

# TOWN OF MANLIUS SPECIAL PERMIT APPLICATION

DATE: \_\_\_\_\_

Tax Map # \_\_\_\_\_

I \_\_\_\_\_ as applicant of said property located at

\_\_\_\_\_  
To apply for a **SPECIAL PERMIT** from the Town of Manlius as required by the municipal code and I/we submit the following information, and certify that it is correct to the best of my/our knowledge.

\_\_\_\_\_  
Applicant's Signature

Present Zoning of Property: \_\_\_\_\_

Proposed use of property in detail (add additional pages if needed): \_\_\_\_\_

Present use of property: \_\_\_\_\_

Hours of Proposed Operation: \_\_\_\_\_

Anticipated Automobile Parking: \_\_\_\_\_

Owner(s) of property: \_\_\_\_\_

Status (Owner, Lessee) of each applicant: \_\_\_\_\_

## **EXHIBITS TO SPECIAL PERMIT APPLICATION:**

1. Detailed site plan of any construction anticipated (attach as exhibit.) The Town Board may require that drawings be certified by a licensed engineer, architect, or surveyor.
2. Survey Map Certified by a licensed surveyor within two years of date of application, survey should show all exiting structures, easements, encroachments and existing pavement on site.
3. Legal description of proposed site (attach description)
4. Drainage, sewer, water plans and specifications for proposed site. (The town may require that said plans and specifications be certified by a licensed engineer)
5. Environmental Assessment Form
6. Freshwater Wetlands Letter
7. Disclosure Affidavit
8. Filing Fee – Renewal Fee \$100.00 payable to the Manlius Town Clerk

### **ADMINISTRATIVE ACTION**

*Not to be completed by applicant*

1. Zoning Classification: \_\_\_\_\_

2. Planning Board Recommendation:

Approval: \_\_\_\_\_

Dated: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Dated: \_\_\_\_\_

3. Environmental Assessment Form:

Adequate: \_\_\_\_\_

Dated: \_\_\_\_\_

Inadequate: \_\_\_\_\_

Dated: \_\_\_\_\_

4. SEQR Declaration:

Positive: \_\_\_\_\_

Negative: \_\_\_\_\_

5. Impact Statement:

Adequate DEIS filed: \_\_\_\_\_

Adequate EIS filed: \_\_\_\_\_

6. SEQR reimbursements paid: \_\_\_\_\_

7. Public Hearing Scheduled: \_\_\_\_\_

8. Town Board:

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Comments: \_\_\_\_\_