

TOWN OF GHENT – PLANNING BOARD  
2306 ROUTE 66 ~ P. O. BOX 98  
GHENT, NY 12075-0098

**APPLICATION FOR SPECIAL USE PERMIT FOR CONCERTS, EXHIBITIONS,  
FESTIVALS OR RACETRACK (EVENTS)**

TAX PARCEL I.D. # \_\_\_\_\_

(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, PLUS 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)

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

APPLICANT'S AGENT \_\_\_\_\_  
(IF APPLICABLE)  
LETTER OF DESIGNATION \_\_\_\_\_

AGENTS RELATIONSHIP TO APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

INDIVIDUAL RESPONSIBLE FOR THE EVENT \_\_\_\_\_  
(IF DIFFERENT THAN ABOVE)  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

ZONING USE PERMIT  APPROVED  DISAPPROVED  
[ATTACH COPY]

IN WHAT ZONE IS THE PROPOSED PROJECT LOCATED?

- |  |   |
|--|---|
| <input type="checkbox"/> CI3 - COMMERCIAL INDUSTRIAL         | <input type="checkbox"/> VB - VILLAGE BUSINESS  |
| <input type="checkbox"/> PCID - PLANNED COMM INDUST DISTRICT | <input type="checkbox"/> VR - VILLAGE RESIDENCE |
| <input type="checkbox"/> RRA-1 OR RRA-2 RESIDENT/AGRI        | <input type="checkbox"/> HR- HAMLET RESIDENTIAL |

PROPOSED USE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATES OF EVENT \_\_\_\_\_ HOURS OF EVENT \_\_\_\_\_

- SITE PLAN REVIEW ( \$250.00 )
- COMPLIANCE WITH GHENT ZONING CODE 190-22 AND 190-23; THE PLANNING BOARD MAY, AT IT'S DISCRETION, WAIVE SOME REQUIREMENTS
- COMPLIANCE WITH GHENT ZONING CODE SECTION 190-18

CURRENT USE OF SITE  
\_\_\_\_\_  
\_\_\_\_\_

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

---

---

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

---

---

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

NAME	ADDRESS
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

IS THE SITE LOCATED ON A STATE OR COUNTY ROAD?  YES  NO

APPLICANT MUST SEND FULL APPLICATION PACKAGE TO: COLUMBIA COUNTY PLANNING BOARD, 401 STATE STREET, HUDSON, NY 12534

COMPLETED COUNTY REFERRAL FORM \_\_\_\_\_

IDENTIFY EASEMENTS OR OTHER RESTRICTIONS ON THE PROPERTY (PROVIDE COPIES) \_\_\_\_\_

---

IS THE SITE WITHIN 300 FEET OF AN ADJOINING LOT OWNED BY A DIFFERENT PERSON OR ENTITY  YES  NO

HAS THE APPLICANT SECURED INSURANCE (MINIMUM 1 MILLION DOLLARS FOR BODILY INJURY OR DEATH AND NOT LESS; THAN 1 MILLION DOLLARS FOR PROPERTY DAMAGE REVIEWED BY TOWN OF GHENT ATTORNEY  YES  NO

AGENCIES THAT WILL NEED TO BE INVOLVED IN THE EVENT: POLICE, FIRE, HEALTH DEPARTMENT, HIGHWAY ETC.

---

---

---

---

APPLICANT MUST PRESENT PLANS FOR EMERGENCIES, CROWD CONTROL, POLICE PROTECTION, PARKING, SANITARY FACILITIES, ADEQUATE WATER SUPPLY, GARBAGE DISPOSAL, FIRST AID AND CLEANUP.

---

---

---

---

APPLICANT HAS SECURED ALL NECESSARY PERMITS. \_\_\_\_\_

---

PROPOSED PERFORMANCE BOND \_\_\_\_\_

APPLICANT MUST SUBMIT A WRITTEN AUTHORIZATION PERMITTING OFFICIALS OF THE TOWN, COUNTY AND STATE (INCLUDING FIRE PERSONNEL AND POLICE) ALLOWING FOR INSPECTIONS BEFORE, DURING AND AFTER THE EVENT.

CONFIRMATION THAT THERE HAVE NOT BEEN TWO EVENTS HELD ON THIS SITED IN THE PAST YEAR.

CONFIRMATION THAT THIS EVENT WILL NOT EXCEED ALL OR PART OF TWO CALENDAR DAYS.

IF THE APPLICANT HAS PREVIOUSLY APPLIED FOR A SPECIAL USE PERMIT FOR AN EVENT, DID THEY PERFORM ACCORDING TO THE TOWN'S REQUIREMENTS AND GUIDELINES?  YES  NO

ACKNOWLEDGEMENT THAT THIS PERMIT IS SPECIFIC TO THIS EVENT AND DOES NOT RUN WITH THE LAND.

THE EVENT BEING APPLIED FOR WILL TAKE PLACE WITHIN ONE CALENDAR YEAR OF THE DATE OF THIS APPLICATION.

THE APPLICANT ACKNOWLEDGES THAT THE TOWN HAS RIGHT TO ENTER PREMISES AT ANY REASONABLE TIME TO ASCERTAIN COMPLIANCE WITH THE PROVISIONS OF ANY SUCH PERMIT.

THE APPLICANT CONFIRMS THAT ALL STRUCTURES ERECTED FOR USE DURING THE EVENT WILL BE REMOVED IMMEDIATELY AFTER THE CONCLUSION OF THE EVENT.

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

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

**APPLICATION FEE OF \$100 RECEIVED**  YES  NO

**NOTES** \_\_\_\_\_  
\_\_\_\_\_

[OFFICE USE ONLY]