



# SPECIAL USE PERMIT APPLICATION FORM AND INSTRUCTIONS

Please Read Carefully  
(Submit checklist with application)

The Holland Town Board has the authority to issue special use permits in accordance with Town Code Chapter 120, Article VI Zoning.

## Application requirements:

For review and approval of a Special Use Permit Application, the following items must be submitted to the Town Board:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Application Fee of \$50.00 with check made payable to Town of Holland
- \_\_\_\_\_ Owner Authorization form, if necessary. (If the applicant/petitioner is not the property owner and the owner did not sign the application; an owner authorization form must be submitted.)
- \_\_\_\_\_ Narrative describing all activities proposed for the site.
- \_\_\_\_\_ Survey of the property/or drawn diagram of property
- \_\_\_\_\_ Site plan: A Site Plan and/or Site Plan application may be required as part of the Special Use Permit Application. Please consult with the Building Department to determine if a Site Plan Review Application will be required.
- \_\_\_\_\_ Environmental Assessment Form (EAF), with Part 1 completed and signed. (Short or Full EAF - Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms.
- \_\_\_\_\_ For Kennel License, required for 4 or more dogs on premise. – See attached instructions.

Agency Review: The Town Board may circulate the Special Use Permit application packet to the following agencies for review and comment, as necessary:

Town: Planning Board, Building Department, Highway Department, Town Attorney

County: Department of Environment and Planning

Fire: Holland Fire District

The Town Board may hold a public hearing on such application.

Town Engineer Review: Special Use Permit applications may require review by the Town Engineer. If it is determined that such review is necessary, an escrow account may be required to defray the costs of this review. An estimate of the costs will be provided to the applicant and a check must be received prior to further consideration by the Town Board.

**Incomplete applications will not be accepted for review.** Applications submitted by the Friday prior to the Regular Town Board meeting (2<sup>nd</sup> Wednesday of the month) will be placed on the agenda at the discretion of the Town Board.



Town of Holland  
47 Pearl Street, Holland, New York 14080

## Special Use Permit Application Form

### I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: \_\_\_\_\_

Business/Project Address: \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Interest in the property (ex: owner/purchaser/developer) \_\_\_\_\_

### II. PROPERTY OWNER INFORMATION (If different from Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s) \_\_\_\_\_

If a corporate, please name a responsible party/designated officer: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### III. SPECIAL USE AND PROPERTY INFORMATION:

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

SBL# \_\_\_\_\_

Describe Special Use requested (use additional pages if needed): \_\_\_\_\_

Property size in acres \_\_\_\_\_

Property Frontage in feet \_\_\_\_\_

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

Surrounding Zoning \_\_\_\_\_

Current Use of Property \_\_\_\_\_

Size of existing building(s): \_\_\_\_\_sf

Size of proposed building(s) \_\_\_\_\_sf

Present/Prior tenant/use: \_\_\_\_\_

Parking spaces: Existing: \_\_\_\_\_ Proposed additional spaces: \_\_\_\_\_ Total #: \_\_\_\_\_

Proposed water service: \_\_\_\_\_ public \_\_\_\_\_ private (well) \_\_\_\_\_ n/a Is this existing Y/N

Proposed sanitary sewer: \_\_\_\_\_ public \_\_\_\_\_ private (septic) \_\_\_\_\_ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours								

Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

**Upon approval of this application, the applicant intends to apply for:** (Check all that apply)

- a. Building Permit \_\_\_\_\_
- b. Sign Permit \_\_\_\_\_
- c. Kennel License \_\_\_\_\_

**IV. SIGNATURE** (*This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4*)

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Print name of Applicant/Petitioner

State of New York; County of Erie

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

\_\_\_\_\_  
Notary Public

(Notary stamp)

Office Use Only: Date received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_

Town of Holland  
47 Pearl Street  
Holland, NY 14080  
www.townofhollandny.com

**Special Use Permit  
Application  
Owner Authorization**

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The undersigned, who is the owner of the premises know as:

....., identified as Tax Map (SBL)#.....  
(address)

hereby authorizes ..... to bring an application for a special use permit

before the Town of Holland Town Board for review and potential approval. The undersigned further permits the Town or its authorized representative(s) access to the property to review existing site conditions during the review process.

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (signature)

STATE OF NEW YORK     )  
                                  SS  
COUNTY OF ERIE        )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

**TOWN OF HOLLAND**  
**PROCEDURE FOR KENNEL LICENSES ONLY**  
**4 or more dogs on premise**

Completed Special Use Application

\$50.00 Application fee: payable at time of application request (non-refundable)

Return completed Application with notary signature to Town Clerk

Town Clerk will advise the next Town Board meeting, that you must attend.

If the Town Board accepts your request, they will refer your case to the Planning Board, which meets the 1<sup>st</sup> Wednesday of the month

The Assessing department will provide you with a list of property owners that meet the following criteria. Owners within 500 feet of your property borders if you are in R-A and R-2 Districts and at least 200 feet in an R-1 District. This includes across streets, across narrow lots, vacant land etc.

Notify all neighbors (from above) of the date of your Planning Board review meeting and what you are requesting. You must obtain their signature proving that you notified them of the review date. This can be accomplished in person or by certified mail.

Attend Planning Board meeting with as much information as possible to support your application.

All meetings are held at the Town Hall.

Once Kennel license is approved by the Holland Town Board and Dog Control Officer, you must go to the Town Clerk to license dogs, rabies certificates required, and fees apply.