



Town and Village of Tupper Lake
Special Use and/or Subdivision Permit Application



Project Application Information

Applicant Number: _____
Application Submission Date: ____/____/____

Applicant Name: _____

Address: _____

Phone Number(s) (____) _____ - _____
 (____) _____ - _____

Email Address _____

Property Owner Name: _____

Address: _____

Phone Number(s) (____) _____ - _____
 (____) _____ - _____

Please provide a brief project description and attach a detailed Site Plan showing the project:

Property Information

Tax Parcel I. D.#	_____	Wetlands present	____ YES ____ NO
Total # Acres in entire parcel	_____	Shorefront present	____ YES ____ NO
APA Land Use Classification	_____	Front Setback	_____
Zoning District	_____	Side Setback	_____
% Gross Coverage (permitted)	_____	Rear Setback	_____
% Gross Coverage (existing)	_____		
% Gross Coverage (proposed)	_____		

Please initial next to the appropriate answer or complete the following questions.

This project will be considered a Commercial project. _____ YES ____ NO
 This project will involve the construction of a Single Family Residence. _____ YES ____ NO
 This project will include an on site well(s). _____ YES ____ NO(Village WA)
 The project will include an on site sewage disposal system(s) _____ YES ____ NO(Village SW)



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(Evidence may be required to prove suitable site conditions exist for an onsite wastewater treatment system which will conform to NYS DOH standards.)

- There is power existing on site. ___ YES ___ NO
- There is an existing road adjacent to the property. ___ YES ___ NO
- There will be earthwork or site grading involved in this project. ___ YES ___ NO
- Are there existing structures on the project site? ___ YES ___ NO
- The project will include the building of a new structure or an addition. ___ YES ___ NO
- There will be demolition of existing structures. ___ YES ___ NO

- The project will create (Insert number) _____ lots. ___ Not applicable
- The project will include _____ feet of new private road. ___ Not applicable
- The project will include _____ feet of new public road. ___ Not applicable
- The project will include _____ feet of power line. ___ Not applicable
- The estimated cost of this project: \$ _____
- The project's estimated start date is ___/___/___.
- The project will be completed by ___/___/___.

Permits will also need to be obtained from the following agencies:

- Adirondack Park Agency (APA) ___ YES ___ NO
- NYS Department of Health (DOH) ___ YES ___ NO
- NYS Department of Environmental Conservation (DEC) ___ YES ___ NO

Attachments included with the submission to this application:

- A completed *SEORA* short form. www.dec.ny.gov/pubs/371.html ___ YES ___ NO
- A completed Site Plan of the proposed project. ___ YES ___ NO
- A copy of the deed and tax map describing this parcel. ___ YES ___ NO
- A pre-development conference with a Town representative to discuss this project is requested. ___ YES ___ NO

Applicant Signature:

_____ Date ___ / ___ / ___

Property Owner Signature:

_____ Date ___ / ___ / ___

Site Plan Submission Requirement Checklist

Prior to any special use approval, the applicant shall submit to the Clerk of the Planning Board at least ten days prior to a meeting of the board two copies of a Site Plan of the proposed special use.

The site plan shall consist of a drawing based on tax map information or some other similarly accurate base map at a scale (preferably not less than 200 feet to the inch) to enable the entire ownership of the project's property to be shown on one sheet, and will include/show the bulleted items which follow (Note: to insure accurate property ownership delineation the Planning Board may require that the applicant submit a boundary survey prepared by a licensed land surveyor, also including/showing the bulleted items which follow) :

- All existing structures, wooded areas and permanent and intermittent watercourses within 200 feet of the project's property.
- The name(s) of the owner(s) of the property to be subdivided and of all adjoining property owners as disclosed by the most recent municipal tax records.
- The location of all existing and proposed structures.
- The distances of all existing and proposed structures from property lines.
- The tax map sheet, block and lot numbers.
- All available or existing utilities, and streets which are either proposed, mapped or built.
- The proposed lot layout, street layout and any proposed recreation or open space areas.
- All existing restrictions on the use of land including easements or covenants.
- Adequate (as per applicable Land Use Code) proposed parking area and drives.
- Proposed location for signage (and attached signage plans for approval).
- Other information which may be necessary to generally describe the project.

Town and Village Land Use Code "Fee Schedule"

1. Parcel Inquiry, Base Fee: \$3.00 (Base fee to include four page printout, each additional page is \$25.00)
2. Permit Inquiry, Base Fee: (Same as above)
3. Site Plan Review, Base Fee: \$75.00 (+incidentals)
4. Site Plan Review Amendment, Base Fee: \$25.00 (+incidentals)
5. Temporary Use Permit, Base Fee: \$100.00 (plus 0.2 of 1% of value) (+incidentals)
6. Special Use Permit Review, Base Fee: \$150.00 (+incidentals)
7. Special Use Permit Review Amendment, Base Fee: \$75.00 ((+incidentals)
8. Minor Residential Subdivision Permit, Base Fee: \$75.00 (+incidentals)
9. Major Residential Subdivision Permit, Base Fee: \$150.00 (+incidentals)
10. Minor Commercial Subdivision Permit, Base Fee: \$75.00 (+incidentals)
11. Major Commercial Subdivision Permit, Base Fee: \$175.00 (+incidentals)
12. Use Variance (single project), Base Fee: \$150.00 (+incidentals)
13. Area Variance (single project), Base Fee: \$100.00 (+incidentals)
14. Zoning Amendment Petitions, Base Fee: \$425.00 (+incidentals)
15. Planned Development District (PDD), Base Fee: \$425.00 (+incidentals)
16. Zoning Compliance Letter, Base Fee: \$25.00
17. Master Plan Copy, Base Fee: \$25.00 (+incidentals)
18. Land Use Code Copy, Base Fee: \$25.00 (+incidentals)
19. Zoning Map Copy, Base Fee: \$15.00 (+incidentals)

Fees are non-refundable, and due upon submission of request. In addition to the above fees, the Code Administrator, Planning Board, or Zoning Board of Appeals may charge an additional fee to developers of projects requiring legal and/or technical review. The fee charged to the project developer shall reflect the actual costs of reasonable and necessary legal and technical assistance.