

**TOWN OF GHENT – PLANNING BOARD**  
2306 STATE ROUTE 66 – P. O. BOX 98  
GHENT, NEW YORK 12075-0098

**APPLICATION FOR HOME OCCUPIED BUSINESS  
(INCLUDES SITE PLAN REVIEW AND SPECIAL USE PERMIT)**

**TAX PARCEL**

\_\_\_\_\_  
[PLEASE SEE MOST RECENT PROPERTY TAX BILL OR REQUEST NUMBER FROM TOWN CLERK]

**PROPERTY ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER**

\_\_\_\_\_

**MAILING ADDRESS**

\_\_\_\_\_  
[IF DIFFERENT FROM PROPERTY ADDRESS]

**APPLICANT’S REPRESENTATIVE**

\_\_\_\_\_  
[IF APPLICABLE]

**LETTER OF DESIGNATION AUTHORIZING PROPERTY OWNER’S REPRESENTATIVE TO PRESENT AND PURSUE APPLICATION**

**REPRESENTATIVE’S  
RELATIONSHIP TO APPLICANT**

\_\_\_\_\_

**CONTACT PHONE NUMBER**

\_\_\_\_\_

**CONTACT FAX NUMBER**

\_\_\_\_\_

**CONTACT E-MAIL**

\_\_\_\_\_

THE FOLLOWING INFORMATION AND DOCUMENTATION IS STANDARD AND NECESSARY. FURTHER INFORMATION MAY BE REQUESTED AT ANY TIME DURING THE APPLICATION AND REVIEW PROCESS.

- THE PLANNING BOARD RESERVES THE RIGHT TO HIRE, AT APPLICANT’S EXPENSE, ANY OUTSIDE EXPERTS (ENGINEERS, ARCHITECTS, ATTORNEYS, ETC,) IT DEEMS APPROPRIATE FOR A THOROUGH REVIEW OF THE PROPOSED PROJECT AND ITS EXECUTION.
- APPLICANT MUST ATTEND A TOWN OF GHENT PLANNING BOARD APPLICATION NIGHT WHICH ARE REGULARLY HELD THE SECOND WEDNESDAY OF EACH MONTH.
- THE APPLICATION MUST BE SIGNED OFF BY AN ATTENDING TOWN OF GHENT PLANNING BOARD MEMBER.
- A COMPLETED, ORIGINAL APPLICATION, ALONG WITH SEVEN (7) COPIES MUST BE FILED WITH THE TOWN CLERK NO LESS THAN TWO WEEKS PRIOR TO THE FOLLOWING MONTH’S REGULAR PLANNING BOARD MEETING, HELD THE FIRST WEDNESDAY OF EACH MONTH, TO BE CONSIDERED AT THAT MEETING.
- INCOMPLETE APPLICATIONS MAY BE HELD OVER OR RETURNED.
- THE TOWN OF GHENT PLANNING BOARD RESERVES THE RIGHT TO REQUIRE THE POSTING OF A PERFORMANCE BOND TO ENSURE THAT APPLICANT MEETS THE TERMS AND CONDITIONS OF ANY SPECIAL USE PERMIT APPROVAL.
- APPLICANT WILL REIMBURSE THE TOWN OF GHENT FOR ALL NOTIFICATION AND PUBLICATION COSTS.

**COMPLIANCE WITH NEW YORK STATE CODE OF ETHICS**

ARTICLE 18 SECTION 809 OF THE GENERAL MUNICIPAL LAW PROVIDES THAT WHENEVER AN APPLICANT APPEARS BEFORE A PLANNING OR ZONING BOARD IN A MATTER REQUIRING THE BOARD’S APPROVAL, THE APPLICANT MUST DISCLOSE THE NAME, ADDRESS, AND EXTENT OF ANY INTEREST IN THE APPLICATION POSSESSED BY ANY OFFICER OR EMPLOYEE OF THE MUNICIPALITY. HERE, A MUNICIPAL OFFICER IS DEEMED TO HAVE AN INTEREST IN THE APPLICATION WHENEVER “HE, HIS SPOUSE, OR THEIR BROTHERS, SISTERS, PARENTS, CHILDREN, GRANDCHILDREN, OR THE SPOUSE OF ANY OF THEM” IS (A) THE APPLICANT, OR (B) IS AN OFFICER, DIRECTOR, PARTNER, OR EMPLOYEE OF THE APPLICANT, OR (C) OWNS OR CONTROLS CORPORATE STOCK OF THE APPLICANT OR IS A MEMBER OF A PARTNERSHIP OR ASSOCIATION WITH THE APPLICANT, OR (D) HAS MADE AN EXPRESS OR IMPLIED AGREEMENT TO RECEIVE ANY BENEFIT THAT IS DEPENDENT ON THE APPLICATION BEING APPROVED. THIS PROVISION INCLUDES ANY INTEREST OF THE ABOVE KIND POSSESSED BY A PLANNING BOARD MEMBER.

I HAVE READ SECTION 809 OF THE GENERAL MUNICIPAL LAW AND HAVE PRESENTED SUITABLE ASSURANCE AND DOCUMENTATION OF COMPLIANCE TO NYS CODE OF ETHICS AS RELEVANT TO THIS APPLICATION.

I DECLARE NO MUNICIPAL OFFICER TO HAVE AN INTEREST IN THE APPLICATION.

IN ORDER TO MEET THE REQUIREMENTS OF THE **HOME OCCUPIED BUSINESS LAW** (SECTION 190-9 OF THE TOWN OF GHENT ZONING CODE) THE APPLICANT MUST ENSURE THE FOLLOWING:

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | THE OWNER/RESIDENT OF THE RESIDENCE MUST BE THE ACTIVE AND PRIMARY OWNER/OPERATOR OF THE PROPOSED BUSINESS  |
| <input type="checkbox"/> | <input type="checkbox"/> | LOT IS A MINIMUM OF FOUR (4) ACRES  |
| <input type="checkbox"/> | <input type="checkbox"/> | THE PROPOSED BUSINESS MEETS NON-NUISANCE STANDARDS SET FORTH IN SECTION 190-2 OF THE GHENT ZONING CODE  |
| <input type="checkbox"/> | <input type="checkbox"/> | THE BUSINESS STRUCTURE IS LOCATED TO THE REAR OF THE RESIDENCE OR AT LEAST 200 FEET FROM THE FRONT YARD BOUNDARY LINE (EXCEPT FOR STRUCTURES THAT PRE-EXISTED AS OF THE EFFECTIVE DATE OF THIS ORDINANCE) |
| <input type="checkbox"/> | <input type="checkbox"/> | THE BUSINESS STRUCTURE HAS A MINIMUM 100 FOOT SETBACK FROM ALL BOUNDARY LINES (EXCEPT FOR STRUCTURES PRE-EXISTING AS OF THE EFFECTIVE DATE OF THIS CHAPTER)   |
| <input type="checkbox"/> | <input type="checkbox"/> | IS PROPERTY LOCATED WITHIN 500 FEET OF A WORKING FARM?  |
| <input type="checkbox"/> | <input type="checkbox"/> | ALL TRASH AND WASTE WILL BE KEPT IN COVERED CONTAINERS AND DISPOSED OF OFF SITE   |
| <input type="checkbox"/> | <input type="checkbox"/> | THE PROPOSED <b>HOB</b> DESIGN MEETS THE PARKING SPACE REQUIREMENTS OF THE TOWN OF GHENT CODE <b>HOB</b> LAW  |
| <input type="checkbox"/> | <input type="checkbox"/> | EXTERIOR LIGHTING WILL BE DESIGNED TO PREVENT EXCESS GLARE  |
| <input type="checkbox"/> | <input type="checkbox"/> | THE PROPOSED <b>HOB</b> IS EFFECTIVELY SCREENED FROM ADJOINING LOTS AND PARCELS   |
| <input type="checkbox"/> | <input type="checkbox"/> | ANY PROPOSED SIGN MEETS THE REQUIREMENTS OUTLINED IN THE TOWN OF GHENT CODE <b>HOB</b> LAW  |
| <input type="checkbox"/> | <input type="checkbox"/> | THERE WILL BE NO SIGNIFICANT INCREASE IN TRAFFIC DUE TO THE PROPOSED <b>HOB</b> USE   |
| <input type="checkbox"/> | <input type="checkbox"/> | THE NUMBER OF VEHICLES PROPOSED IN CONJUNCTION WITH THE <b>HOB</b> MEETS THE REQUIREMENTS OUTLINED IN PARAGRAPH 16 OF THE TOWN OF GHENT CODE <b>HOB</b> LAW   |
| <input type="checkbox"/> | <input type="checkbox"/> | STORAGE OF ANY HAZARDOUS SUBSTANCES OR PETROLEUM PRODUCTS MEETS ALL APPLICABLE FEDERAL AND STATE REQUIREMENTS   |
| <input type="checkbox"/> | <input type="checkbox"/> | ANY PROPOSED NEW CONSTRUCTION MEETS THE REQUIREMENTS OF PARAGRAPH 19 OF TOWN OF GHENT CODE <b>HOB</b> LAW   |
- IF YOU ANSWERED 'NO' TO ANY QUESTION, PLEASE ATTACH AN EXPLANATION.

APPLICATION PACKAGE SHOULD INCLUDE: SITE PLAN C/W ELEVATIONS FOR PROPOSED STRUCTURES, ALL SETBACKS, LANDSCAPING PLANS, LIGHTING, INGRESS, EGRESS PARKING, ETC.

- A SIGNED AND DATED SHORT SEQR ACT FORM  
 A LIST ALL OWNERS, AND THEIR MAILING ADDRESSES, OF LANDS LOCATED WITHIN 500 FEET OF PROPERTY PERIMETERS

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PLANNING BOARD MEMBER WHO REVIEWED APPLICATION

\_\_\_\_\_  
DATE

COMMENTS

[FOR OFFICE USE ONLY]

|   |                             |
|---|-----------------------------|
| IS THE SITE LOCATED ON A STATE OR COUNTY ROAD?<br>IF 'YES,' COPY OF APPLICATION SENT TO COLUMBIA COUNTY PLANNING BOARD<br>[FOR OFFICE USE ONLY] | Y      N<br>_____<br>[DATE] |
|---|-----------------------------|