

TOWN OF MAMARONECK PLANNING BOARD
NEW SPECIAL USE PERMIT CHECKLIST

Print property address, tax block & lot (the "Property")

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF AS TO NEW SPECIAL USE PERMITS. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 240** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

THE APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 240 OR THIS CHECKLIST ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FOURTEEN (14) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD'S INITIAL CONSIDERATION OF THE APPLICATION.

ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

ACTUAL SIGNATURES ARE REQUIRED. DIGITAL SIGNATURES ARE NOT ACCEPTABLE.

This checklist, signed and dated by each Applicant (collectively, the "Applicant"), is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.

THE APPLICANT HAS SUBMITTED THE FOLLOWING¹:

- 1. The Application and the application, engineering and/or inspection fees, in the amounts set forth in the fee schedule approved by the Town Board
- 2. A copy of the most recent deed, showing ownership of the property by the owner
- 3. A list of all other permits and/or applications which have been obtained or must be made by the Applicant in order to proceed with the special use permit application
- 4. Copies of previously approved site plans and/or issued land use approvals, special use permits, variances, covenants and/or restrictions affecting the Property.
- 5. Copies of all permits related to the proposed operation of the Property
- 6. A completed and signed environmental assessment form, if required by the Town Environmental Planner
- 7. The present (or most recent prior) use at the location for which the special use permit is sought

¹ If any of the items on this checklist are not submitted herewith, please attach an explanation.

- 8. The proposed use for which the special use permit is sought
- 9. A full description of all construction which will be done, if any
- 10. Complete sets of plans for the proposed project, which show the location of all structures, lighting, driveways, easements, rights of way, parking lots, walkways, traffic access and circulation drives, open spaces, landscaping, topography, special features and all other pertinent information, including a detailed architectural design of all affected buildings, a landscaping plan, and plans and specifications for all signs which the Applicant proposes to use in connection with the proposed special use, including all such information as to all adjoining properties, all to the extent required by the Town Engineer

FOURTEEN (14) COMPLETE APPLICATION PACKAGES, PLUS A DIGITAL COPY OF THE ENTIRE APPLICATION PACKAGE (EXCEPT FOR THE FEES), MUST BE SUBMITTED TO THE TOWN BUILDING DEPARTMENT, WITH ALL REQUIRED DOCUMENTS ATTACHED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST.

NOTE THAT AN APPLICATION TO AND APPROVAL BY THE TOWN’S BOARD OF ARCHITECTURAL REVIEW AND/OR ZONING BOARD OF APPEALS MAY ALSO BE REQUIRED

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS, THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.

SIGNATURE OF EVERY APPLICANT - IF INDIVIDUAL(S)

Signature
Print Name: _____

Signature
Print Name: _____

AUTHORIZED SIGNATURE OF EVERY APPLICANT - IF AN ENTITY/ENTITIES

Print name of entity
By: _____
Signature

Print name of entity
By: _____
Signature

Print name
Title: _____
Print

Print name
Title: _____
Print