

**TOWN OF NORTH SALEM
WESTCHESTER COUNTY, NEW YORK**

PETITION FOR A SPECIAL USE PERMIT

To the North Salem Town Board:

I. IDENTIFICATION OF THE PETITIONER:

a. Name of Petitioner

b. Name of Owner, if other
than Petitioner,

_____ Address

_____ Address

Telephone _____

Telephone _____

II. IDENTIFICATION OF PROPERTY:

a. The property is on the _____ side of _____ Street within the
Town of North Salem.

b. The property is designated on the Tax Assessment Maps of the Town of
North Salem as:

Block _____ Lot _____ Sheet _____

c. The property is in a _____ Zoning District

d. The property (does) (does not) abut a (State) (County) highway, parkway, thruway,
park within the Town of North Salem. (Circle Appropriate Words)

e. The property (is) (is not) within 500 feet of a boundary of the unincorporated portion
of the Town of North Salem. (Circle Appropriate Words)

III. REQUEST:

a. The petition requests that the Town Board, pursuant to Article _____
Section _____ Paragraph _____ of the Zoning Ordinance of the Town of
North Salem, approve the issuance of a Special Permit for the (construction)
(operation) (maintenance) of a _____

on the premises described above.

b. In support of the above request, the following documents are submitted:

1. Nine (9) copies of detailed plans showing, among other things, the site, elevations, plans of the structure, any accessory use areas, and landscape development of the entire parcel to be devoted to the Special Permit use as per Article XII of the Zoning Ordinance.
2. Nine (9) copies of a location map showing the relationship of the proposed site to the surrounding neighborhood, streets, and other traffic ways, land uses, and other pertinent data.
3. If required by the Zoning Ordinance, the necessary consent of owners of neighboring properties to the establishment of the proposed use.
4. If contract vendee, copy of contract of sale.
5. All other information required by the Zoning Ordinance of deemed necessary by the Town Board to enable it to make a determination on the petition.

c. The petitioner alleges that the proposed Special Permit would be in harmony with the character of the neighborhood because:

IV. Identification of Neighboring Property Owners:

Attached list of the names and addresses of the owners of all property within 200 feet of any portion of the property for which a Special Permit is sought.

Date: _____

(Signature of Petitioner)

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

The undersigned petitioner, being duly sworn, deposes and says that he has read the foregoing petition and knows the contents thereof; that the facts set forth therein are true to the best of his/her knowledge, information, and belief.

Signature of Petitioner

Sworn to before me this _____ day
of _____, 20_____

(Notary Public)

Received by Town Clerk:

(Signature)

Date

DISCLOSURE STATEMENT ACCOMPANYING APPLICATION OR PETITION:

A. Identification of Application or Petition:

- 1. To: North Salem Town Board
- 2. Name of Applicant: _____
- 3. Address: _____
- 4. Date: _____
- 5. Nature of application or petition _____

B. Nature and Extent of Interest of any State Officer or Municipal Officer or Employee in this application. (Set forth in detail).

C. Statement that no State Officer or Municipal Officer or Employee has an interest in this application:

The undersigned Applicant or Petitioner certifies by signature on this Disclosure Statement that, in accordance with the provisions of Section 809 of the General Municipal Law, no State Officer or any Officer or Employee of the Town of North Salem or of any municipality of which the Town is a part has any interest in the person, partnership, or association making the above application, petition or request.

Date: _____

Signed: _____

TOWN OF NORTH SALEM
NOTICE TO PROPERTY OWNERS

To:

Address:

PLEASE TAKE NOTICE:

That an application has been made to the Town Board of the Town of North (by) (on behalf of) _____

For a Special Permit under Article _____ Section _____ of the Zoning Ordinance so as to allow: _____

on the premises (street/road name) _____

Block _____ Lot(s) _____ Sheet _____

This notice is sent to you as an owner of property within 200 feet of the perimeter of the property concerned.

This application has been set for a Public Hearing on the _____ day of _____, 20____, at 8:00 P.M. in The Annex, 266 Titicus Road, North Salem, New York 10560, at which hearing you may appear either in person or by your authorized representative and present any objections which you may have to the granting of this application.

All written objections should be filed one (1) day prior to the date of the Public Hearing and must be sworn to. The objector must describe the property he/she owns.

This notice is sent to you by the applicant by Order of the Town Board of the Town of North Salem.

Dated:

Respectfully,

Applicant: _____

Applicant: _____

APPLICATION FOR A SPECIAL PERMIT

1. Building Permit application, if applicable, with Objection from the Building Inspector.
2. Fee paid. \$100.00 check payable to the Town of North Salem, plus the publication cost of the Notice of Public Hearing.
3. Escrow Account. \$500.00 check payable to the Town of North Salem.
4. Nine (9) copies of completed application.
5. Nine (9) copies of plans, survey, or plot plan included with each application.
6. Notification of property owners sent by Certified Mail-Return Receipt Requested, to all property owners within 200 feet of property perimeter. Sample letter may be found in the application. Certified Mail Receipts (Green Cards) must be submitted at the Public Hearing.

NOTIFICATION LETTERS MUST BE MAILED TEN (10) DAYS PRIOR TO MEETING. (WHITE RECEIPTS SUBMITTED TO SECRETARY PRIOR TO MEETING)

