

**APPLICATION FOR SPECIAL USE PERMIT**

Submit to Planning Board Secretary, One Municipal Plaza, Suite One, Beacon, New York 12508

**IDENTIFICATION OF APPLICANT**

Name: _____	(For Official Use Only)	Date	Initials
Address: _____	Application & Fee Rec'd	_____	_____
_____	Initial Review	_____	_____
Signature: _____	PB Public Hearing	_____	_____
Date: _____	Sent to City Council	_____	_____
Phone: _____	City Council Workshop	_____	_____
	City Council Public Hearing	_____	_____
	City Council Approve/Disapprove	_____	_____

**IDENTIFICATION OF REPRESENTATIVE / DESIGN PROFESSIONAL**

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Email address: _____

**IDENTIFICATION OF SUBJECT PROPERTY:**

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

Tax Map Designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Land Area: \_\_\_\_\_ Zoning District(s) \_\_\_\_\_

**DESCRIPTION OF PROPOSED DEVELOPMENT:**

Proposed Use: \_\_\_\_\_

Gross Non-Residential Floor Space: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

TOTAL: \_\_\_\_\_

Dwelling Units (by type): Existing \_\_\_\_\_ Proposed \_\_\_\_\_

TOTAL: \_\_\_\_\_

**ITEMS TO ACCOMPANY THIS APPLICATION**

- a. Five (5) **folded** copies and One (1) digital copy of a site location sketch showing the location of the subject property and the proposed development with respect to neighboring properties and developments.
- b. Five (5) **folded** copies and One (1) digital copy of the proposed site development plan, consisting of sheets, showing the required information as set forth on the back of this form and other such information as deemed necessary by the City Council or the Planning Board to determine and provide for the property enforcement of the Zoning Ordinance.
- c. Five (5) **folded** copies and One (1) digital copy of additional sketches, renderings or other information.
- d. An application fee, payable to the City of Beacon, computed per the attached fee schedule.
- e. An initial escrow amount, payable to the City of Beacon, as set forth in the attached fee schedule.

**INFORMATION TO BE SHOWN ON SITE LOCATION SKETCH**

- a. Property lines, zoning district boundaries and special district boundaries affecting all adjoining streets and properties, including properties located on the opposite sides of adjoining streets.
- b. Any reservations, easements or other areas of public or special use which affect the subject property.
- c. Section, block and lot numbers written on the subject property and all adjoining properties, including the names of the record owners of such adjoining properties.

**INFORMATION TO BE SHOWN ON THE SITE DEVELOPMENT PLAN**

- a. Title of development, date and revision dates if any, north point, scale, name and address of record owner of property, and of the licensed engineer, architect, landscape architect, or surveyor preparing the site plan.
- b. Existing and proposed contours at a maximum vertical interval of two (2) feet.
- c. Location and identification of natural features including rock outcrops, wooded areas, single trees with a caliper of six (6) or more inches measured four (4) feet above existing grade, water bodies, water courses, wetlands, soil types, etc.
- d. Location and dimensions of all existing and proposed buildings, retaining walls, fences, septic fields, etc.
- e. Finished floor level elevations and heights of all existing and proposed buildings.
- f. Location, design, elevations, and pavement and curbing specifications, including pavement markings, of all existing and proposed sidewalks, and parking and truck loading areas, including access and egress drives thereto.
- g. Existing pavement and elevations of abutting streets, and proposed modifications.
- h. Location, type and design of all existing and proposed storm drainage facilities, including computation of present and estimated future runoff of the entire tributary watershed, at a maximum density permitted under existing zoning, based on a 100 year storm.
- i. Location and design of all existing and proposed water supply and sewage disposal facilities.
- j. Location of all existing and proposed power and telephone lines and equipment, including that located within the adjoining street right-of-way. All such lines and equipment must be installed underground.
- k. Estimate of earth work, including type and quantities of material to be imported to or removed from the site.
- l. Detailed landscape plan, including the type, size, and location of materials to be used.
- m. Location, size, type, power, direction, shielding, and hours of operation of all existing and proposed lighting facilities.
- n. Location, size, type, and design of all existing and proposed business and directional signs.
- o. Written dimensions shall be used wherever possible.
- p. Signature and seal of licensed professional preparing the plan shall appear on each sheet.
- q. Statement of approval, in blank, as follows:

**Approved by Resolution of the Beacon Planning Board  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
subject to all conditions as stated therein**

\_\_\_\_\_  
**Chairman, City Planning Board**

\_\_\_\_\_  
**Date**

## APPLICATION FEES

<b>Site Plan</b>	<b><u>Residential</u></b> \$500 + \$250 per dwelling unit
	<b><u>Commercial</u></b> \$500 + \$250 per 1,000 s.f.
<b>Special Use Permit</b>	<b><u>Residential</u></b> \$500 + \$250 per dwelling unit
	<b><u>Commercial</u></b> \$500 + \$250 per 1,000 s.f.
<b>Subdivision</b>	\$ 750 for 2-4 lots + \$100 per lot
	\$1,000 for 5 or more lots + \$300 per lot
<b>Zoning Board of Appeals</b>	<b>Use Variance</b> \$500
	<b>Area Variance</b> \$250
	<b>Interpretation</b> \$250

## ESCROW FEES

### ALL SUBDIVISIONS, AND RESIDENTIAL SITE PLAN AND SUP APPLICATIONS

No. of Lots or Dwelling Units	Initial Deposit	Depleted to	Replenishment
1-5 (including lot-line realignment)	\$ 2,500	\$ 1,000	Current bills + \$1,000
6-15	\$ 7,500	\$ 2,500	Current bills + \$1,000
Over 15	\$ 15,000	\$ 5,000	Current bills + \$5,000

### NON-RESIDENTIAL SITE PLAN AND SUP APPLICATIONS

	Initial Deposit	Depleted to	Replenishment
Existing Buildings/Change of Use with no site development	\$ 1,500	\$ 1,000	Current bills + \$500
Up to 3,000 s.f. gross floor area	\$ 2,500	\$ 1,000	Current bills + \$1,000
3,000 to 10,000 s.f. gross floor area	\$ 2,500 + \$0.50 per sq.ft. over 3,000	\$ 2,500	Current bills + \$2,500
Over 10,000 s.f. gross floor area	\$ 7,500 + \$0.50 per sq.ft. over 10,000	\$ 2,500	Current bills + \$2,500

### ZONING

<i>* if required by Chairman</i>	Initial Deposit	Depleted to	Replenishment
Use Variance*	\$ 1,000	\$500	Current bills + \$500
Area Variance*	\$ 1,000	\$500	Current bills + \$500
Interpretation*	\$ 1,000	\$500	Current bills + \$500

### ARCHITECTURAL REVIEW OR CERTIFICATE OF APPROPRIATENESS *(if not currently before PB)*

<i>* if required by Chairman</i>	Initial Deposit	Depleted to	Replenishment
Single Family House*	\$500	\$250	Current bills + \$250
All others*	\$500	\$250	Current bills + \$250

# APPLICATION PROCESSING RESTRICTION LAW

## Affidavit of Property Owner

Property Owner: \_\_\_\_\_

If owned by a corporation, partnership or organization, please list names of persons holding over 5% interest.

\_\_\_\_\_

List all properties in the City of Beacon that you hold a 5% interest in:

\_\_\_\_\_

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

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

Project Tax Grid # \_\_\_\_\_

Type of Application \_\_\_\_\_

Please note that the property owner is the applicant. "Applicant" is defined as any individual who owns at least five percent (5%) interest in a corporation or partnership or other business.

I, \_\_\_\_\_, the undersigned owner of the above referenced property, hereby affirm that I have reviewed my records and verify that the following information is true.

1. No violations are pending for ANY parcel owned by me situated within the City of Beacon \_\_\_\_\_
2. Violations are pending on a parcel or parcels owned by me situated within the City of Beacon \_\_\_\_\_
3. ALL tax payments due to the City of Beacon are current \_\_\_\_\_
4. Tax delinquencies exist on a parcel or parcels owned by me within the City of Beacon \_\_\_\_\_
5. Special Assessments are outstanding on a parcel or parcels owned by me in the City of Beacon \_\_\_\_\_
6. ALL Special Assessments due to the City of Beacon on any parcel owned by me are current \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Title if owner is corporation

Office Use Only:	NO	YES	Initial
Applicant has violations pending for ANY parcel owned within the City of Beacon (Building Dept.)	___	___	___
ALL taxes are current for properties in the City of Beacon are current (Tax Dept.)	___	___	___
ALL Special Assessments, i.e. water, sewer, fines, etc. are current (Water Billing)	___	___	___

**CITY OF BEACON  
SITE PLAN SPECIFICATION FORM**

Name of Application: \_\_\_\_\_

<b>PLEASE INDICATE WHETHER THE SITE PLAN DRAWINGS SHOW THE SUBJECT INFORMATION BY PLACING A CHECK MARK IN THE APPROPRIATE BOXES BELOW.</b>		
	<b>YES</b>	<b>NO</b>
The site plan shall be clearly marked "Site Plan", it shall be prepared by a legally certified individual or firm, such as a Registered Architect or Professional Engineer, and it shall contain the following information:		
<b>LEGAL DATA</b>		
Name and address of the owner of record.		
Name and address of the applicant (if other than the owner).		
Name and address of person, firm or organization preparing the plan.		
Date, north arrow, and written and graphic scale.		
<b>NATURAL FEATURES</b>		
Existing contours with intervals of two (2) feet, referred to a datum satisfactory to the Planning Board.		
Approximate boundaries of any areas subject to flooding or stormwater overflows.		
Location of existing watercourses, wetlands, wooded areas, rock outcrops, isolated trees with a diameter of eight (8) inches or more measured three (3) feet above the base of the trunk, and any other significant existing natural features.		
<b>EXISTING STRUCTURES, UTILITIES, ETC.</b>		
Outlines of all structures and the location of all uses not requiring structures.		
Paved areas, sidewalks, and vehicular access between the site and public streets.		
Locations, dimensions, grades, and flow direction of any existing sewers, culverts, water lines, as well as other underground and above ground utilities within and adjacent to the property.		
Other existing development, including fences, retaining walls, landscaping, and screening.		
Sufficient description or information to define precisely the boundaries of the property.		
The owners of all adjoining lands as shown on the latest tax records.		
The locations, names, and existing widths of adjacent streets and curb lines.		
Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to private or public use within or adjacent to the properties.		

<b>PROPOSED DEVELOPMENT</b>	<b>YES</b>	<b>NO</b>
The location, use and design of proposed buildings or structural improvements.		
The location and design of all uses not requiring structures, such as outdoor storage (if permitted), and off-street parking and unloading areas.		
Any proposed division of buildings into units of separate occupancy.		
The location, direction, power, and time of use for any proposed outdoor lighting.		
The location and plans for any outdoor signs.		
The location, arrangement, size(s) and materials of proposed means of ingress and egress, including sidewalks, driveways, or other paved areas.		
Proposed screening and other landscaping including a planting plan and schedule prepared by a qualified individual or firm.		
The location, sizes and connection of all proposed water lines, valves, and hydrants and all storm drainage and sewer lines, culverts, drains, etc.		
Proposed easements, deed restrictions, or covenants and a notation of any areas to be dedicated to the City.		
Any contemplated public improvements on or adjoining the property.		
Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street.		
Elevations of all proposed principal or accessory structures.		
Any proposed fences or retaining walls.		
<b>MISCELLANEOUS</b>		
A location map showing the applicant's entire property and adjacent properties and streets, at a convenient scale.		
Erosion and sedimentation control measures.		
A schedule indicating how the proposal complies with all pertinent zoning standards, including parking and loading requirements.		
An indication of proposed hours of operation.		
If the site plan only indicates a first stage, a supplementary plan shall indicate ultimate development.		

