

Please attach a separate narrative of activities to occur associated with the use of the site. For details to include in said narrative:

For Site Plan Review, please refer to Town of Ghent Zoning Code: §190-10, §190-11, §190-12 & §190-13,

For Special Use Permits, please refer to §190-18 and §190-19,

For Home Occupation/Occupied Business, please refer to §190-8 & §190-9.

The link to the [Town of Ghent Zoning Code](#) is available on the Town's Building Department webpage.

SITE INFORMATION:

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.):

Anticipated increase in traffic: Number of: _____ vehicles per hour, and _____ per day

Proposed hours of operation: _____

Number of days per week: _____

List all owners of lands located within 500 feet of property perimeters using [Columbia County records](#). [attach additional paperwork if necessary] See Zoning Enforcement Officer for assistance.

(NAME)

(ADDRESS)

Is the site located on a State or County road? Yes No
(If yes, project may be referred to Columbia County Planning Board)

Is the site within 500 feet of a working farm operation located in an agricultural district?
 Yes No
If yes, complete and attach **Agricultural Data Statement** (found on the Town of Ghent’s Planning Board webpage, under forms: [\[GPB100-rev06.06\]](#))

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.
 Yes No

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 regular meeting of the Town of Ghent’s Planning Board is held on the first Wednesday of every month. An original application, plus seven (7) copies must be filed with the Zoning Enforcement Officer seven days prior to the meeting in order to be considered for the next regular meeting. Digital versions of the application and any maps must also be provided. Incomplete applications will be held until the next month, until completed. The Planning Board of the Town of Ghent reserves the right to require the posting of a performance bond to ensure that the 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'S SIGNATURE]

[DATE]

[OFFICE USE ONLY]

NOTES: _____

**SPECIAL USE PERMIT AND SITE PLAN REVIEW
SUBMITTAL CHECKLIST**

- Application fee payable to 'Town of Ghent' – fee includes cost of permit issued by Zoning Enforcement Officer (ZEO) and is not refundable, see Planning Board Fee Schedule on Planning Board webpage.
- Proof of ownership (copy of deed, sale, or lease).
- Letter designating authorized representative, if applicable
- Signed agreement for payment of expert fees [GPB Form 200-rev06.06]
- Written Narrative (as described at the top of page two of this application.)
- Original stamped survey map of the property prepared by a licensed surveyor, plus seven (7) copies, and PDF (emailed to ZEO).
 - 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
 - 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 NYS Department of Environmental Conservation (DEC) - 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
- 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 the Planning Board
- Either 'long' or 'short' New York State Environmental Quality Review (SEQR), completed and signed.
 - SEQR form must be completed on [NYS DEC website EAF mapper](#), see [Planning Board webpage for link & directions](#).**
- Complete list of 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:
 - 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]
 - Approval from Columbia County Department of Health for septic system, if applicable

Should any permit be subsequently denied, the Town of Ghent special use permit will be automatically negated.