

**TOWN OF GHENT – PLANNING BOARD**  
2306 ROUTE 66 ~ P. O. BOX 98  
GHENT, NY 12075

**APPLICATION FOR SPECIAL USE PERMIT**

TAX PARCEL

\_\_\_\_\_  
(PLEASE SEE MOST RECENT PROPERTY TAX BILL OR REQUEST NUMBER FROM TOWN CLERK)

PROPERTY ADDRESS

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

THE FOLLOWING INFORMATION AND DOCUMENTATION IS STANDARD AND NECESSARY. FURTHER INFORMATION MAY BE REQUESTED AT ANY TIME DURING THE APPLICATION AND REVIEW PROCESS. THE TOWN OF GHENT PLANNING BOARD RESERVES THE RIGHT TO HIRE OUTSIDE EXPERTS, AT THE APPLICANT’S EXPENSE, WHEN DEEMED NECESSARY. THE TOWN OF GHENT PLANNING BOARD’S REGULAR MEETING IS HELD ON THE FIRST WEDNESDAY OF EVERY MONTH. AN ORIGINAL APPLICATION, ALONG WITH SEVEN (7) COPIES MUST BE FILED WITH THE TOWN CLERK BY THE LAST TUESDAY OF THE MONTH IN ORDER TO BE CONSIDERED FOR THE NEXT MONTH’S REGULAR 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.

APPLICANT

\_\_\_\_\_

APPLICANT MAILING ADDRESS

(IF DIFFERENT FROM PROPERTY ADDRESS)

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

APPLICANT’S AGENT

[IF APPLICABLE]

\_\_\_\_\_

- LETTER OF DESIGNATION SUBMITTED WITH APPLICATION

AGENT’S RELATIONSHIP  
TO APPLICANT

\_\_\_\_\_

CONTACT PHONE NUMBER

\_\_\_\_\_

CONTACT FAX NUMBER

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CONTACT E-MAIL

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ZONING USE PERMIT  
[ATTACH COPY]

APPROVED

DISAPPROVED

IN WHAT ZONE IS THE PROPOSED PROJECT LOCATED?

CI - COMMERCIAL INDUSTRIAL

VB - VILLAGE BUSINESS

BIC - BUSINESS/INDUSTRIAL COMPLEX

BC - BUSINESS/COMMERCIAL

LCB - LIMITED COMMERCIAL/BUSINESS

PCID - PLANNED COMM INDUST DISTRICT

RA-1 OR RA-2 RESIDENT/AGRI

SR - SUBURBAN

DOES APPLICATION MEETS THE STANDARDS SET FORTH IN TOWN OF GHENT ZONING  
CODE §190-18 AND § 190-19?

YES

NO

PROPOSED SPECIAL USE PERMIT

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CURRENT USE OF SITE

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BRIEF DESCRIPTION OF SITE LOCATION - INCLUDE ROADS BORDERING PROPERTY, AND PROXIMITY TO  
MAJOR ROAD INTERSECTIONS [ATTACH ADDITIONAL PAPERWORK IF NECESSARY]

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CHARACTER AND USES OF SURROUNDING LANDS – WOODED, ROLLING, FARM, RESIDENTIAL, ETC.

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ANTICIPATED INCREASE IN TRAFFIC DUE TO THE PROJECT

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LIST ALL OWNERS OF LANDS LOCATED WITHIN 500 FEET OF PROPERTY PERIMETERS  
[ATTACH ADDITIONAL PAPERWORK IF NECESSARY]

NAME

ADDRESS

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IS THE SITE LOCATED ON A STATE OR COUNTY ROAD?

YES

NO

IF 'YES,' COPY OF APPLICATION SENT TO COUNTY OF COLUMBIA PLANNING BOARD \_\_\_\_\_

[DATE]

[FOR OFFICE USE ONLY]

IS THE SITE WITHIN 500 FEET OF THE BOUNDARIES OF A WORKING FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT?

YES

NO

IF 'YES,' APPLICANT **MUST** COMPLETE AND ATTACH AN AGRICULTURAL DATA STATEMENT [GPB100]

IDENTIFY EASEMENTS OR OTHER RESTRICTIONS ON THE PROPERTY [PROVIDE COPIES]

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\_\_\_\_\_  
[APPLICANT'S SIGNATURE]

\_\_\_\_\_  
[DATE]

APPLICATION FEE OF \$100 RECEIVED  YES  NO

NOTES \_\_\_\_\_

APPLICATION REVIEWED BY BOARD MEMBER

\_\_\_\_\_  
[INITIALS]

APPLICATION INCLUDES COMPLETED AND SIGNED CHECKLIST

[OFFICE USE ONLY]