

CITY OF UTICA

PLANNING BOARD SPECIAL USE PERMIT APPLICATION

It is the responsibility of the applicant to complete this form <u>in its entirety</u>, including all required attachments, as precisely as possible prior to submitting your application. **Incomplete applications will not be accepted!**

PROPERTY ADDRESS					
APPLICANT INFORMATION					
NAME	ADDRESS				
PHONE					
FAX	E-MAIL	City	State	Zip	
OWNER INFORMATION (comp	lete only if applicant is not the owner of	the propert	y)		
NAME	ADDRESS				
PHONE					
FAX	E-MAIL	City	State	Zip	
CONTRACTOR INFORMATION					
NAME	ADDRESS				
PHONE					
FAX	E-MAIL	City	State	Zip	
	OFFICE USE ONLY				
RECEIVED BY:	DATE/TIME RECEI	VED: _			
EEE AMOUNT:	CHECK/MONEY OF	RDER#: _			
CONING:	NG: FEE TRANSMITTAL DATE:				
FILING DATE:	AGENDA DATE:	_			

BRIEF HISTORY OF PROPERTY (historic use of property, ownership history, prior approvals, etc.)					
DESCRIPTION OF PROPOSED ACTION (include specific use proposed, size of construction or addition proposed, details of proposed access, parking provisions and signage, etc.)					
VARIANCE STANDARDS (§ 2-29-67(d)(2))					
A special use is defined the authorization of a particular land use which is permitted by the zoning ordinance, subject to certain requirements to ensure that the neighborhood is not adversely affected. An example of a special use is a church in a residential neighborhood. Prior to approving a special use permit for the church, the Zoning Board of Appeals must ensure that specific issues such as lighting, parking, business hours, etc. are adequately addressed.					

DETAILS OF SITE DEVELOPMENT FOR PROPOSED USE (include description of available off-street	
parking facilities, access to the parking area, signage needs, and modifications to existing buildings)	
COMPATIBILITY WITH NEIGHBORHOOD (describe the manner by which the proposed development will	
be consistent with adjoining development and will not cause substantial injury to neighboring properties)	
APPLICATION COMPONENTS	
To ensure appropriate and timely review of the application, please provide the following additional documentation in support of the application. Failure to provide all of the applicable materials listed below may result in refusal of your application.	
\$150.00 Application Fee (check or money order only payable to City of Utica)	
Detailed Site Plan (see example on following page)	
Detailed Drawings for Parking Layout, Landscaping and Signage	
Photographs of Existing Conditions	

I, THE UNDERSIGNED, DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FURTHER UNDERSTAND THAT INTENTIONALLY PROVIDING FALSE OR MISLEADING INFORMATION IS GROUNDS FOR IMMEDIATE DENIAL OF MY APPLICATION.

FURTHERMORE, I UNDERSTAND THAT I (OR A DESIGNATED REPRESENTATIVE) MUST BE PRESENT AT THE MEETING TO REPRESENT THE APPLICATION AND RESPOND TO ANY QUESTIONS FROM THE PLANNING BOARD MEMBERS.

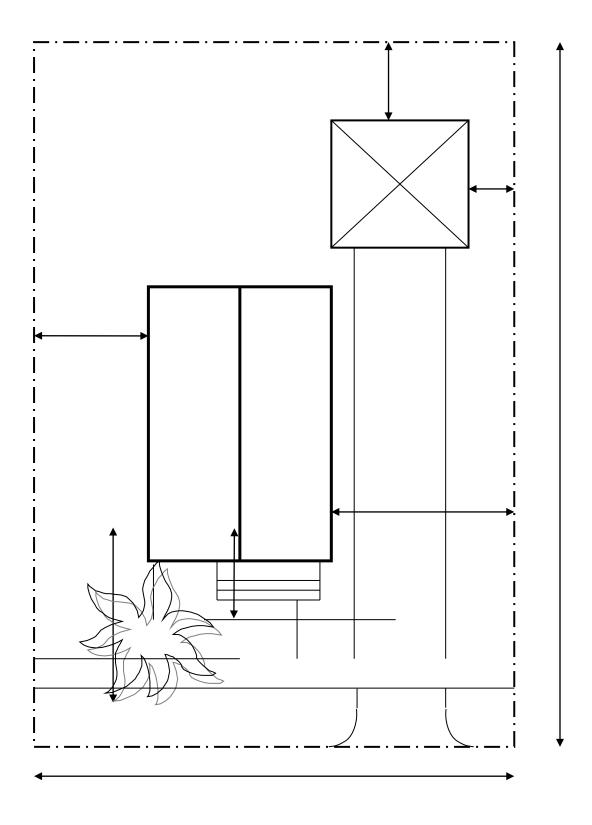
Signature of Applicant	Date

IF APPLICANT IS NOT THE OWNER OF RECORD FOR SUBJECT PARCEL:

I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM THE OWNER OF RECORD FOR THE SUBJECT PARCEL AT THE TIME OF APPLICATION. FURTHERMORE, I AM FAMILIAR WITH THE REQUEST BY THE APPLICANT AND AUTHORIZE SAID APPLICANT TO REPRESENT THE INTEREST OF THE OWNER(S) IN FURTHERANCE OF THE REQUEST.

Signature of Owner	Date

DETAILED SITE PLAN (SAMPLE)





CITY OF UTICA

URBAN & ECONOMIC DEVELOPMENT 1 KENNEDY PLAZA, UTICA, NEW YORK 13502 PH. 315-792-0181 | FAX. 315-797-6607

CITY OF UTICA PLANNING BOARD 2024 4:30 PM

<u>DEADLINE DATE</u> <u>MEETING DATE</u>

December 29, 2023 January 18, 2024

January 26, 2024 February 15, 2024

March 1, 2024 March 21, 2024

March 29, 2024 April 18, 2024

April 26, 2024 May 16, 2024

May 31, 2024 June 20, 2024

June 28, 2024 July 18, 2024

July 26, 2024 August 15, 2024

August 30, 2024 September 19, 2024

September 27, 2024 October 17, 2024

November 1, 2024 November 21, 2024

November 27, 2024 December 19, 2024