

Special Use Permit Process

Step 1 – Applicant

- Obtain application from Zoning Officer or Town Website
- Fill out application and supporting documentation
- Submit completed application to Zoning Officer

Step 2 – Zoning Officer

- Review application for accuracy and completeness
- Submit completed application to Planning Board

Step 3 – Planning Board

- Review Application
- Meet with Applicant to discuss overall plan
- Discuss preliminary conditions and restrictions
- Request further information from Applicant if needed. Responses to formal requests should be submitted to both the Planning Board and Zoning Officer.
- If Special Use has all information submit to the Herkimer/Oneida County Planning Board for recommendation
- Set Public Hearing Date. Notice in newspaper minimum of 5 days prior to meeting date.

Step 4 – Planning Board

- Conduct Public Hearing. Applicant should be represented.
- Explain project to public in attendance
- Ask for public input about concerns/problems if the project is approved
- Review possible solutions to concerns/problems
- Request updated information from Applicant.

Step 5 – Planning Board

- Meet to finalize project application. Applicant should be represented.
- Set conditions/requirements to be placed on the Special Use Permit
- Establish a Special Use project timeline for completion.
- Forward Approval or dis-approval recommendation to the Town Board with complete package for Town to review and understanding of the Special Use Permit

Step 6 – Town Board

- Review Special Use Permit application with conditions/requirements and project timeline established by the Planning Board
- Make additional or revise conditions/requirements if necessary, return to Planning Board
- Approve or dis-approve Special Use Permit
- Town Lawyer review if desired.
- Direct Zoning Officer to issue permit with conditions/requirements.