

TOWN OF LINDLEY
 CONDITIONAL USE PERMIT APPLICATION

APPLICATION NOTES							
<p>APPLICATION COMPLETENESS:</p> <p>The submission of an accurate, thorough application with all necessary information supplied along with the full fee amount is a prerequisite to the processing of the application and the timely review by the Code Enforcement Officer. <u>An incomplete application will be returned to the applicant for completion and resubmittal.</u></p> <p>A Conditional Use Permit is required for a property with a proposal for use other than currently zoned for. Conditional uses are those uses that have potential unforeseen impacts or unique form and require a careful case-by-case review of their location, design, configuration and impact to determine the desirability of permitting their establishment on any particular site.</p> <ol style="list-style-type: none"> 1. The Planning Board reviews the application and makes its decision based on the standards in the Zoning Law. 2. The Planning Board may impose conditions to ensure that the proposed use meets these standards. 3. A public hearing is required for all conditional use permit applications. 4. If approved, the conditional use is approved only for the portions of the property specified in the application. 5. In addition to meeting the requirements of the Planning Board, the proposal may be subject to other Town ordinances, including but not limited to Building Construction, and may be subject to disapproval if not proposed in compliance with these articles. <p>Note: A pre-application meeting is available upon request prior to submitting this application.</p>							
PART ONE. APPLICANT INFORMATION							
Owner of Record:							
Address of Proposed Project:							
Tax Map Number:							
PART TWO. GENERAL INFORMATION							
Proposed Conditional Use:							
Building Area to be Occupied (sq. ft.):							
Outdoor Site Area to be Occupied (sq. ft.):							
Other Uses at Site:							
Has any portion of the land been the subject of a conditional use permit previously?							
If yes, state the case number(s) of the conditional use approval(s):							
PART THREE. PROJECT DESCRIPTION							
Project Description (Describe what the proposed use is and how it will operate, including hours and days of operation, number of employees, number of clients, parking and loading requirements, etc.):							
Number of Employees:							
Maximum Occupancy:							
Hours of Operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
County Permit(s) Required:							
State Permit(s) Required:							
Federal Permit(s) Required:							
Describe why the proposed location was chosen for the establishment of the conditional use being sought:							

Describe how the proposed use is consistent with the existing and planned development within the immediate area:

PART FIVE. FISCAL AND ENVIRONMENTAL IMPACTS

Describe the nature, scope and duration of work to be undertaken in order to establish the use:

Describe any impacts the proposed conditional use will have upon the adjacent properties, and if and how they will be mitigated:

Indicate any of the following operational characteristics, that will be generated by the proposed use:

Hazardous Materials Electromagnetic Radiation Emissions Glare Noise Smoke
 Odors Nuclear Radiation Vibration Materials and Waste Handling N/A

For all check boxes, please describe the source and explain how it will be mitigated as part of this application.

Describe the volume of refuse expected to be generated by the use and the means of storage and disposal:

Are there any public funds from any source being used to improve the site or for the operation of the conditional use?

Are any unplanned public infrastructure or service improvements required as a result of an approval of the proposed conditional use (e.g., street repaving, sewer upgrade, storm drainage improvements, etc.)?

Indicate whether there is an increase or decrease in impervious surface area as a result of the proposal:

PART SIX. PUBLIC IMPACT

Will the proposed use generate any unique or elevated need for police, fire or emergency services?

Describe the type of traffic the use is expected to generate and indicate which days and between what hours the peak period of use occurs:

Describe if the use will be served by commercial delivery vehicles, the anticipated number of deliveries per day and where the vehicles will park:

Indicate the type of parking facilities available to the use and if off-site, the distance from the property:

Describe how building entrances are connected, parking areas and other pedestrian facilities:

Describe any changes that are required to bring the property into compliance with the ADA Standards for Accessible Design:

Are there any planned changes to utility provisions (water, sewer, electric, etc.)?

PART SEVEN. NECESSITY AND DESIRABILITY OF SERVICE

Describe how the proposed use is the use in the interest of public convenience:

Describe any similar or identical uses in the area, their size and location:

Please indicate any positive public health and safety impacts or improvements of the proposed use:

PART EIGHT. SUBMITTAL REQUIREMENT CHECKLIST

REQUIRED DOCUMENTS	HARD COPIES	ELECTRONIC COPIES	ELECTRONIC SUBMISSION (PDF) REQUIRED DOCUMENT NAME
A. REQUIRED FOR ALL CONDITIONAL USE PERMIT APPLICATIONS			
Conditional Use Permit Application	3	1	CUP
Color Photographs of the Property in Context with Surrounding Properties	3	1	Photos
Site Plan Drafted at a Scale That Best Conveys Any Proposed Changes to the Site (1" = 50', 1" = 100', Or 1" = 200')	3	1	Site Plan
Floor Plans - Drawn to Scale	3	1	Floor Plan
Elevations for all New Buildings and Additions - Drawn to Scale	3	1	Elevations
Application Fee as Established in the Lindley Fee Schedule – Payable to the Lindley Town Clerk			
B. VOLUNTARY OR UPON REQUEST			
Project Narrative	3	1	Project Narrative
Business Plan	3	1	Business Plan
Stormwater Management Report	3	1	Stormwater Report
Short Environmental Assessment Statement	3	1	Short Environmental Assessment Statement
Any Additional Information Determined to be Necessary by the Chief Planning Official	3	1	[Document Name]

Electronic Submissions Shall be Sent via Email to lindleycode@gmail.com.