

Special Use Permit Application

Code Enforcement Office
City Hall, 258 Main Street
Oneonta, New York 13820-2589
607-433-3435
607-432-0945 (fax)
codeenforcement@oneonta.ny.us (email)
www.oneonta.ny.us/codeenforcement

Application Fee: \$ 100.00

Received By: _____

Date Received: _____

- This completed application, the fee, & all required supporting documentation must be submitted to the Code Enforcement Office at least 3 weeks prior to the scheduled meeting in order to be included on the agenda.
- 5 copies of all the supporting documentation must be submitted with this application. All documentation that is on paper larger than 8½" x 11" must also be submitted in digital format.
- This application expires 6 months after the date submitted if incomplete.

Property Information:

Property Address: _____

Owner's Name: _____

Agent's Name: _____

Signature: _____

Must have a valid local agent designation form on file in the Code Enforcement Office.

Business Information:

Not Applicable

Business Name: _____

Business Address: _____

If not the property address

Owner's Name: _____

If not the property owner

Applicant's Information:

Person's Name: _____

Business Name: _____

Mailing Address: _____

Street

City

State

Zip

Phone: _____

Email Address: _____

Signature: _____

ADDITIONAL REQUIREMENTS

- A Site Plan Review is required to be completed for all uses permitted by Special Use Permit. A blank Site Plan Review application is available at the Code Enforcement Office and on the City of Oneonta’s website.
- A SEQR is required to be completed with all Site Plan Review applications. A blank Short Environmental Assessment Form (SEAF) is available at the Code Enforcement Office and on the City of Oneonta’s website. A PDF form is also available on the Department of Environmental Conservation’s (DEC) website to be completed and printed. It is recommended that the DEC website be used because it offers assistance in filling out the form by clicking on each of the form’s questions. (http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seaf.pdf)
- Supply a map showing the property and all properties within a radius of 500 feet to the exterior boundaries thereof
- Supply a written statement addressing the standards relevant to the proposed use, as outlined in this article IV pertaining to specific uses. Please confer with the Code Enforcement Office for further details.
- Supply plans and elevations necessary to show the proposed development and other drawings or information necessary to an understanding of the proposed use and its relationship to surrounding properties as required by this chapter.

PLEASE NOTE

- The Commission reserves the right to not review this application if the property is a rental & does not currently have a valid Certificate of Substantial Compliance.
- Additional drawings &/or forms may be required.
- A housing code variance or zoning variance may be required.
- A variance from the State of New York may be required.
- Approval of this application does not negate the need to get approval for other permits (building permit, sign permit, etc).

FOR CODE ENFORCEMENT OFFICE USE ONLY

Tax Map #: _____ Zoning District: _____

Documentation submitted:

- Page 1 completed & signed
- Application fee
- Answered all questions
- Short Environmental Assessment Form (SEAF)
- Site Plan Review Application
- A map
- A written statement
- Plans and elevations

Planning Commission Meeting Date: _____

This Application: Approved Denied Expired
 Withdrawn By Applicant: _____

Notes: _____

