

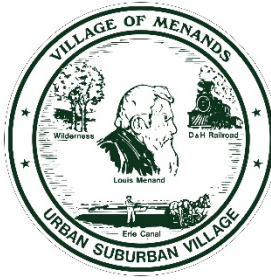
Village of Menands

280 Broadway, Menands, NY 12204
(518) 434-2922 Fax (518) 427-7303

APPLICANT PROCEDURES FOR SPECIAL PERMITS:

Applicant should submit twelve (12) copies of the application and supporting materials to the Village of Menands Clerk.

1. The requirements for special permit application and supporting materials are unique to each permit and its' specified use. The requirements for each use can be found in the corresponding section of the Village of Menands Code.
2. The Menands Village Board will issue a letter of determination of completeness 60 days after the original receipt date recorded by the Village Clerk. If the Menands Village Board finds the application complete, then the application will be placed on an agenda for a public hearing. If the application is not complete, then the applicant has 60 days to resubmit the materials needed to deem the application complete.
3. After the Menands Village Board reviews the application, they will schedule a public hearing within 120 days from when a complete application was received or 60 days after the original receipt of the incomplete application.
4. The Menands Village Board must act on the application either approving or denying it for approval. If the Menands Village Board approves the application it will be subject to conditions and requirements deemed appropriate by the Menands Village Board.
5. The Menands Village Board will then issue a letter of determination to the applicant within 60 days of the Public Hearing.
6. In rendering its decision, the Menands Village Board shall consider all aspects of the proposed use and also make sure that the materials submitted by the applicant meet the requirements of Chapter 114, Environmental Quality Review.



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MENANDS VILLAGE BOARD PROCEDURES FOR SPECIAL PERMITS

1. The Menands Village Board will receive 12 copies of the application and supporting material from the Village of Menands Clerk.
2. If the application is not complete, then the Menands Village Board must issue a letter to the applicant within 60 days after the original receipt of the application. The applicant must then resubmit the application with the necessary materials within 60 days of the date of the letter unless the applicant and Menands Village Board mutually agree on another date.
3. The Menands Village Board must act on the application either approving or denying it for approval. If the Menands Village Board approves the application it will be subject to conditions and requirements deemed appropriate by the Commission.
4. The Menands Village Board will then issue a letter of determination to the applicant within 60 days of the Public Hearing.
5. In rendering its decision, the Menands Village Board shall consider all aspects of the proposed use and also make sure that the materials submitted by the applicant meet the requirements of Chapter 114, Environmental Quality Review.

Please see Appendix A for the New York State Environmental Assessment Forms. The Short Form has also been included to guide the Menands Village Board through the review process.



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SPECIAL USE PERMIT APPLICATION

Applicant Name: _____

Address: _____

Telephone Number: _____

Property Owner Name: _____

(IF DIFFERENT THAN THE APPLICANT)

Address: _____

Telephone Number: _____

PROPERTY IDENTIFICATION:

Tax Map Parcel Number: _____

Address: _____

Size: _____ Zoning: _____

Professional Adviser Name: _____

Address: _____

Telephone Number: _____

NYS License Number and Kind _____

(P.E., R.A., L.s., Etc.)

THE FOLLOWING IS TO BE FILLED OUT BY THE VILLAGE

Special Use Permit Number: _____