6 NYCRR Part 617.....
- (25) Other elements integral to the proposed development as considered necessary by the planning board.....



*Information is mandatory

NOTE TO APPLICANT:

Before you submit this application for approval of a special use permit/site plan review, **MAKE SURE** that all applicable requirements of the Town of Lewis Land Use Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Lewis Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Lewis Planning Board of the identified application for a special use permit/site plan review. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Lewis Land Use Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Date: _____

Sworn to before me this _____ day of _____

Notary Public

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Sworn to before me this _____ day of _____

Notary Public

FOR PLANNING BOARD USE ONLY

- Sketch Plan submitted to Planning Board (optional).....
- Sketch Plan Conference held (optional).....
- Resolution to accept preliminary application.....
- Type of SEQR action determined to be: type I unlisted other.....
- EAF form filed.....
- Resolution of environmental significance determined:
 positive declaration negative declaration conditional negative declaration
- Application accepted as complete.....
- Project description mailed pursuant to ag data statement.....
- Referral to board of appeals for area variance (if applicable).....
- Application submitted to county planning agency.....
- County planning agency response received.....
- Motion to hold or waive public hearing (waiver may be used only for site plan review procedure).....
- Notice of public hearing given to adjacent municipalities (if applicable).....
- Notice of hearing mailed to applicant.....
- Notice of hearing published in paper.....
- Public hearing held.....
- Resolution to close public hearing.....
- Decision resolution to: approve approve with modifications disapprove

Date

Modifications include: _____

Signature of Planning Board Chair

Date

- Resolution addressing county planning agency review.....
- Decision filed with municipal clerk.....
- Decision mailed to applicant.....
- Report filed with county planning agency.....
- Land use permit issued.....
- Certificate of occupancy issued.....