VILLAGE OF ORCHARD PARK
Special Use Application

Complete this application, return with the $100.00 fee and attach to the corresponding Building Permit Application and fee. The actions requested by this application requires a referral from the Planning Board (PB) and subsequent action by the Village Board (VB). The next PB meeting is _____ @ 7:30 pm. The subsequent VB meeting is on the 2nd or 4th Monday of the month @ 8:00 pm. The Code Enforcement Official and the VB will review this application to determine if the application can be placed on the Planning Board agenda and the subsequent VB meeting/public hearing can be scheduled. **Contact the Village Office for Meeting Dates.**

A SPECIAL USE APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID

OFFICE USE ONLY

Complete SU Rec'd Date: _____ Hearing Date: _____ Action Date: _____

SBL # _____ Zone: _____

Existing/Prev Occupancy Classification: _____ Existing/Prev Zoning Use: _____

Proposed Occupancy Classification: _____ Proposed Zoning Use: _____

Text for Public Notice: _____
_____
_____
_____
_____
_____

INFORMATION

Property Address: _____

NAME: (Property Owner) _____ Phone #: _____

Owner Mailing Address: _____

NAME: (Occupant) _____ Phone #: _____

NAME: (Applicant) _____ Phone #: _____

Applicant Mailing Address: _____

Special Use Requested: _____

REQUIRED SUBMITTALS

Attach the required # of copies to the corresponding Building Permit Application (check box when attached)

☐ **Survey/Site Plan** (8 copies)

☐ **Construction Drawings/Information** (8 copies)

☐ **Special Use Checklist** (8 Copies)

OPTIONAL SUBMITTALS

Although not required, the applicant may submit additional information such as photographs, renderings, letters or anything that may help to present a more complete application. Although optional submittals do not have to be attached to the application and may be presented to the PB and VB at a meeting, it is suggested to make as complete an application as possible.

_____
_____
_____
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_____

FEE - A SPECIAL USE APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID

Receipt is hereby acknowledged of the sum $ 100.00 being the application fee established by the Village Board. Receipt # _____

Village Clerk: _____ **Date:** _____

NOTARIZED PROPERTY OWNER'S SIGNATURE

I have read this application explaining the procedure and the required information and authorize the Village Board to act on this appeal.

PROPERTY OWNER'S SIGNATURE: _____

<table>
<tr><td rowspan="6" style="writing-mode: vertical;">Notary Public</td><td>State of New York
County of Erie   ss:</td></tr>
<tr><td>ON THIS _____DAY OF_____,20____BEFORE ME PERSONALLY CAME</td></tr>
<tr><td>_____</td></tr>
<tr><td>TO ME PERSONALLY KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FORGOING DOCUMENT</td></tr>
<tr><td>_____
NOTARY PUBLIC</td></tr>
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APPROVALS

Planning Board Referral _____ ☐ Recommend Approval ☐ Recommend Denial

Conditions: _____

Planning Board Chairman: _____ Date: _____

Village Board Approval _____ ☐ Approved ☐ Denied

Conditions: _____

Mayor: _____ Date: _____