

SPECIAL PERMIT APPLICATION

***Please read
instructions!!***

***Incomplete
applications will
NOT be
processed.***

TOWN OF CLAY

TOWN BOARD

SPECIAL PERMIT APPLICATION INSTRUCTIONS

1. The Board meets at 7:30 P.M. on the 1st and 3rd Monday of each month.
2. File the **ONE (1) ORIGINAL** and **NINETEEN (19) COPIES** (a total of 20) of the Special Permit Application, with: the Commissioner of Planning and Development, Town of Clay, 4401 Route 31, Clay, NY 13041
3. Attach to the **ORIGINAL AND EACH COPY**:
 - (a) Disclosure Affidavit Form, filled out, signed and notarized.
 - (b) Location or survey map drawn to scale sufficient to show the boundaries and location of the subject property:
 - (c) Site plan drawn to scale showing the location and dimensions of the existing and proposed structures and improvements on the subject property, parking areas, vehicle access and circulation drives, open spaces and landscaping.
 - (d) **Two Legal descriptions required**: one of the subject property *and* one of the specific area to which the Special Permit will pertain.
 - (e) Descriptions of the proposed use of the subject property and of the exterior construction and appearance of the proposed structures.
 - (f) **Environmental Assessment Form**, filled out and signed. (*separate download*)
 - (g) Additional pertinent information and material may be submitted as desired or shall be submitted upon request of the Town Board or as provided in the Zoning Ordinance.
 - (h) If the applicant is not the owner, the attached form stating that the owner “*agrees to and joins in*” the application must be filled in.
4. Payment of the **\$300.00 administrative fee** must accompany the filing of this Special Permit Application.
5. Applicant will be notified by mail at least five (5) days prior to the hearing date. In the event of default by the proponents to appear, the Board may either proceed with the hearing and vote on the application, or adjourn the hearing to a later date.
6. **IMPORTANT**: Failure to submit all of the above information and to answer all pertinent questions may result in an **incomplete** application and a delay in processing the application.
7. All surveys, maps, etc, that are submitted with the application must be folded to 8 ½ x 11, except copies provided the night of the public hearing.
8. An electronic copy (pdf) of the plan (disk or email) must be submitted.

REMOVE THESE INSTRUCTIONS PRIOR TO FILING

3/20/2025

TOWN OF CLAY - SCHEDULE OF FEES

CHAPTER 105

A. TOWN CLERK'S OFFICE

	<u>FEE</u>
1. TOWN MAPS	\$ 3.00
2. ZONING ORDINANCE (Copy)	\$ 20.00
3. ZONING MAP (Whole)	\$ 20.00
4. ZONING MAP (Half)	\$ 10.00
5. DRAINAGE & SEWER STANDARDS	\$ 5.00
6. COPIES (per page)	
♦ Small	\$.25
♦ Ledger	\$.50
♦ Wide format	\$ 3.00
7. CERTIFICATION	\$ 1.00
8. ZONING INFORMATION RESEARCH	\$ 30.00

B. PLANNING & DEVELOPMENT DEPARTMENT

	<u>FEE</u>
1. ZONE CHANGE APPLICATIONS	\$ 400.00
2. VARIANCES	
♦ Residential	\$ 200.00
♦ Commercial	\$ 400.00
♦ After construction	\$ Double the fee
3. SPECIAL PERMIT	\$ 300.00
4. Interpretation	\$ 200.00
5. SITE PLANS (<i>& Special Permits requiring Site Plan review</i>) *	
♦ 3 acres or less	\$ 900.00
♦ Over 3 acres	\$ 1500.00
6. AMENDED SITE PLANS *	\$ 600.00
<i>Amendment of site plans which are proposed within five (5) years of the original site plan approval, which in the opinion of the Commissioner of Planning & Development, would not involve any changes that could adversely impact adjacent properties.</i>	
7. ADMINISTRATIVE SITE PLAN	\$ 75.00
8. PRELIMINARY PLATS*	\$ Base fee: \$200 + 50 per lot.
9. FINAL PLATS*	\$ 300.00
10. ADMINISTRATIVE SUBDIVISION	\$ 75.00
11. ADDITIONAL ADVERTISING	\$ As per cost
12. ADDITIONAL ENGINEERING FEES INCURRED BY THE TOWN	\$ As per cost
13. AFTER HOURS INSPECTION FEE	\$ 75.00

Town Board Case # _____
Planning Board Case # _____
Tax Map # _____ - _____ - _____

Routing (1) Commissioner of Planning & Development
(2) Town Clerk
(3) Town Board Attorney
(4) City County Planning
(5) Town Supervisor
(6) Town Engineer
(7) Board Members – 14 Copies

TOWN OF CLAY
SPECIAL PERMIT APPLICATION

The Applicant hereby applies to the Town Board of the Town of Clay in Onondaga County, New York for a Special Permit for the following: _____

NAME OF APPLICANT _____

Mailing Address _____

Email _____ Phone _____

PROJECT NAME _____

PROJECT LOCATION _____ ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____ LENGTH OF TIME USED: _____

PROPERTY OWNER(s) (if not applicant) _____

Mailing Address _____ Phone # _____

PERSON/FIRM REPRESENTING APPLICANT _____

(if applicable, please check one: architect, engineer, attorney)

Mailing Address _____

Email _____ Phone _____

ACTION ON PETITION

1. Date Petition and Fee received by Commissioner:	_____ 20____
2. Planning Board Action: (a) Date of Filing	_____ 20____
(b) Date of Hearing	_____ 20____
(c) Date of Recommendation	_____ 20____
3. Date Petition referred to County Planning	_____ 20____
4. Date recommendation received from County Planning	_____ 20____
5. Date of Public Hearing to be <i>called</i> by the Town Board	_____ 20____
6. Date of Public Hearing to be <i>heard</i> by the Town Board	_____ 20____
7. Date of Town Board decision on Petition	_____ 20____
Application <i>granted</i> () <i>denied</i> ()	
8. Date of notification to Petitioner	_____ 20____

Commissioner of Planning and Development

3/20/2025

9. Upon information and belief, the names and addresses of additional owners of land located within 200 feet of exterior boundaries of subject property are:

10. The subject property: yes no

is located within 500 feet of boundary line of <i>Town of Clay</i>	_____	_____
is located within 500 feet of boundary line of <i>Village of North Syracuse</i>	_____	_____
is located within 500 feet of boundary of any <u>existing or proposed</u> county or state park or other recreation area; county or state parkway, thruway, expressway, road or highway; right of way of any stream or drainage channel owned by county or for which the county has established channel lines; county or state owned lands on which a public building or institution is situated	_____	_____

Petitioner further waives any or all rights otherwise afforded to him under provisions of The Zoning Code of the Town of Clay upon the granting of the special permit requested herein:

Dated: _____, 20____

Dated: _____, 20____

(Individual Signature)

(Individual Signature)

(Entity Name)

(Entity Name)

By: _____
(Officer) (Title)

By: _____
(Officer) (Title)

(Mailing Address of Applicant)

(Mailing Address of Applicant)

Telephone Number _____

Telephone Number _____

TOWN OF CLAY

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:
 OF)

I. _____, being duly sworn, deposes and says that (s)he is:

(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

- A. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
- 1) is the applicant, or
 - 2) is an officer, director, partner or employee of the applicant, or
 - 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - 4) is a party to an agreement with such an applicant, express or implied, whereby (s)he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
- C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

-OR-

Owner agrees to and joins in on the request for a Special Permit:

Date _____

(I / We) _____ being owner of
premises known as:

(ADDRESS) _____

TAX MAP NUMBER(S) _____ . - _____ - _____
_____ . - _____ - _____
_____ . - _____ - _____

Agree to and join in the application of:

(APPLICANT NAME) _____

For a Special Permit (TO / FOR)

SIGNATURE _____

Printed name: _____

STANDARDS OF PROOF - SPECIAL PERMIT

The burden of proof for a special permit is always on the applicant. In order for an applicant to be entitled to a special permit, the following criteria must be satisfied:

1. That the proposed use will not, in the circumstances of the particular case and under any conditions that the Town Board considers to be necessary or desirable, be injurious to the neighborhood or otherwise detrimental to the public welfare. (Applicant should specify any conditions which he can satisfy in order to establish this criterion). The Town Board should be prepared to discuss at the hearing any pertinent conditions.
2. That the proposed site plan shows the location of all buildings, parking areas, traffic access and circulation drives, open spaces, landscaping. (Failure to adhere to the site plan precisely as presented or as otherwise modified by order of the Town Board/ Planning Board/ ZBA will constitute a violation of the Zoning Ordinance).
3. That there is no violation of the Zoning Ordinance on the subject premises at the present time.
4. That the:
 - location and size of the proposed use
 - nature and intensity of the operation involved
 - size of the site in relation to the proposed use
 - location of the site with respect to existing streets
 - location of the site with relation to future streetare all in harmony with the orderly development of the district.
5. That the location, nature and height of
 - buildings
 - walls
 - fenceswill not discourage the appropriate development and use of the adjacent lands or buildings or impair the value thereof.
6. That the operations in connection with such proposed use will not be more objectionable to nearby properties by reason of
 - noise
 - fumes
 - vibration
 - flashing lightsthan would be the operations of any specifically permitted use in that zoning district (except in the case of an S-1 District).

**If the applicant fails to address or satisfy any one or part of these standards, he is not entitled to the special permit.*