

### **Instructions for Completing and Understanding the Special Use Permit Process:**

A special use permit seeks permission to use the property for a use identified in the Code as requiring a “special use permit”. The Athens Code identifies, by zoning district, which uses of a property require a special use permit. You can find these special uses in the Code, Section 250-8 through Section 250-15. The Code is online at: <https://athensvillageny.com/village-government/village-code/> or copies can be reviewed in the Village Office.

Please note: If a property use is not listed under either the “permitted” or “special use” category, the Planning Board is not able to consider an application. Rather the applicant must first pursue a “use variance” from the Zoning Board of Appeals.

The Code enumerates the standards by which the Planning Board must consider an application. It includes that the proposed use is suitable for the property, that the use is compatible with adjoining properties, that it will not adversely affect surrounding land uses, and that all relevant site plan criteria can be satisfied.

Applicants should provide sufficient detail to allow for the Planning Board review. Details of what is required for a site plan approval (also found in the Code) provide a guide on the level of detail to be submitted with the application. In most instances, a public hearing will be held on an application.

Timelines for approval of a Special Use Permit will start upon receipt of a *completed* application.

Applicants should feel free to contact the Planning Board chair with any questions prior to submitting an application; applicants may also use a pre-planning conference at a Planning Board meeting to discuss a proposed application.

Date Filed: \_\_\_\_\_

Village of Athens Planning Board  
2 First Street, Athens, NY 12015

**Special Use Permit Application, Pursuant to Section 250-32 of the Code**

Property is Located In: OS/C \_\_\_ RL \_\_\_ RR \_\_\_ RM \_\_\_ CR \_\_\_ C \_\_\_ MU/W \_\_\_ W \_\_\_

Applicant's relationship to subject property Owner \_\_\_ Lessee \_\_\_ Other \_\_\_

Applicant:

Address: \_\_\_\_\_

Address of subject property (if different): \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner's email: \_\_\_\_\_

Property Owner's phone number: \_\_\_\_\_

Attorney (If applicable): \_\_\_\_\_

Attorney's address: \_\_\_\_\_

Attorney's phone number: \_\_\_\_\_

Attorney's email: \_\_\_\_\_

Does this building currently contain a nonconforming use? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

Is this building classified as a non-complying use? Yes \_\_\_ No \_\_\_

If Yes, please explain: \_\_\_\_\_

Does applicant currently have a site plan review before Planning Board? Yes \_\_\_ No \_\_\_

If yes, is a concurrent review of site plan and Special Use Permit requested? Yes \_\_\_ No \_\_\_

Has a use or area variance ever been granted for this property? Yes \_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are there any violations pending against this property? Yes \_\_\_ No \_\_\_

If yes, please identify and explain:

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

Has a Work Stop Order or Appearance Ticket been served relative to this matter?

Yes \_\_\_ Date of Issue: \_\_\_\_\_ No \_\_\_

Explain in detail the exact nature of the application and the proposed changes to be made at the premises (attach additional pages as needed. Include photographs, land surveys, etc.)

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