

# VILLAGE OF STILLWATER

TRUSTEES:

John Basile  
Timothy Campbell  
Dorothy DeMarco  
Judith Wood-Zeno

INCORPORATED 1816

1 SCHOOL STREET

PO BOX 507  
STILLWATER, NY 12170  
(518) 664-6258 FAX 664-2166

Judith Wood-Shaw, MAYOR

ATTORNEY  
Dreyer Boyajian LLP  
James R Peluso  
CLERK-TREASURER

Margo L Partak  
SUPT OF PUBLIC WORKS  
Robert J Gerasia

## SPECIAL USE PERMIT CHECKLIST

### I. PROJECT

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owners: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map No.: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Log No.: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Log No.: \_\_\_\_\_

Special Use Requested: \_\_\_\_\_

\_\_\_\_\_

### II. APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### III. CHECKLIST

#### Date of Action

- Special Use Permit Application fee paid \_\_\_\_\_
- Special Use Permit Application accepted as complete \_\_\_\_\_
- SEQRA classification  
 Type I  Type II  Unlisted  
(no further SEQRA review for Type II actions) \_\_\_\_\_
- SEQRA Type I and Unlisted actions – EAF submitted \_\_\_\_\_
- SEQRA lead agency declaration made \_\_\_\_\_
- SEQRA notification to involved agencies \_\_\_\_\_
- Application referred to County Planning Bd. (GML §239-m) \_\_\_\_\_
- Motion to hold public hearing on SEQRA \_\_\_\_\_
- Motion to hold public hearing on Special Use Permit \_\_\_\_\_
- Notice of hearing published in paper \_\_\_\_\_
- Notice of hearing mailed to applicant \_\_\_\_\_
- County Planning Bd. response received (due 30 days) \_\_\_\_\_
- Public hearing held \_\_\_\_\_
- Resolution addressing County Planning Bd. review \_\_\_\_\_
- SEQRA determination resolution  
 Positive  Negative  Conditional Negative \_\_\_\_\_
- Notice of SEQRA determination \_\_\_\_\_
- Action taken by Village Board on application  
 approved  approved with modification  disapproved \_\_\_\_\_
- Report filed with County Planning Bd. \_\_\_\_\_
- Records filed with Village Clerk \_\_\_\_\_
- Decision mailed to applicant \_\_\_\_\_
- Special Use Permit issued \_\_\_\_\_
- Building Permit Application filed \_\_\_\_\_

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Building Permit Fee paid

\_\_\_\_\_

Certificate of Occupancy issued

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