



# TOWN OF SHELTER ISLAND

38 NORTH FERRY ROAD

P.O. BOX 1549

SHELTER ISLAND, NEW YORK 11964-1549

**Amber Wilson**  
TOWN CLERK  
REGISTRAR OF VITAL STATISTICS  
FREEDOM OF INFORMATION OFFICER  
RECORDS ACCESS OFFICER

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## APPLICATION FOR SPECIAL PERMIT

*(Please read instructions at end of this application.)*

Name of Project \_\_\_\_\_

Property Address \_\_\_\_\_

Property Tax Map Number \_\_\_\_\_

Proposed Special Permit type (circle one): SFLA Commercial

Owner:

Agent:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Zoning District \_\_\_\_\_

Description of Project \_\_\_\_\_

Current use(s) of site \_\_\_\_\_

Proposed use(s) of site \_\_\_\_\_

Land uses on premises adjacent to subject property \_\_\_\_\_

SFLA of adjacent properties (if this is SFLA special permit) \_\_\_\_\_

Total area of site (square feet) \_\_\_\_\_

**BUILDINGS**

Are all buildings and structures shown on the current survey? \_\_\_\_\_yes \_\_\_\_\_no

**EXISTING BUILDING AREA COVERAGE**

SFLA \_\_\_\_\_ FOOTPRINT \_\_\_\_\_ PERCENT LOT \_\_\_\_\_

**PROPOSED BUILDING AREA COVERAGE**

SFLA \_\_\_\_\_ FOOTPRINT \_\_\_\_\_ PERCENT LOT \_\_\_\_\_

HEIGHT OF PROPOSED BUILDING(S) (above mean original grade)

FEET \_\_\_\_\_ STORIES \_\_\_\_\_

*RESIDENTIAL BUILDINGS: number and type*

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

*NON-RESIDENTIAL BUILDINGS: TOTAL FLOOR AREA AND TOTAL SALES AREA*

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

List accessory structures proposed. If any of these structures will be finished, please indicate the SFLA of that structure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For commercial special permit, list proposed use \_\_\_\_\_  
(per categories listed in the Town Code)

**UTILITIES**

The site will be served by the following utilities:

Water District or Company \_\_\_\_\_

**SIGNS (FOR COMMERCIAL SPECIAL PERMIT)**

Are there any existing free-standing or attached signs?

\_\_\_\_\_yes \_\_\_\_\_no (all signs must be indicated on plan with submission)

Have sign permits been obtained for all existing signs?

\_\_\_\_\_yes \_\_\_\_\_no

Are free-standing or attached signs proposed? \_\_\_\_\_yes \_\_\_\_\_no

Plans indicating location, size, colors and materials of all proposed signs must be submitted on plan with submission. A Sign Permit from the Building Department must be obtained for all signs.

**PARKING (FOR COMMERCIAL SPECIAL PERMIT)**

Number of off-street parking spaces required as calculated using the Schedule of Off-Street Parking Space Requirements listed in the Town Code

\_\_\_\_\_.

Number of existing parking spaces \_\_\_\_\_.

Number of handicap parking spaces provided (must be at least 5% of total parking spaces provided.) \_\_\_\_\_.

Number of truck loading spaces \_\_\_\_\_.

Is a parking waiver requested? \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, for how many spaces? \_\_\_\_\_

Note: a formal letter requesting waiver must be submitted separately along with this application.

**PARKING (FOR RESIDENTIAL SPECIAL PERMIT)**

Applicant must submit a parking plan for parking construction vehicles off-the residential streets during project construction. The parking plan should identify on-site parking locations, proposed enforcement mechanism, changing locations and conditions during project construction period. The plan should include a map identifying locations and a written narrative describing the plan and enforcement mechanism.

**SURROUNDING SFLA (FOR SFLA SPECIAL PERMIT)**

Please list the SFLA of all adjacent properties, including those across the street:

Address	SFLA
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FINDINGS**

The law requires the Town Board to analyze these questions in reviewing a request for special permit. Please answer the following questions and give reasons:

**A. General suitability:**

Is the proposed use the most appropriate use of this land? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the use be detrimental to surrounding property values? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the use cause an overcrowding of land or undue concentration of population?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**B. Location:**

Is the site suitable for the location of such use in the Town? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the proposal harmonious with the character of the existing and probable development of uses in the vicinity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is it the proposed use accessible for fire and other emergency apparatus?  Yes  No

Is the proposed use unreasonably near a church, school, theater, recreational area or other place of public assembly?  Yes  No

Will the proposed use interfere with established uses in the neighborhood?  Yes  No

**C. Public services:**

Are the driveways and sidewalks adequate to assure the public safety and avoid traffic congestion?  Yes  No

**D. Environmental concerns:**

Are there adequate facilities for the treatment, removal or discharge of sewage, refuse or other effluent from this use?  Yes  No

Will the proposed use cause odors, dust, light or noise, and if so, how can the impact be minimized?  Yes  No

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Will the proposed use impact the aquifer and other important natural resources, and if so, how can they be protected?  Yes  No

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**E. Site development:**

Is the lot big enough for the proposed use and its reasonable anticipated operation and expansion?  Yes  No

Is there is enough off-street parking for employees or visitors and is parking laid out in a convenient and safe way?  Yes  No

What buffers and screening are necessary to protect adjacent properties and land uses?

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**F. For SFLA special permits**

Will the new structure be compatible with the size and nature of other homes in the neighborhood?  Yes  No

Why and how?

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How do you intend to deal with stormwater runoff in light of the significant amount of impermeable area being created?

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I affirm that the above statements are true to the best of my knowledge.

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

\_\_\_\_\_  
Applicant

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		



**NOTICE TO ADJACENT PROPERTY OWNERS**

In The Matter of the Petition of \_\_\_\_\_  
to the Town Board of the Town of Shelter Island

TO: \_\_\_\_\_

**YOU ARE HEREBY GIVEN NOTICE:**

1. That the undersigned has petitioned the Town Board of the Town of Shelter Island to request a Special Exception Permit to: \_\_\_\_\_  
\_\_\_\_\_.

2. That the property which is the subject of the Petition is located within two hundred feet of your property and is designated as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. That the property which is the subject of such Petition is located in the following Zoning District: \_\_\_\_\_

4. That by such Petition, the undersigned will request the following relief: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. That the provisions of the Shelter Island Town Zoning Code applicable to the relief sought by the undersigned are: Article \_\_\_\_\_ Section \_\_\_\_\_

6. That a written Petition requesting the relief specified above has been filed in the Shelter Island Town Clerk's Office at 38 North Ferry Road, Shelter Island, New York, and you may examine same at any time during regular office hours.

7. That before the relief sought may be granted, a public hearing must be held on the matter by the Town Board; that a notice of such hearing must be published at least ten (10) days prior to the date of such hearing in the Shelter Island Reporter, the official newspaper of the Town of Shelter Island and designated for the publication of such notices; and that you or your representative have the right to appear and be heard at such hearing.

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

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Address

\_\_\_\_\_

**AFFIDAVIT OF MAILING OF NOTICES**  
(Attach Mailing Receipts)

NAME

ADDRESS

STATE OF NEW YORK)  
COUNTY OF SUFFOLK) SS.:

\_\_\_\_\_, residing at \_\_\_\_\_,  
being duly sworn, deposes and says that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
deponent mailed a true copy of the Notice to Adjacent Property Owners, directed to each of the  
above-named persons at the addresses set opposite their respective names; that the addresses set  
opposite their names of said persons are the addresses of said persons as shown on the current as-  
sessment roll of the Town of Shelter Island; that said notices were mailed at the United State Post  
Office at \_\_\_\_\_  
\_\_\_\_\_ ; that said Notices were mailed to each of said persons by (certified) (regis-  
tered) mail.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(This form is not required to be completed on form transmitted to adjacent property owners.)

**DISCLOSURE  
CERTIFICATION**  
To be Signed by Applicant(s)

STATE OF NEW YORK)  
COUNTY OF SUFFOLK) SS.:

\_\_\_\_\_, being by me duly sworn, deposes and says:

1. I am interested in an application for a special permit from the Town Board of the Town of Shelter Island.

2. I reside at \_\_\_\_\_.

3. The nature of my interest in the aforesaid application is as follows (owner, employee, representative, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. It is my understanding that the Town Board of the Town of Shelter Island has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Town Board and other agencies of the Town, to insure that no question of conflict of interest or favoritism may arise.

5. To the best of my knowledge, information and belief, no Town of Shelter Island officer or employee involved in this application process has an interest in this application, except as set forth below (specify any financial interest, familial relationship, etc.):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(s)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## INSTRUCTIONS FOR SPECIAL PERMIT

This form is an application for a Special Permit. It must be **fully** completed, either typed or printed in ink, and meet all requirements set forth below. The completed application, along with the requirements listed below, shall be submitted to the Town Clerk.

This application must be accompanied by each of the following. Check off all items submitted. If the application is incomplete, you will be notified. Incomplete applications will not be processed further until requested corrections are made.

Upon receipt of a complete application, the Town Board will set a public hearing on the matter. Once the public hearing has been set, applicant must mail, by certified mail, the Notice to Adjacent Property Owners to the owners of record of every property which abuts and every property which is within 200 feet of the property involved in the application. In addition, on or before commencement of the public hearing, the applicant must file a radius map prepared by a professional and an affidavit with postal receipts annexed thereto confirming mailing of said notices.

### Items to be submitted at time of Application

FEE (cash or check) Special permit application fees for one-family dwellings are as follows:

6,000 SFLA to 8,499 SFLA	\$7,500.00
8,500 SFLA	\$10,000.00
SFLA greater than 8,500	\$10,000.00 plus \$1.00 per square foot for each square foot for each square foot over 8,500 SFLA

An application to amend a previously issued special permit will have an application fee equal to \$2.00 per additional SFLA included in the proposed amendment.

Special permit application fee for other than SFLA is \$250.00.

12 paper and a pdf copy emailed to [townclerk@shelterislandtown.us](mailto:townclerk@shelterislandtown.us)

Completed application

Current Survey of existing property, showing

- Allowable main building envelope
- Allowable accessory building envelope
- Proposed drywells for buildings and pool

Copy of current deed

Plan of proposed changes, including elevations

Short Environmental Assessment Form

Exterior lighting plans (if applicable)

Letter of Disapproval from Building Department

Copies of other permits received (DEC, Health Department, etc)

Applications for a SFLA special permit should provide a contractor parking plan, identifying places on the property where contractors will be parked at various phases of the project. An alternate is to indicate a suitable remote location for contractor vehicles to park with provision for transporting them to the site. Parking on adjacent residential streets is discouraged.