

# Town of Holland

## Required Procedure for “Special Use Permit”

- All applications must meet all Municipal, State and Federal rules and guidelines. Refer to the Code of the Town of Holland which is on file at the Town Clerk’s office or may be found on the Town of Holland’s web site at [www.townofhollandny.com](http://www.townofhollandny.com) under “Government” and then “Town Code.”
- All applications for special use permits shall be made to the Town Clerk.
- Applicant must complete, sign and date the **“Special Use Permit Application,”** the **“Request to be on Town Board Agenda,”** and the **“Short Environmental Assessment Form.”** These forms must be received by the Town Clerk on the **FRIDAY BEFORE** the Holland Town Board meeting. (Note: Town Board meetings are held on the second Wednesday of each month at 8 p.m.) These forms can be obtained from the Town Clerk’s office or from the Town of Holland’s web site at [www.townofhollandny.com](http://www.townofhollandny.com) under “Forms.”
- These forms must be accompanied by a detailed plan, letter of intent that clearly indicates the proposed use, survey (or tax map showing property), plot plan, location of the lot, the size and bulk of all structures and the location of vehicular ways, parking lots and all pertinent facilities. Also include plans for proposed signage.
- Applicant will attend the next scheduled Town Board meeting to present their application.
- The Town Board may refer the applicant and supporting documents to the Planning Board for study and recommendation.
- The Town Board may hold a public hearing on such application.
- If the permit is approved, the applicant (with all supporting documents) will obtain the Special Use Permit from the Town Clerk. The fee for the permit is payable to the Town Clerk upon issuance of the permit. Schedule of fees is on file in the Town Clerk’s office.
- A complete folder for each such permit will be on file at the office of the Town Clerk.