

TOWN OF NORTH EAST PLANNING BOARD

**North East Town Hall
19 North Maple Avenue
P.O. Box 516
Millerton, NY 12546
1-518-789-3300 ext. 608**

APPLICATION FOR A SPECIAL PERMIT

This application must be completely filled out and submitted to the Secretary of the Planning Board with eight (8) 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 8 (eight) 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
7. Ag Data Statement
8. Short Environmental Assessment Form
9. The appropriate fee payable to the Town of North East

A digital copy of the site plan map must be emailed to pb@townofnortheastny.gov.

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

FEE SCHEDULE:

SPECIAL PERMIT – NON-RESIDENTIAL USES - \$450.00

SPECIAL PERMIT - RESIDENTIAL USES - \$125.00

MODIFICATION OF A SPECIAL PERMIT – \$125.00

ADDITIONAL FEES:

\$100.00 – SEQRA, when the Planning Board is Lead Agency

REIMBURSABLE EXPENSES:

Reimbursable costs incurred by the Planning Board for consultation fees and other extraordinary expenses incurred by the Planning Board 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 is an amount determined by the Planning Board 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 Planning Board, the applicant will be advised that additional moneys as determined by the Planning Board must be deposited before review will continue. Any moneys remaining in the escrow account following final Planning Board action on the application and payment of related review costs shall be returned to the applicant.