

**PLEASE READ and KEEP FOR YOUR REFERENCE**

**Town of Groton - Application for Special Permit**

**\*\*\* You or your representative must be present at the Town Board Meeting \*\*\***

**Fees and Costs**

|                                      |                    |  |                    |
|--------------------------------------|--------------------|--|--------------------|
| <b>Cemetery .....</b>                | <b>\$200.00</b>    | <b>High Density Housing.....</b>       | <b>\$ 5,000.00</b> |
| <b>Junk Yard .....</b>               | <b>\$4,500.00</b>  | <b>Manufactured Home Park.....</b>     | <b>\$ 5,000.00</b> |
| <b>Large Scale Green Energy.....</b> | <b>\$4,500.00</b>  | <b>Sexually Oriented Business.....</b> | <b>\$ 7,500.00</b> |
| <b>Mining.....</b>                   | <b>\$ 5,000.00</b> |  |                    |

**Additional costs** incurred by the Town Board in connection with the review of a proposed Special Permit shall be charged to the applicant.

- a. The cost of advertising fees for Public Hearings. (Must be paid before Public Hearing.)
- b. Costs incurred by the Town of Groton for engineering, planning, legal and other necessary expenses for the purpose of reviewing any application.
- c. Costs incurred by the Town of Groton for the review and/or preparation of an Environmental Impact Statement, if said statement is necessary.

Reimbursable costs for item (b) and (c) shall be paid to the Town of Groton prior to the issuance of the Special Permit, any required Building Permit, and/or prior to any commencement of business.

**Application**

Town Board meetings are held the 2nd Tuesday of each month. Applications and fees must be submitted to the Town Clerk’s Office **at least 10 days before** the Town Board meeting in order to get on the agenda for that month. **Applications must be completely filled out and all items on the Preliminary Plan Checklist must be addressed either on the paper provided or written up separately by the applicant. In addition, all items required in the section of the Town of Groton Land Use & Development Code pertaining to the project must be addressed.**

**Environmental Assessment Form**

Answer all question of part (1) one only. Please note that more extensive environmental review may be required.

**Agricultural Data Statement**

Fill out the form with your name and location of property and the owners of any farmland that is within 500 feet of the boundary lines of your property. You do not need to provide additional maps, drawings or explanations of proposed actions since this is already included in your application.

**Public Hearing**

All Special Permits will **require at least one Public Hearing** to be held in conjunction with the review process. The Town is required by law to advertise the Public Hearing in the Town’s legal paper and the applicant is responsible for paying this cost. You will be billed for this fee, which will be due in advance of the Public Hearing.

**Your Special Permit and Life Safety Inspections**

After you receive approval of your Special Permit and you have completed any construction or other requirements the Code Official may issue your Special Permit. The Code Official will be conducting Life Safety Inspections on a routine basis; some fees may apply. You will be notified when the inspection is due and an appointment will be arranged. If you have questions about this you may contact W. Rick Fritz, Code Enforcement Officer, at 607-898-4428 or 607-591-9898.

**APPLICATION FOR PRELIMINARY SITE PLAN /SPECIAL PERMIT REVIEW**

Application Date: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Name of Business/Project: \_\_\_\_\_ Located at: \_\_\_\_\_

Business Plan or Project Goal(s): \_\_\_\_\_

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

Required Permits (if applicable):  Health Dept.  Sign  Building Permit

Flood Hazard Area Development  Other (specify): \_\_\_\_\_

***\* Provide a map or sketch***

***\*All items on Site Plan Checklist (back) must be addressed or added to map or sketch.***

Will there be construction?  No (skip to name)  Yes, Type of: \_\_\_\_\_

No. of Stories \_\_\_\_\_ No. of units \_\_\_\_\_ No. of baths \_\_\_\_\_

Type of Heat \_\_\_\_\_ Sq. ft. – Basement \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_

The undersigned applies for permission to do the above, in accordance with ALL the laws & Regulations of the Town of Groton, New York, or others having jurisdiction, and affirms that all statements and information given herein are correct to the best of their belief.

Applicant's Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax# \_\_\_\_\_ Applicant Signature \_\_\_\_\_

*Landowner Information (required if it is not the applicant)*

Name / Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Fax# \_\_\_\_\_ Landowner Signature \_\_\_\_\_

Mail or bring application packet to Groton Town Clerk's Office PO Box 36, 101 Conger Blvd. Groton, NY 13073

Land Use Type: \_\_\_\_\_

Zone (circle one): RA L M1 M2 H I1 I2

Approved  Approved With Modifications  Denied Date \_\_\_\_\_

Public Hearing Date \_\_\_\_\_ Time \_\_\_\_\_

Signed: \_\_\_\_\_  
Town Supervisor

|                            |       |
|----------------------------|-------|
| <b>For Office Use Only</b> |       |
| Date Received              | _____ |
| Paid                       | _____ |
| Receipt #                  | _____ |

## PLAN CHECKLIST

*Please address all items on the following list.  
Where applicable show on the map and/or write a description on a separate sheet.*

Enlarged tax maps can be obtained through the Town Clerk's office or via the Assessment Dept. web site  
<http://www.tompkinscountyny.gov/assessment/online>

Indicate with N/A  
For Not Applicable

|  |   |
|--|---|
|  | a. Title block showing name of project, title of drawing, including name and address of applicant and person responsible for preparation of the drawing.  |
|  | b. North arrow, and drawing scale in graphic form, and date.  |
|  | c. Boundaries of the property plotted to scale  |
|  | d. Existing watercourses and water bodies, both natural and man-made, as well as wetlands..   |
|  | e. Proposed grading and drainage plan, showing existing and proposed contours.  |
|  | f. Size, location, construction materials and use of all existing and/or proposed buildings and structures, access drives, above and below ground utilities and other improvements to the site.   |
|  | g. Location and description of all existing vegetation on the site.   |
|  | h. Location of adjacent streets and highways, both public and private.  |
|  | i. Location, design, and construction materials of all parking and truck loading areas, showing access and egress.  |
|  | j. Provision for pedestrian access.   |
|  | k. Location, design of outdoor storage areas or facilities.   |
|  | l. Location, design, and construction materials of all existing or proposed site utilities and other improvements, including drains, culverts, retaining walls, fences and storm water facilities.  |
|  | m. Description of the methods of sewage treatment and disposal and location, design, and construction materials of such facilities.   |
|  | n. Description of the method of securing potable water and location, design, and construction materials of such facilities.   |
|  | o. Location of fire and other emergency zones, including the location of fire hydrants.   |
|  | p. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar or wind energy systems.   |
|  | q. Location, size, design, and construction materials of all proposed signs.  |
|  | r. A landscaping plan and plant materials schedule, including location and types of planting materials, and all buffer areas.   |
|  | s. Location and design of outdoor lighting facilities.  |
|  | t. Designation of the amount and location of building area proposed for each activity type.   |
|  | u. Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any Federal, State, or County permits required for the project's execution.<br>(As identified under Required Permits) |

***If you have any questions or concerns on this matter please feel free to contact us at 898-4428 or 898-5035.***