

**VILLAGE OF SOLVAY
APPLICATION FOR SPECIAL PERMIT**

Must submit 25 copies of all applications & documentation

Payment/Deposit Fee \$825.00 (non-refund portion is \$75.00)

Payment Date _____

Property Address: _____

Tax Map number: _____

Zoning District: _____

NOTE: When the Zoning Board of Appeals (ZBA) receives a "completed application", they will start the process by scheduling a Public Hearing or they may at their discretion, request a recommendation from either the County Planning Agency and/or the Village of Solvay Planning Board.

Applicant: () Owner () Lessee () Contract Purchaser () Other
*** If not owner, provide authorization to apply for Owner.

Property Owner _____

Address _____

D/B/A _____

Party to be Contacted: () Owner () Attorney () Architect
() Contractor () Other

Name _____

Address _____

Phone _____

Nature of Request/Project Description

Please submit a copy of site plan or survey of property showing:

- a) All existing and proposed structures, parking spaces, green areas, landscaping, fencing and/or screening, lighting, signage.
- b) Traffic patterns and flows, include stacking lanes (if project contains a drive-thru).

Please submit a copy of floor plan, make sure room dimensions and exit locations are on plans

* The Building Permit will require code compliant plans that met NY State Building Codes.

1. Will the project meet all local & state codes? Yes ___ NO ___
 * If no, explain _____
2. Has there been a previous appeal? Yes ___ NO ___
 * If yes, was it denied, why? _____
1. Are there any restrictions in the Property's Deed that would prevent you of requesting a Special Permit? Yes ___ NO ___
 * If yes, what are the restrictions _____
2. Will the proposal Special Permit Use be in harmony with the character of the neighborhood? Yes ___ NO ___
 * If no, explain why? _____
3. Will the proposed Special Permit Use be a deterrent to either property or persons in the neighborhood? Yes ___ NO ___
 * If yes, explain why? _____
4. Description of operations:
 a. Days of the week: _____
 b. Hours of operations: _____
 c. How many shifts will be in operation: _____
 d. Maximum number of employees on site at one time: _____
5. Does the propose operation create:
 a. Traffic or other types of parking problems? Yes ___ NO ___
 b. Noise and/or vibration? Yes ___ NO ___
 c. Odor and/or toxic emissions? Yes ___ NO ___
 d. Dirt, dust and/or pollution? Yes ___ NO ___
 * If yes for any of the above questions: explain _____
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6. Does this proposal have any outside storage? Yes ___ NO ___
 * If yes, How will the storage be screen from view? _____
7. Will a Dumpster be provided on the site? Yes ___ NO ___
 *If yes, How will the dumpster be screened from view? _____
 *If no, Where will the trash and debris be stored and who will remove the waste? _____

NOTE: If Agent Authorization is not attached, Owner must also sign.

Owner/Applicant _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency: attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No. or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

Village Code Section, 165-31

Special permit

(A) As a prerequisite to the insurance of any special permit, the following general findings shall be made:

1. The proposed use is in compliance with all other applicable regulations of this chapter, inclusive of specific district controls and controls applicable to all districts, and all other applicable local, state and federal regulations.
2. The proposed use will not have an adverse impact upon the character or integrity of any land use within the immediate neighborhood having unique cultural, historical, geographical, architectural or other special characteristic.
3. The proposed use is to be developed in such a way as to ensure maximum amenities available to the site, based upon a consideration of the site plan and functional requirements of the proposed use.
4. The proposed use is physically and visually compatible with and will not impede the development or redevelopment of the general neighborhood or adversely affect the existing land use within close proximity to the subject site.
5. The proposed use will be provided with adequate supporting services such as fire and police protection, public and private utilities and all other supporting governmental services necessary and appropriate to the proposed use.
6. Controls for vehicular and pedestrian movement are designed to provide for the safety of the general public and the occupant, employees, attendants and other persons for whose benefit the use is intended. In making this determination, consideration shall be given to but need not be limited to the following:
 - a. Location and adequacy of parking and loading facilities.
 - b. Pedestrian right-of-ways.
 - c. Traffic regulatory devise.
 - d. Location, number and design of points of ingress and egress.
 - e. Accessibility by emergency vehicles, with particular emphasis on access to structures, and provisions for turning and free movement.
 - f. Provision for snow storage.
 - g. Age and mobility of all persons for whose benefit the use is intended.
 - h. Speed limits upon and general character of public streets in proximately.

(B) In making a determination of compliance with any one or more of the above general findings set forth above, consideration shall be given but need not be limited to the following elements:

1. Geometric characteristics of all structures and related improvements.
 2. Aesthetic characteristics, including design, texture, material, color and illumination.
 3. Physical attributes of the site, including size, shape, elevation, topography and natural vegetation.
- (C) Prior to making any decision regarding an application for a special permit and within 62 days from the day a special permit application is received, the Board of Appeals shall conduct a public hearing, at which parties in interest and citizens shall have an opportunity to be heard. Public notice of said hearing shall be printed in the official newspaper of the Village at least five days prior to the date thereof. The Board shall decide upon the special permit application within 62 days after the hearing. However, the time within which the Board must render its decision may be extended by mutual consent of the applicant and the Board. [Added 5-22-2007].
- (D) A stormwater pollution presentation plan consistent with the requirements of Chapter 134 of the Code of the Village of Solvay shall be required for special permit approvals for land development activities, as that term is defined in Chapter 134 of the Code of the Village of Solvay. The SWPPP shall meet the performance and design criteria and standards in Chapter 134 of the Code of the Village of Solvay. The approved special permit shall be consistent with the provisions of Chapter 134 of the Code of the Village of Solvay [Added 11-27-2007].