

TOWN OF GHENT - PLANNING BOARD

2306 STATE ROUTE 66 ~ P. O. BOX 98
GHENT, NY 12075

SPECIAL USE PERMIT SUBMITTAL CHECKLIST

- application fee of \$100 payable to 'Town of Ghent' – fee includes cost of permit issued by zoning enforcement officer (ZEO) and is not refundable
- copy of zoning use permit issued by ZEO
- proof of ownership (copy of deed or lease) if requested
- letter designating authorized representative, if applicable
- signed agreement for payment of expert fees [GPB form 200-rev06.06]
- an original stamped survey map of the property prepared by a licensed surveyor, plus seven (7) copies.
- map must include
 - title block indicating property parcel number, name and address of applicant, and of licensed surveyor
 - date, scale and directional arrow
 - location map insert - a small map showing relation of parcel to surrounding area
 - certification to the furtherance of §156-31, relating to the subdivision of parcel(s) since 01 January 1990 [GPB900-rev02.08]
 - accurate boundaries of the parcel plotted to a scale of 1 inch: 40 feet. The scale may be altered if the project exceeds a total land area of five (5) acres.
 - the location of all existing and proposed buildings, parking areas, driveways, truck-loading areas, wells, septic systems, services (water, sewer, electrical, cable, etc.), outdoor storage of equipment and materials, monuments/markers
 - all existing water courses and department of conservation-designated wetlands with indication of required flagging
 - grading and drainage plan showing existing and proposed contours, at a minimum of two feet intervals for that portion of the parcel proposed for development, or where the existing site might be susceptible to erosion, pooling, flooding or other water-related impacts

- location, design and dimensions of all proposed signs
- location of all outdoor lighting - include lighting levels (candlepower and range) within the site, and at the site's boundaries
- elevations - front and side elevations of all buildings - indicate the color and type of all exterior materials being used in construction - this information may be provided on a separate drawing
- floor plans for all proposed buildings, including details on what areas will be used for offices, for manufacturing, for retail/wholesale operations, or proposed outdoor display of products for sale
- a scaled landscape plan and planting schedule - the plan must identify existing trees and ground cover as well as proposed plantings and 'hardscaping' (including, but not limited to fencing) - this information may be provided on a separate drawing, or on the drawing of the general site plan
- any other notes as requested by planning board
- agricultural data statement [GPB100-rev06.06], if applicable
- either 'long' or 'short' New York State Environmental Quality Review (SEQR), completed and signed
- completed Referral Form to Columbia County Planning Board [GPB1600REV03.08], if required
- names and mailing addresses of owners of adjoining/adjacent tax parcels located within 500 feet of all property boundaries
- proof of approval from federal, state, county and/or local agencies for all necessary permits. The applicant must demonstrate that all necessary permits have been submitted to the respective agencies. The planning board may, at its discretion, grant conditional approval pending issuance of required permits. Proof of approval includes, but is not limited to
- copy of zoning use permit
 - approval from New York State Department of Highways for access to state roads
 - approval from Columbia County Department of Highways for access to county roads
 - approval from Town of Ghent Highway Superintendent for access to town roads [GPB800-rev06.06]

SHOULD ANY PERMIT BE SUBSEQUENTLY DENIED, THE TOWN OF GHENT SPECIAL USE PERMIT WILL BE AUTOMATICALLY NEGATED.