

Town of Otego Planning Board

Special Use Permit - Instructions

1. A list of Special Use Permit categories can be found in the Zoning Ordinance, available on the town web site.
2. Complete applications with the \$75 fee may be submitted to the Town Clerk.
3. Name/ address should be for the person applying for the permit and the home address of that person with the phone and email address so that we can contact you if we need to.
4. If the special use permit is for location other than that residence, the address of that location needs to be given.
5. The Property Tax Map number is required for the location of the Special Use. The Property Tax Map number can be found on the upper right of the General Property tax bill. It is also available from the Town Assessor or the Otsego County web site:
 - a. <https://www.otsego-county.com/departments/real-property-tax-services/index.php>
 - b. Select 'Real Property Lookup'
 - c. On the next page select "Public Access"
 - d. On the 'Otsego County Search' form, fill in at least your name and township
 - e. Select "Tax ID" that goes with your parcel
6. A detailed description of your proposal will help the Planning Board.
7. Applications will not be considered until complete and must be completed within one year. An application that is not completed within one year will need to be refiled.
8. Complete applications need to be submitted at least 10 days before a scheduled Planning Board meeting (third Tuesday of the month) to be placed on the agenda for that month.
9. A Public hearing will be scheduled only after an application is complete.
10. Limitation and conditions may be placed on the permit by the Planning Board.
11. The Code Enforcement /Zoning Officer reserves the right to check the Special Use operation from time to time, within normal business hours.

Town of Otego Planning Board

Special Use Permit

Date _____

Applicant _____

Address _____

Phone _____

Email _____

Address of parcel for which this special use permit applies:

Property Tax Number of parcel for which this Special Use Permit applies:

_____ Size _____ acres

Owner's name and address, if not owned by applicant.

Owner _____

Address _____

Phone _____

Email _____

If this Parcel is owned by someone else, attach a letter to this application, from the owner, signed and notarized, allowing your use.

What do you want to do with this Special Use Permit?

What changes to this property, additions or extra buildings, etc., will be required for this use?

How will this Special Use affect neighboring properties?

What (additional) town services will be required for this use?

Please provide a site plan drawing (see the illustration attached of the property including any additions/changes for this Special Use.

For office use only

Date received with appropriate fee _____

Date of acceptance as complete application _____

Date of public hearing _____

Date of final vote and result _____

In favor _____ Against _____

Limitations and/or conditions on the Special Use Permit

Date of Approval or Rejection _____

Signature of Planning Board Chairman _____

TOWN OF OTEGO PLANNING BOARD

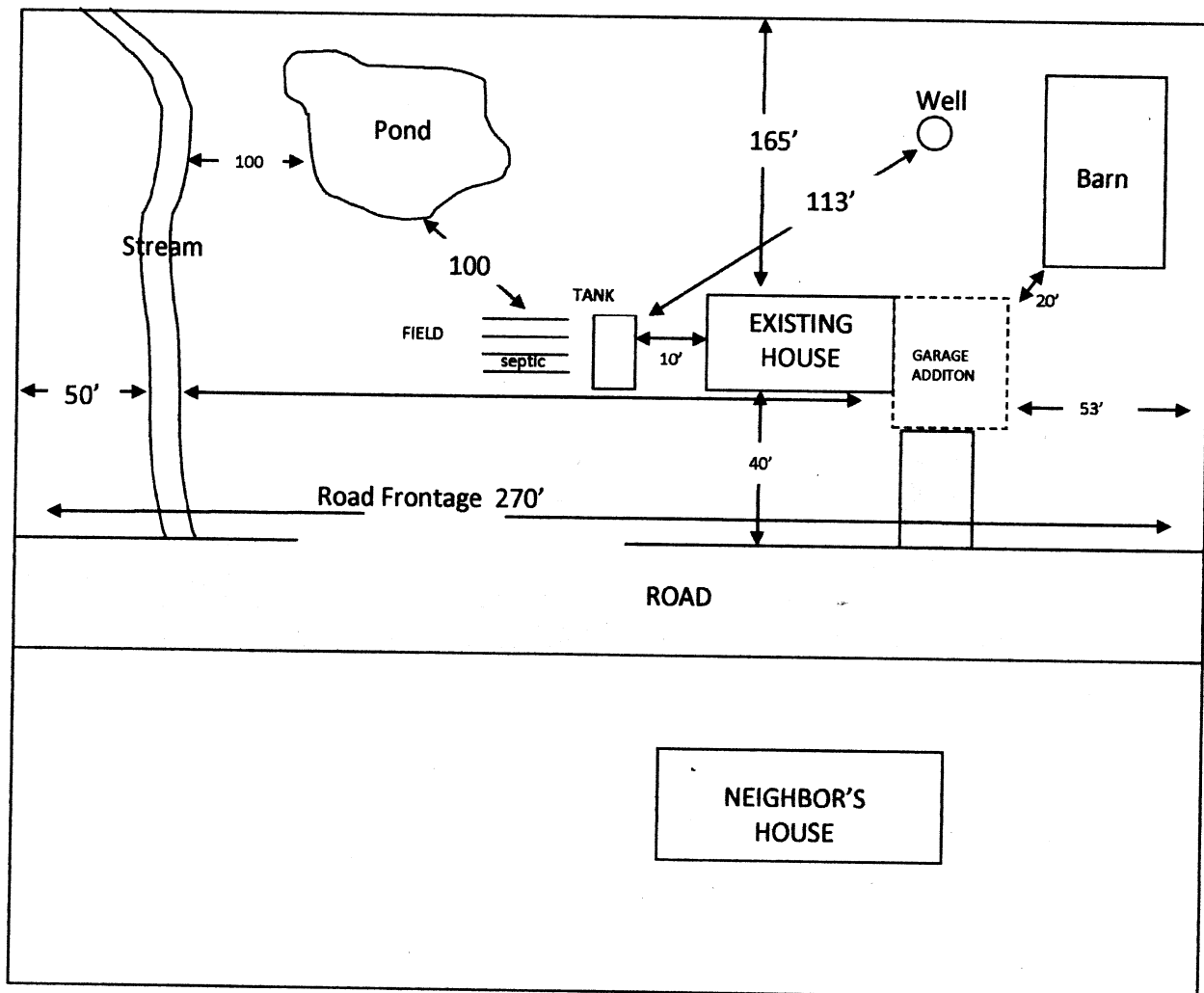
SITE PLAN SAMPLE

SITE PLAN

A site plan is a diagram of the property where the requested action is to take place. It is necessary to include a plot plan for most planning board actions on a parcel to demonstrate compliance with such things as set back requirements from property lines and roadways, distance requirements from septic systems to wells, ponds, lakes and streams. Drawings do not need to be to scale but distances indicated must be accurate.

DIRECTIONS

Draw a sketch of your property on a blank or graph paper indicating location of your well, septic, ponds, streams structures, etc. It is important to indicate the following distances: Road Frontage on all lots on splits and subdivisions, Distance to new property lines from structures, septic systems, wells, etc.



EXAMPLE SITEPLAN