

**TOWN OF NORFOLK
SPECIAL USE PERMIT APPLICATION**

Applicants Name _____

Address _____

This application is being made Pursuant to Section _____
Paragraph _____ of the Town of Norfolk Zoning Ordinance for the purpose
of _____

Describe buildings (size, type, materials, etc...) _____

Check utilities and services available:

<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Private Well	<input type="checkbox"/> Fire Protection
<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Police Protection
<input type="checkbox"/> Electricity	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Storm Drain

Describe if applicable:

Hours of operation _____ Peak usage time _____

Maximum number of residents, employees, etc... during peak usage time

Nature of traffic and volume during peak usage time _____

Area lighting to be used _____

Type, size and materials used for signs _____

Types of machinery to be used and noise produced _____

Pollution produced _____

Flooding problems on site _____

Surface material of parking lot _____

Type, size and materials used for fences, walls, hedges, and or screening _____

Type of well, if used, dug or drilled _____

Type, size and materials used for private septic system, if used _____

Has the site been checked for wetlands? If so, when, where and by whom _____

List names and addresses of all property owners within 500 feet of the site boundaries. Use a separate sheet of paper if needed.

On a separate sheet of paper provide a sketched map detailing public highways, driveways, parking areas, property boundaries, location of buildings, fences, hedges, walls, water and sewer systems, area lighting, drainage and residents of buildings adjoining properties.

I hereby state that I am the owner of the property for which this Special Use Permit Application is being submitted.

Signed _____ Date _____

I hereby certify that I received the above application, this the _____ day of _____, _____.

Norfolk Town Clerk

I hereby certify that I received the above application from the Town Clerk of Norfolk on this the _____ day of _____, _____.

Chairman of the Planning Board

INSTRUCTIONS FOR APPLYING FOR A SPECIAL USE PERMIT

1. Upon denial of a building permit, the applicant shall request an application for a Special Use Permit from the Code Enforcement Officer. The Code Enforcement Officer will inform the applicant as to what section, article and paragraph of the Town of Norfolk Zoning code applies to the application.
2. The completed application is filed with the Town Clerk by the applicant. The filing fee is \$50.00 per application.
3. The Town Clerk signs the application and makes a copy for the applicant.
4. The Town Clerk forwards the application to the Chairman of the Planning Board.
5. The Planning Board Chairman dates and signs the application and makes eight copies: One for each Planning Board member (including him / her self), one for the Code Enforcement Officer, One for the applicant, and one for public view in the Office of the Town Clerk.
6. The Planning Board accepts the application for processing and sets the date for a Public Hearing within 62 days of the date on the application.
7. The Public Hearing must be advertised at least 5 days prior to the date of the hearing in the Town of Norfolk's Official Newspaper (Courier Observer) in accordance with the open meetings laws.
8. The Public Hearing is held in accordance with Planning Board rules.
9. The Planning Board has 62 days to deliberate a decision.
10. The decision of the Planning Board shall be filed in the Office of the Town Clerk within 5 business days after the day the decision is rendered and a copy thereof mailed to the applicant.
11. If denied, the decision must contain the reasons for denial.
12. If approved, the applicant has 30 days to request the building permit from the Code Enforcement Officer and pick it up at the Town Clerk's Office.

Code Enforcement Officer: Leonard Halpern (315) 384-0440

Town Clerk: Kathy M. Emlaw (315) 384-4821

Town of Norfolk / PO Box 481 / Norfolk, NY / 13667