



TOWN CLERK, DIANE WILHELM

200 Howell Avenue
Riverhead, NY 11901
631-727-3200 Ext. 260

APPLICATION FOR SPECIAL PERMIT

PLEASE TYPE OR PRINT CLEARLY

Designated name of proposed development or project (if none exists supply applicant name here)

Applicant:

Name _____

Address _____

Telephone _____

Owner:

Name _____

Address _____

Telephone _____

Plans Prepared by:

Name _____

Address _____

Telephone _____

Attorney:

Name _____

Address _____

Telephone _____

Tax Map Number 0600-_____ - _____ - _____

Location of Site _____

Current Zoning Classification _____

Description of work to be done _____

Section of Town Code under which application is submitted _____

Ownership Intentions, i.e., purchase options _____

Proposed use(s) of site) _____

Total site area (square feet or acres) _____

Square feet of building area _____ Existing
Proposed

Anticipated construction time/completion date _____

Will developed be staged? If so, how? _____

Current land use of site _____

Current condition of site _____

Character/use (s) of surrounding lands _____

Additional comments _____

Applicant Signature

Date

DOCUMENTS REQUIRED FOR APPLICATION:

-
- 15 copies of application of Special Permit
 - 15 copies of disclosure affidavit
 - 15 copies of conceptual site plan signed and sealed by a New York State licensed Engineer, Architect or Land Surveyor depicting buildings, parking stalls, access locations and yard setbacks
 - 15 copies of affidavit of consent if applicant is not owner of the subject property
 - 2 copies of the Full Environmental Assessment Form (Part 1)
 - 1 list of names and addresses of property owners within 500' of subject property
 - 1 affidavit of posting a sign
 - 2 maps depicting land use(s) and direct applicable zoning use district(s) on all parcels within 200' of the subject premises
 - 1 copy of affidavit of mailing
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PART 1 – PROJECT INFORMATION

Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action	
Location of Action (Include Street Address, Municipality and County)	
Name of Applicant/Sponsor	Business Telephone ()
Address	
City/PO	State Zip
Name of Owner (if different)	Business Telephone ()
Address	
City/PO	State Zip
Description of Action	

Please Complete Each Question – Indicate N.A. if not applicable

A. Site Description

Physical setting of overall project, both developed and undeveloped areas.

1. Present land use Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Other _____

2. Total acreage of project area : _____ acres.

APPROXIMATE ACREAGE

	PRESENTLY	AFTER COMPLETION
Meadow or Brushland (non-agricultural)	_____ acres	_____ acres
Forested	_____ acres	_____ acres
Agricultural (Includes orchards, cropland, pasture etc.)	_____ acres	_____ acres
Wetland (Freshwater or tidal as per Article 24, 25 of ECL)	_____ acres	_____ acres
Water Surface Area	_____ acres	_____ acres
Unvegetated (Rock, earth or fill)	_____ acres	_____ acres
Roads, building and other paved surfaces	_____ acres	_____ acres
Other (Indicate type) _____	_____ acres	_____ acres

3. What is predominant soil type(s) on project site? _____
a. Soil drainage Well drained _____ % of site Moderately well drained _____ % of site
 Poorly drained _____ % of site

b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? _____ acres. (See 1 NYCRR 370).

4. Are there bedrock outcroppings on project site Yes No
a. What is the depth to bedrock? _____ (in feet)

5. Approximate percentage of proposed project site with slopes: 0-10% _____ % 10-15% _____ %
 15-or greater % _____ %

6. Is project substantially contiguous to, or contain a building, site or district, listed on the State or the National Registers of Historical Places? Yes No

7. Is project substantially contiguous to, or contain a building, site or district, listed on the State or the National Registers of Landmarks? Yes No

8. What is the depth of the water table? _____ (in feet)

9. Is site located over a primary, principal, or sole source aquifer? Yes No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? Yes No

11. Does project contain any species of plant or animal life that is identified as threatened or endangered? Yes No According to _____

Identify each species _____

12. Are there any unique or unusual land forms on the project site? (i.e. cliffs, dunes, other geological formations) Yes No Describe _____

13. Is the project site presently used by the community or neighborhood as an open space or recreation area? Yes No If yes, explain _____

14. Does the present site include scenic views known to be important to the community? Yes No

15. Streams within or contiguous to project area _____

a. Name of Stream and name of River to which it is tributary _____

16. Lakes, ponds, wetland areas within or contiguous to project area:
a. Name _____ b. Size (in acres) _____

17. Is the site served by existing public utilities? Yes No
a. If yes, does sufficient capacity exist to allow connection? Yes No
b. If yes, will improvement be necessary to allow connection? Yes No

18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25 –AA, Section 304 and 304? Yes No

19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL and 6 NYCRR 617? Yes No

20. Has the site ever been used for the disposal of solid or hazardous waste? Yes No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate)
a. Total contiguous acreage owned or controlled by project sponsor _____ acres.
b. Project acreage to be developed: _____ acres initially; _____ acres ultimately
c. Project acreage to remain undeveloped _____ acres.
d. Length of project in miles: _____ (if appropriate)
e. If the project is an expansion, indicate percentage of expansion proposed _____ %
f. Number of off-street parking spaces existing _____; proposed _____.
g. Maximum vehicular trips generated per hour _____ (upon completion of project)?

h. If residential: Number and type of housing units:
One Family Two Family Multi Family Condominium

Initially _____

Ultimately _____

- i. Dimension (in feet) of largest proposed structure _____ height; _____ width; _____ length.
- j. Linear feet of frontage along a public thoroughfare project will occupy is? _____ ft.

2. How much natural material (i.e., rock, earth, etc.) will be removed from the sits? _____ tons/cubic yards.

3. Will disturbed areas be reclaimed? Yes No N/A
- a. If yes, for what intended purpose is the site being reclaimed? _____
 - b. Will topsoil be stockpiled for reclamation? Yes No
 - c. Will upper subsoil be stockpiled for reclamation? Yes No

4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? _____ acres.

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?
 Yes No

6. If single phase projects anticipated period of construction _____ months. (including demolition)

7. If multi-phased:
- a. Total number of phases anticipated _____ (number)
 - b. Anticipated date of commencement Phase 1 _____ month _____ year. (including demolition)
 - c. Approximate completion date of final phase _____ month _____ year.
 - d. Is phase 1 functionally dependent on subsequent phases? Yes No

8. Will blasting occur during construction? Yes No

9. Number of jobs generated during construction _____; after project is complete _____.

10. Number of jobs eliminated by this project _____.

11. Will project require relocation of any projects or facilities: Yes No If yes, explain _____

12. Is surface liquid waste disposal involved? Yes No Type _____

- a. If yes, indicate type of waste (sewage, industrial, etc.) and amount _____
- b. Name of water body into which effluent will be discharged _____

13. Is subsurface liquid waste disposal involved? Yes No Type _____

14. Will surface area of anexisting water body increase or decrease by proposal? Yes No If yes, explain _____

15. Is project or any portion of project located in a 100 year flood plain? Yes No

16. Will the project generate solid waste? Yes No
- a. If yes, what is the amount per month _____ tons
 - b. If yes, will an existing solid waste facility be used? Yes No
 - c. If yes, give name _____; location _____
 - d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? Yes No
 - e. If Yes, explain _____

17. Will the projects involve the disposal of solid waste? Yes No
- a. If Yes, what is the anticipated rate of disposal? _____ tons/month.
 - b. If Yes, what is the anticipated site life? _____ years.

18. Will project use herbicides or pesticides? Yes No

19. Will project routinely produce odors (more than one hour per day)? Yes No

20. Will project produce operating noise exceeding the local ambient noise levels? Yes No

21. Will project result in an increase in energy use? Yes No
If yes, indicate type(s) _____

22. If water supply is from wells, indicate pumping capacity _____ gallons/minute.

23. Total anticipated water usage per day _____ gallons/day.

24. Does project involve Local, State or Federal funding? Yes No
If Yes, explain _____

25. Approvals required:

	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type	Submittal Date
City, Town, Village Board	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
City, Town, Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
City, Town, Zoning Board	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
City, County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Other Local Agencies	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Other Regional Agencies	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
State Agencies	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Federal Agencies	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

C. Zoning and Planning Information

1. Does proposed action involve a planning or zoning decision? Yes No
 If Yes, indicate decision required:
 zoning amendment zoning variance special use permit subdivision site plan
 new/revision of master plan resolution management plan other _____
2. What is the zoning classification(s) of the site? _____
3. What is the maximum potential development of the site if developed as permitted by the present zoning?

4. What is the proposed zoning of the site? _____
5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

6. Is the proposed action consistent with the recommended uses in adopted local land use plans? Yes No
7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

8. Is the proposed action compatible with adjoining/surrounding land uses within a ¼ mile? Yes No
9. If the proposed action is the subdivision of land, how many lots are proposed? _____
 a. What is the minimum lot size proposed? _____
10. Will proposed action require any authorization(s) for the formation of sewer or water districts? Yes No
11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)?
 Yes No
 a. If yes, is the capacity sufficient to handle projected demand? Yes No
12. Will the proposed action result in the generation of traffic significantly above present levels? Yes No
 a. If yes, is the existing road network adequate to handle the additional traffic? Yes No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you proposed to mitigate or avoid them.

E. Verification

I certified that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

If the action is in the Costal Area, and you are a state agency, complete the Costal Assessment Form before proceeding with this assessment.

STATE OF NEW YORK)
COUNTY OF SUFFOLK)
TOWN OF RIVERHEAD)

:
:
:

Location of Property
:
:
:

AFFIDAVIT OF POSTING
SIGN

I, _____, being duly sworn,
Applicant/designee

deposes and says:

That on the _____ day of _____, _____, I did post the

Required sign regarding an application for a

SPECIAL PERMIT / CHANGE OF ZONE
(cross out one)

under the name of :

Applicant/designee

Sworn to before me this

_____ day of _____, _____

Notary Public

STATE OF NEW YORK)
COUNTY OF SUFFOLK)
TOWN OF RIVERHEAD)

_____ In the matter of the Application of

_____ Location of Property

AFFIDAVIT OF MAILING

I, _____, being duly sworn, deposes and says:
Applicant/designee

That on the _____ day of _____, _____, I did send notification by Certified Mail as required by Article XXVIA (Special Permit) of the Code of the Town of Riverhead and Article XVIII Amendments and Changes (Change of Zone) of the Code of the Town of Riverhead for a public hearing for an application:

SPECIAL PERMIT / CHANGE OF ZONE

(cross out one)

scheduled on the _____ day of _____, _____ at _____ P.M.

Applicant/designee

Sworn to before me this

_____ day of _____, _____

Notary Public

READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.

DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)
) SS:
COUNTY OF SUFFOLK)

I, _____, an applicant for the following relief _____ and being duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____, is a State Officer, is and officer or employee of Riverhead Town, and

That this person has a interest in the person, partnership, or association requesting the above-state relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them:

- (a) is an applicant;
(b) is an officer, director, partner or employee of the applicant;
(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such applicant, petition or request.

That ownership of less than five (5%) percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(Signature)

Sworn to before me this

_____ day of _____, _____

Notary Public

§ 108-133.4. Application procedure. – Special Permit

D. Fees. The fee for review of a special permit application which would result in construction of a building(s) or a disturbed area of 4,000 square feet or less shall be \$500. The fee for review of a special permit application for construction of a building(s) or disturbed area of 4,000 square feet or greater shall be \$2,000. The required fee shall be paid upon submission of the application to the Town Clerk. [Amended 12-2-2003 by L.L. No. 26-2003]
