

Town of Starkey

40 Seneca Street
Dundee, New York 14837
Email: Code@StarkeyNY.gov
Office: 607-243-7996
Fax: 607-243-7764

Application No.:	_____
Date Filed	_____
Fee Paid	_____
Cash	_____
Check #	_____
Received by	_____
Decision	_____
Date	_____

Special Use Permit Application

Special Use Permit Application Instructions: Please complete Items 1 – 6. If an Item is not applicable, enter NA. Return the original completed application and attachments to the Code Official.

☐ **Initial Application**

Complete items 1-6.

☐ **Revised Application**

Complete items 1-3 and 6.
(prior application No.)

1. Location of the Proposed Special Use

Address _____ Tax Map No. _____

2. Applicant

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

3. Property Owner (If Applicant is not the Property Owner)

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

4. Description of Special Use

Please describe the nature of the proposed Special Use including a description of any changes that will be made to the property, the hours of operation, the location and the size of any proposed signs and the anticipated increase in vehicle traffic in the area.

**Attach additional sheet(s) if additional space is needed.

5. Location and Size of Use

The applicant should include a copy of the Tax Map that shows the subject property and adjacent properties.

Attach a drawing or sketch of the property that shows all the following:

- a. The size of the property.
- b. The location of all existing structures, property lines and easements.
- c. All properties within 500 feet of the property boundaries.
- d. Any proposed additional structures or additions.
- e. Any proposed interior changes to the existing primary and/or accessory buildings.
- f. The location of the proposed use on the property.
- g. The location and size of the driveway and parking area.
- h. any watercourse or water body on or adjacent to the property.
- i. Other information necessary to understand the proposed use and its relationship to surrounding properties.

6. Affirmation by Applicant/Property Owner

I declare that the contents of this application are true and correct to the best of my knowledge. I grant permission for the Town of Starkey or its designees to inspect the subject property identified in this application.

Applicant Signature _____

Date _____

Property Owner Signature _____

Date _____

(Required if the Applicant is not the Property Owner)