

TOWN OF BALLSTON
APPLICATION TO PLANNING BOARD
SPECIAL USE PERMIT

OFFICE USE
 Date Rec'd: _____

Case No: _____
 Hearing Date: _____
 Disposition _____
 County Planning yes no

Date _____

I, _____, _____
 OWNER, PURCHASER, AGENT, TENANT, ATTORNEY RESIDING AT

 CITY STATE ZIP CODE PHONE (OFFICE) (HOME)

pursuant to Section 91-14, hereby apply to the Planning Board for a Special Use Permit under Section _____ of the Zoning Law. (The four conditions listed below must be addressed)

- 1) The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of the adjacent districts.
- 2) The location and size of the use, the nature and intensity of the operation involved or conducted in connection therewith, its site layout, and its relation to streets giving access to which shall be of such that traffic to and from the use and the assembly of persons in connection with it will not be hazardous or inconvenient to the neighborhood or conflict with the normal traffic of the neighborhood.
- 3) The location and height of buildings, the location, nature and height of walls and fences, and that the use will not hinder or discourage the proper development and use of adjacent land and buildings or impair the value thereof.
- 4) The public convenience and welfare will be substantially served and appropriate use of neighboring property will not be substantially or permanently injured, subject to appropriate conditions and safeguards as determined necessary to promote the public health, safety and welfare.

Location of property under this appeal _____

Zoning district _____ Town of Ballston Tax Map: SBL _____

PLEASE SUBMIT TWELVE (12) COPIES OF THE FOLLOWING MATERIAL TO THE OFFICE OF THE BUILDING INSPECTOR:

- 1) Completed application, including PAGE ONE of attached short form EAF.
- 2) A written narrative explaining what is proposed, with any facts the applicant feels are pertinent.
- 3) A plot plan, if available, if not then a drawing to scale. All building locations on the property must be shown with dimensions to property line. Also water supply and sewage disposal location.
- 4) Sketch of the proposed improvements.
- 5) Complete Copy of current deed, lease or color of title.

The Planning Board meets the **LAST WEDNESDAY** of each month. Applications for properties within 500 feet of a **STATE or COUNTY HIGHWAY or MUNICIPAL BOUNDARY** must be submitted one month prior to scheduled meeting for submittal to the Saratoga County Planning Board. All other applications must be submitted 14 calendar days prior to the scheduled meeting.

PLEASE NOTE: APPLICANT OR REPRESENTATIVE MUST ATTEND SCHEDULED MEETING.

 NAME, ADDRESS, AND PHONE NUMBER
 ATTORNEY OR REPRESENTATIVE OF APPLICANT
 OR OWNER APPEARING IN SUPPORT OF THE APPLICATION

 SIGNATURE OF APPLICANT

 ADDRESS FOR RECEIPT

Special Use Permit Planning Board review

Please note the application requires the submittal of the following material:

1. Completed application, including PART ONE of attached short form EAF.
2. A written narrative explaining what is proposed, with any facts the applicant feels are pertinent.
3. A plot plan, if available, if not then a drawing to scale. All building locations on the property must be shown with dimensions to property line. Also water supply and sewage disposal location.
4. Sketch of the proposed improvements.
5. Complete Copy of current deed, lease or color of title.

The plot plan and narrative must, at a minimum, address the following items:

- Parking
- Signage
- Lighting
- Building modifications
- Sewage disposal
- Highway Entrance

Please be advised, the Town of Ballston Planning Board meets the last Wednesday of each month. The application must be received by the Building Department two (2) weeks prior to the meeting you wish to attend.