

Tax Map # \_\_\_\_\_ Date Received \_\_\_\_\_  
Received by \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

**TOWN OF ESSEX**  
**Application for Special Use Permit \_\_\_\_\_**  
**Application for Special Use permit with Site Plan\* \_\_\_\_\_**

\*Requires Site Plan addendum application to be attached.

Please answer all of the questions below and include all applicable Attachments. The Planning Board may also request pertinent additional information, depending on the nature and scope of the project. Applications must be received by the Planning Board ten (10) days prior to its next regularly scheduled meeting.

Please type or print clearly in ink. If you need assistance answering the question please contact the Zoning Officer or the Secretary to the Planning Board at 518-963-4287. Please submit three (3) copies of this application and Attachments along with the required fee. Either the Applicant or the officially designated representative of the Applicant must attend the meeting.

Your application will be deemed complete only if all of the information required below is provided. The time period for review of this project will not begin until the Planning Board determines that the application is complete. If incomplete, a request for additional information will be issued within 15 days of the receipt of the application indicating which information is still required. The proposed project may not be undertaken until a permit has been issued by the Planning Board.

1. Current Property/Landowner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

2. Project Applicant (if different from applicant; if the same skip to question 3)

Relationship to landowner: Lessee \_\_\_\_\_ Signed purchase agreement holder \_\_\_\_\_

Option holder \_\_\_\_\_ Other (explain) \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

3. Authorized Representative. I [owner of the property] authorize the person named below to act as my agent in all matters relating to this permit application. I acknowledge that all contact regarding the permit application will be through my authorized representative. I understand that I am ultimately responsible for the accuracy of information contained in this permit application and for compliance with all terms and conditions of any permit issued to me by the Town.

Name of Representative \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Owner of the Property \_\_\_\_\_

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4. Property Information.

Property Name (if any) \_\_\_\_\_

Location/Address \_\_\_\_\_

For structures affected by proposed project:

date of original construction \_\_\_\_\_

Dates of subsequent additions/renovations \_\_\_\_\_

Current Use: \_\_\_\_\_

History of Use: \_\_\_\_\_

Proposed Use (if a change from current use): \_\_\_\_\_

\_\_\_\_\_

Tax Map #: \_\_\_\_\_ Lot Size (acres): \_\_\_\_\_

Date acquired by present owner: \_\_\_\_\_

Application is made for:

New Structure \_\_\_\_\_ Addition \_\_\_\_\_ Alteration/Renovation \_\_\_\_\_

Change of Use \_\_\_\_\_ Demolition \_\_\_\_\_ Signage (see #7) \_\_\_\_\_

Amendment to Existing Permit \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Zoning District (Please check all that apply):

Essex Hamlet & Historic District \_\_\_\_\_

Shoreline Overlay District \_\_\_\_\_

Whallonsburgh Hamlet \_\_\_\_\_

Low Intensity \_\_\_\_\_

Moderate Intensity \_\_\_\_\_

Rural Use \_\_\_\_\_

Resource Management \_\_\_\_\_

Critical Environ. Area \_\_\_\_\_

5. Site Plan Sketch.

Attach a site plan sketch of the property drawn to scale with accurate dimensions sufficient for the Planning Board to make an informed decision. This plan should show the size and location of all structures on the property, all signs, driveways, roads, parking areas, etc. The site plan sketch must also show the location of any proposed or existing easements, covenants or restrictions as well as the location of wells and septic systems. Include photos or other documentation. (Note: indicate if an exterior generator or other potentially intrusive equipment will be installed. Describe it and show its location.)

6. Narrative of Proposed Scope of Work (attach additional pages, if necessary):

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Reason for work:

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Architect/Engineer/Landscape Architect (if applicable):

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Contractor:

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Proposed construction schedule:

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7. Signs (if applicable – see Zoning Law section 4.28)

Include a sketch drawn to scale that includes Dimensions (height/width/square footage/materials used), Distance from ground, Wording to appear on sign, Location on Building and/or location on property. Describe below the purpose of the sign and whether it is to be permanent or temporary.

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8. Property Deed(s): [waived for signs]

Attach a complete copy of the current recorded deed(s) for the projected site. If you have an executed contract or agreement to purchase or lease the property, provide a copy in order to establish your legal interest in the project site. (Purchase price and other confidential information may be deleted.)

9. Adjacent Properties [waived for signs]

Attach a complete and current list of the names and mailing addresses of all landowners whose property adjoins or is located within 500 feet of the project site.

10. Agricultural Data Statement [waived for signs]

Attach a completed Agricultural Data Statement (available from the Zoning Officer or Planning Board Secretary) if your property is located within the Agricultural District or within 500 feet of a farming operation.

11. Adirondack Park Agency (APA).

If your project lies outside the Essex or Whallonsburgh Hamlets or abuts the shoreline of Lake Champlain your project is within the jurisdiction of the APA. If so, please attach a copy of any APA project permits, a letter from the APA indicating the project is non-jurisdictional, or a copy of your letter of inquiry to the APA. No project within the APA's jurisdiction will be approved by

the Planning Board unless the APA has issued a permit or has issued a written non-jurisdictional letter/declaration re. your proposed project.

12. Other Agency Approvals. The project may require the approval of other State or federal agencies. The Zoning Officer will help you determine which are necessary. Such agencies include but are not limited to:

NYS Department of Environmental Conservation  
NYS Department of Health  
NYS Office of Parks, Recreation and Historic Preservation  
Essex County Highway Department (right of way, curb cuts)  
Town of Essex Highway Department (right of way, curb cuts)  
US Coast Guard

13. Environmental Assessment Form (EAF) [waived for signs]

Complete and attach either the short or long form SEQRA Environmental Assessment Form. The Zoning Officer will decide which form is appropriate for the project.

14. Required Signatures and Photo ID.

Attach a photo ID (driver's license or passport) of the applicant and/or his/her representative.

"I have personally examined and am familiar with the information submitted in this application, including all attachments and I believe this information to be true, accurate and complete.

"I hereby authorize the Town of Essex Planning board to enter onto the property described herein for the purposes of conducting such site examinations and evaluations as it deems necessary, at reasonable times and with advance notice, when possible, to verify information contained in or related to this application for a permit."

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

*The Planning Board may waive or add any requirements for an application submission if it deems it appropriate in order to provide a thorough review of the project.*

## Summary of Required Information

### For Special Use Permit:

- Photo ID of Applicant and/or Representative.(e.g. Driver's License or Passport)
- The Application Fee
- If Appropriate, a letter from the applicant authorizing a third part representative to act on his/her behalf.
- A completed application that includes a Site Plan Sketch and Narrative of the Proposed Scope of Work.
- A copy of the deed to the property with the applicant(s) clearly shown as current owners or a document stating that the property will be owned by the applicant(s) prior to the beginning of the project.
- A list of the names and addresses and mailing addresses of all property owners whose property adjoin or are located within 500 feet of the project site.
- Agricultural Data Statement (if appropriate)
- Adirondack Park Agency determination (if appropriate)
- Other required Agency approvals.
- Either a short or long form SEQRA Environmental Assessment Form, Part 1.

### For Special Use Permit with Site Plan, the above plus:

- Vicinity Map
- Formal Site Plan
- Building Drawings

(See Site Plan addendum application for more detail.)