

**TOWN OF NORTH EAST ZONING BOARD OF APPEALS**  
**North East Town Hall**  
**19 North Maple Avenue**  
**P.O. Box 516**  
**Millerton, NY 12546**  
**518-789-3300**

**APPLICATION FOR A SPECIAL PERMIT**

This application must be completely filled out and submitted to the Zoning Enforcement Officer with six (6) copies. If location of property is within (a) 500 hundred feet of a New York State owned property, (b) 300 feet of a wetland or flood plain, or (c) on the New York State or National Registry of Historic Places, submit one additional copy for each. The application shall be accompanied by 6 (six) copies or more, if required, of the following:

1. An area map, drawn to a convenient scale
2. A vicinity map, drawn to a convenient scale
3. A copy of the tax map showing the parcel and adjoining properties
4. A preliminary site plan map, showing the topography and overall proposed site layout and specifically showing:
  - a) All buildings, existing and proposed
  - b) All parking areas
  - c) All traffic egress, ingress and on- site circulation
  - d) All setbacks, buffer areas, lighting, landscaping and signage
5. Preliminary building plans and elevations
6. A detailed written statement of intended use and/or purpose
6. The appropriate fee payable to the Town of North East

NOTE: if the applicant is not the owner of the land, a notarized letter signed by the owner must be attached, stating who will be acting on his/her behalf as an authorized agent to represent him/her.

*special permit*

**FEE SCHEDULE:**

\$450.00 - Special permit excluding accessory apartments, ECHO units, mobile homes, one or two family or semi-detached dwellings in the LC Zone

\$125.00 - Special Permit for accessory apartments, ECHO units, mobile homes, one or two family or semi-detached dwellings in the LC Zone

\$125.00 - Modification of an existing special permit

**ADDITIONAL FEES:**

\$100.00 - SEQRA, when the Zoning Board of Appeals is Lead Agency

Actual cost of sending the required legal notices by Certified Mail to adjoining property owners

Actual cost of publication of the required legal notice

**REIMBURSABLE EXPENSES:**

Reimbursable costs incurred by the ZBA for consultation fees and other extraordinary expenses incurred by the ZBA in connection with the review of a special use permit shall be charged to the applicant. Such reimbursable costs shall be in addition to the required application fee. This amount shall not include the applicable fee for reimbursable SEQRA expenses.

An escrow account in an amount determined by the ZBA is to be established upon the receipt of a complete application to cover the anticipated costs of such review by consultants. If the required escrow account is depleted before final action on the application by the ZBA, the applicant will be advised that additional moneys as determined by the ZBA must be deposited before review will continue. Any moneys remaining in the escrow account following final ZBA action on the application and payment of related review costs shall be returned to the applicant.