

**VILLAGE OF WESTFIELD  
23 ELM STREET, NEW YORK 14787**

FEE \$75.00 <input type="checkbox"/> CASH <input type="checkbox"/> CHECK RECEIPT NO.	<b>APPLICATION FOR SPECIAL USE PERMIT</b>	PERMIT NO.  DATE :
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**INSTRUCTIONS TO APPLICANT:**

1. SUBMIT A COMPLETE COPY OF THIS APPLICATION AND ALL DOCUMENTS THAT MUST BE SUBMITTED HEREWITH.
2. TYPE OR PRINT YOUR ANSWERS.
3. A NON-REFUNDABLE FEE OF \$75.00 SHALL ACCOMPANY THIS APPLICATION.
4. COMPLETE EACH QUESTION FULLY; IF THE QUESTION DOES NOT APPLY, PLEASE MARK "N/A."
5. ADD PAGES AS NEEDED.

APPLICANT INFORMATION	
APPLICANT :	OWNER (IF DIFFERENT):
ADDRESS:	ADDRESS:
TEL. NO.:	TEL NO.:
APPLICANT'S INTEREST IN PROPERTY : <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other (explain)	

PROPERTY INFORMATION			
TAX MAP NUMBER	SBL:		
STREET ADDRESS:		SIZE OF PARCEL:	
		PRESENT LAND USE:	
		ZONING DISTRICT:	

USE INFORMATION
DESCRIBE SPECIFICALLY THE NATURE OF THE REQUESTED USE:
DESCRIBE IN DETAIL THE SEPARATE ACTIVITIES TO BE CONDUCTED ON THE PROPERTY ALONG WITH THE PROPOSED HOURS AND SEASONS OF OPERATION FOR EACH:

**ADDITIONAL DOCUMENTS SUBMITTED WITH APPLICATION [Mark as applicable]**

- Copies of detailed plans depicting site elevations, ponds, swamps, streams and other wetland areas , structures, accessory use areas, water supply and sewage disposal facilities .
- A plan for the proposed development of the site depicting the location of all streets, sidewalks, buildings, parking areas, means of traffic access and circulation drives
- A copy of the deed, lease, or other instrument describing the applicant's property interest.
- Short Environmental Assessment Form (EAF)
- Other (photographs):

**NOTICE: A SPECIAL USE PERMIT, IF GRANTED, DOES NOT PERMIT THE APPLICANT TO CONSTRUCT, ENLARGE, ALTER, IMPROVE, CONVERT, OR CHANGE THE LOCATION OR NATURE OF OCCUPANCY OF ANY BUILDING OR STRUCTURE, FOR WHICH A BUILDING PERMIT WOULD OTHERWISE BE REQUIRED.**

**APPLICANT SIGNATURE**

I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed and the premises used as described in this request, unless modified by the Village Board of Trustees.

Signature of Applicant:

Date

**OWNER SIGNATURE [If other than the Applicant]**

I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature of Owner:

Date

**DO NOT WRITE BELOW THIS POINT**

*Official use only*

Is the parcel in a NYS Ag District?		<p align="center">APPROVED <input type="checkbox"/>    DENIED <input type="checkbox"/></p> <p><b>Affix the following documents to and permanently file with this application:</b></p> <ul style="list-style-type: none"> <li>• Minutes of the Planning Board and Public Hearing</li> <li>• Response to County Planning Board referral (if any)</li> <li>• Negative Declaration and/or Environmental Impact Statement</li> <li>• The Special Use Permit, if approved.</li> <li>• The Notification of Approval/Denial</li> </ul>
Referred to Village Planning Board		
Referred to Village Clerk		
Referred to County Planning Board		
Public Hearing Date		
Negative/Positive Declaration Adopted		
Publication of Legal Notice of Hearing		
Notification to Adjacent Landowners		
Date of Planning Board Decision		