SITE PLAN / SPECIAL USE PERMIT / SUBDIVISION REVIEW

Planning Department, Town of Tyre
1082 Gravel Road, Seneca Falls, NY 13148
315-835-0206 / zoningofficer@tyreny.gov

APPLICATION

Application Type:
(please check all that apply)

☐ Site Plan
☐ Special Use & Site Plan
☐ Minor Subdivision
☐ Major Subdivision

Subdivision and site plan applications can be reviewed simultaneously.
A special use permit application requires the submission of a site plan review application.

REQUIREMENTS

Office Use	ALL APPLICATIONS
☐	Letter of Intent (LOI)
☐	SEQR Environmental Assessment Form (EAF) Part 1 https://gisservices.dec.ny.gov/eafmapper/
☐	Contact information / General site information
☐	GML §809 Disclosure Form
☐	Authorization form / Applicant affidavit
☐	Authorization for site visits / Affirmation of costs
☐	Deposit in escrow with Town (if applicable)
☐	Agricultural Data Statement (if applicable)
☐	Completeness Certification form
☐	Appropriate application fee per current fee schedule. Checks made out to “Town of Tyre”
☐	At least two full-size copies and PDF version of application and supporting documentation
	PRELIMINARY/FINAL SUBDIVISION APPLICATIONS
☐	Plat with layout and details outlined in Local Law No. 1-2018 (as revised)
	SITE PLAN/SPECIAL USE APPLICATIONS
☐	Site plan drawing(s) with content outlined in Local Law #2 of 2015 (as revised)
	SPECIAL USE APPLICATION
☐	Written response to special use standards

The Planning Board may request additional information as they deem necessary.

For Office Use Only

Application #: _____ Received by: _____ Date Received: _____

Noticed: ☐ Yes ☐ No Date: _____

Date Paid: _____ Amount Paid: _____ Hearing Date: _____

Payment Method: ☐ Cash ☐ Card ☐ Check Check Number: _____

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IMPORTANT INFORMATION FOR PLANNING BOARD APPLICATIONS

Town of Tyre Planning Board meetings are generally held on the fourth Tuesday of each month at 6:30 p.m. at the Tyre Town Municipal Building, 1082 Gravel Road, Seneca Falls, NY. However, please contact the Town to confirm any upcoming meeting dates and times. Please ensure that the applicant or their representative attend any public hearings.

A complete application, including all required materials, must be submitted to the Town by the submission deadline in order to ensure the application is heard at an upcoming Planning Board meeting. The Planning Board may request additional information from you where necessary. Please note that all application materials will be available for public review.

CONTACT INFORMATION

APPLICANT

Name: _____

Address: _____

City, ZIP: _____

Phone: _____

Email: _____

OWNER (if different than applicant)

Name: _____

Address: _____

City, ZIP: _____

Phone: _____

Email: _____

DESIGN PROFESSIONAL (engineer, architect, etc.)

Name: _____

Firm: _____

Address: _____

City, ZIP: _____

Phone: _____

Email: _____

ATTORNEY (if applicable)

Name: _____

Firm: _____

Address: _____

City, ZIP: _____

Phone: _____

Email: _____

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GENERAL SITE INFORMATION

Project Name: _____

Project Address: _____

Tax Map #: _____ Size of Parcel: _____

Zoning District: _____

Square footage of building(s): _____

Brief Description of Project: Total Area of Disturbance: _____ acres

_____

_____

_____

_____

Length of time to complete project: _____

Property within 500' of a municipal boundary: ☐ No ☐ Yes, Town of _____

_____

APPLICANT SIGNATURE

I, the undersigned applicant, certify that the information provided in this application and all accompanying materials is true and accurate to the best of my knowledge.

I further acknowledge and understand the following:

1. This application may require a public hearing as part of the review process.
2. I may be required to appear before the Town of Tyre Planning Board to present and discuss the application.
3. The Planning Board may request additional information or materials to ensure a comprehensive review of the application.

Applicant's Name (Printed): _____

Applicant's Signature: _____

Date: _____

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OWNER AUTHORIZATION TO SUBMIT SITE PLAN / SPECIAL USE / SUBDIVISION APPLICATION

If the applicant is not the property owner, this form must be completed and signed by the property owner.

I, _____ [Owner's Full Name], as the owner of the property located at:

Address: _____

Tax Map #: _____

hereby authorize _____ [Applicant's Full Name]

to submit a site plan / special use / subdivision application to the Town of Tyre Planning Department,

located at 1082 Gravel Road, Seneca Falls, NY 13148, for the following purpose(s):

Purpose of Application: _____

_____

_____

Property Owner's Signature: _____ Date: _____

AUTHORIZATION FOR SITE VISITS

As part of the application review process, members of the Planning Board may visit the subject property including to better understand the site and how the proposed project fits with the surrounding neighborhood and adjacent properties. For example, if portions of the property cannot be observed from the public right-of-way, Planning Board members may need to access areas such as the side or rear yard.

By signing below, you confirm that you understand this process and grant permission for Planning Board members to access your property as necessary to complete their review.

Property Owner's Signature: _____ Date: _____

Print Name: _____

Important Note: If you do not authorize access to your property, you may be asked to provide additional photographic evidence of any areas not visible from the public right-of-way. Failure to grant access or provide sufficient evidence may impact the determination of your application. Applicants will be contacted if a site visit is necessary.

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AFFIRMATION OF PAYMENT OF COSTS ASSOCIATED WITH APPLICATION

I, the undersigned, am the applicant seeking approval of a site plan / subdivision / special use permit for the property located at:

Property Address: _____

Tax Map #: _____

I hereby affirm that I agree to reimburse the Town of Tyre for all costs incurred in processing my application(s) in accordance with applicable laws, codes, rules, and regulations including, but not necessarily limited to, the following:

- Town of Tyre Law No. 4 of 2014, *Local Law Requiring the Reimbursement of Expenses Associated with the Review of Zoning and Land Use Applications*, as revised
- Article 11 (*Reimbursable costs)* of the Town of Tyre Local Law #2 of 2015: Site Plan Review, as revised (see below)

Applicant's Signature: _____ Date: _____

Printed Name: _____

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DISCLOSURE FORM
GENERAL MUNICIPAL LAW SECTION 809

State of New York **County of Seneca** **Town of Tyre**

A copy of General Municipal Law Section 809 is available from the Town upon request.

_____

Applicant Name & Address

I, the undersigned, hereby certify the following:

1. I have read the provisions of Section 809 of the General Municipal Law ("GML") of the State of New York.
2. To the best of my knowledge, no officer or employee of the State of New York, Seneca County, the Town of Tyre, or any other municipality of which Tyre is a part has an interest (as defined in GML Section 809) in the applicant or in the application's approval, except those listed below:

Name(s)	**Address(es)**

_____ _____

Signature of Applicant *Date*

_____

Street Address *City/Town* *State* *Zip*

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AGRICULTURAL DATA STATEMENT

Per Section 305-b of the NYS Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring review and approval by a planning board, zoning board or town board, and that occurs **on property within an agricultural district containing a farm operation** or on property with boundaries **within five hundred feet of a farm operation located in an agricultural district**, shall include this form.

A. Applicant Information

Name of Applicant: _____

Mailing Address: _____

B. Project Information

Project Description: _____

_____

Project Address: _____ Tax Map Number: _____

Project Location: (check all that apply)	☐ Within an Agricultural District containing a farm operation. ☐ Within 500 feet of a farm operation located in an Agricultural District.

Number of Acres Affected by Project: _____

Is any portion of the project site currently being farmed?	☐ Yes (Specify acreage: _____ or square footage: _____) ☐ No

C. Nearby Farm Operations. List the name and address of any owner of land that (1) is within the agricultural district, (2) contains a farm operation(s), and (3) is located within five hundred feet of the boundary of the property upon which this project is proposed.

_____

_____

_____

_____

D. Supporting Documentation

Attach a current tax map showing the location of the project site relative to nearby farm operations listed above.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Town of Tyre
seneca county new york

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COMPLETENESS CERTIFICATION FORM

Please note that this checklist is a general summary and may not include all elements necessary for complete application. The Planning Board or Town staff may request additional information as needed.

Application Type Key: SS – Subdivision & Site Plan applications; SP – Site Plan applications only

Type	Plan Content	Included	Office Use
	General Information		
SS	Subdivision/Site Plan name, location map, north arrow, and scale.	☐	☐
SS	Name and contact information of property owner and applicant.	☐	☐
SS	Design professional's name, seal, and contact information	☐	☐
SS	Property address, tax map number, signature block, and revision block	☐	☐
SS	Zoning district and applicable boundary lines.	☐	☐
	Survey and Property Details		
SS	Boundary survey (bearings, distances, and monument locations)	☐	☐
SS	Existing property lines, structures, and easements.	☐	☐
SS	Dimensions, acreage, and assigned lot numbers	☐	☐
SP	Elevation contours at USGS intervals.	☐	☐
SP	Names and addresses of adjoining property owners	☐	☐
	Proposed Features		
SP	Layout of all proposed structures, setbacks, and buildable areas.	☐	☐
SP	On-site circulation (driveways, parking, sidewalks, emergency access)	☐	☐
SP	Landscaping and buffer areas, including tree preservation details.	☐	☐
SP	Proposed signage and exterior lighting.	☐	☐
SS	List of required variances, waivers, or deviations	☐	☐
	Utilities and Infrastructure		
SP	Location of utilities (water, sanitary, etc.) and service connections	☐	☐
SP	Drainage and stormwater management plans with easements	☐	☐
SP	Grading plans for existing and proposed elevations	☐	☐
SP	Erosion control measures and sedimentation plans	☐	☐
SS	Location of public and private easements.	☐	☐
SS	Street layouts with right-of-way dimensions and road profiles.	☐	☐

Applicant Signature: _____ Date: _____

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SPECIAL USE APPLICATION

This form corresponds to Section 100-20[D] of the Tyre Zoning Law which lists the criteria necessary to issue a Special Use Permit. Please **provide a written explanation** of how your proposed project satisfies each of the applicable criteria. Your explanation should:

- Clearly describe the proposed project and its intended use.
- Specify the nature of the requested special use.
- Address how the proposed special use complies with each of the standards listed in Section 100-20(D) which are provided below.

SPECIAL USE STANDARDS

- Be in harmony with the general purpose, goals, objectives, and standards of the Town of Tyre Comprehensive Plan 2014 "Planning for a Rural Community in the 21st Century" and this law.

- Not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public health, safety, and general welfare.

- Be constructed, arranged, and operated so as not to dominate the immediate vicinity, or to interfere with or devalue the development and use of neighboring property in accordance with the applicable district regulations.

- Provide adequate and safe site access for vehicles.

- Provide adequate site utility service, including water supply, sewage, refuse disposal, storm water control and signage.

- Be compatible with and enhance, to the greatest extent possible, the existing natural features of the site and surrounding areas.

- Protect prime and unique classified agricultural soils and not conflict with nearby established agricultural operations.

- Avoid harm or destruction to unique natural features found on the site such as drumlins, freshwater wetlands, floodplains, established mature trees and wood lots, etc.

- Protect historic structures located on the site.

- Provide adequate landscaping, screening or buffering between adjacent uses which may be incompatible with the proposed project.

*Please Note: Per Section 100-20(D)(1), an application for special use permit review and approval shall require and be made in tandem with an application for site plan review and approval for the proposed project.

LETTER OF INTENT TEMPLATE

This template is offered as a convenience to applicants and may be used to fulfill the application requirement. However, applicants may submit their own letter of intent if it meets the required criteria.

[Date]

Town of Tyre Planning Board
1082 Gravel Road
Seneca Falls, NY 13148

RE: Letter of Intent for **[Subdivision / Site Plan / Special Use]** Application, **[Project Name]** at **[Property Address]**

Dear Members of the Planning Board:

I am pleased to submit this letter of intent as part of my application for **[Subdivision/Site Plan/Special Use]** approval for the property located at **[Property Address]** with the Tax Parcel Number **[Tax Parcel Number]** and within the **[Zoning District].** The purpose of this application is to seek approval for **[specific project description**, *e.g., the development of a five-lot residential subdivision or the construction of a commercial facility***]**.

The proposed project involves **[a brief description of the project scope].**

The site will utilize **[specific infrastructure plans,** *e.g., public water and sewer connections, private well and septic systems, etc.***].** Stormwater management measures will include **[briefly describe any stormwater plans or drainage systems]**. The property will be accessed via **[description of access,** *such as an existing roadway or new driveway***].**

I respectfully request approval for **[list requested approvals,** *such as preliminary subdivision, final plat, or site plan approval***]**. I will attend all applicable public hearings to provide additional details and address any questions or concerns.

Thank you for your time and consideration. Should you need any further information, please feel free to contact me at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Applicant's Full Name]

[Title/Role, if applicable]