

TOWN OF ROMULUS
GUIDELINES FOR SPECIAL USE PERMIT

NOTE: All applicants for a Special Use Permit must consult the Zoning Officer **prior** to submitting the application to the Planning Board.

The Planning Board meets regularly on the first Monday of each month at 7 PM at the Town of Romulus offices. In the event of a holiday the meeting date may be changed; any change will be posted. All applications for Special Use Permit approval must be submitted 30 days prior to a scheduled Planning Board meeting.

An application for a Special Use Permit can be made by submitting written application to the Town Clerk with the appropriate fee. All applications must use forms prescribed by the Planning Board and provided by the Town Clerk. All Special Permit applications shall be accompanied by a site plan which will be considered part of the application. The completed application and site plan shall include the following:

1. Names and addresses of all applicants and owners.
2. Names, addresses and qualifications of the preparers of any drawings submitted.
3. Date, north point, written and graphic scale.
4. Boundaries of the area, drawn to scale and including distances and areas.
5. Location, ownership and use of all adjacent lands.
6. Location, name and existing width of all adjacent public or private roads.
7. Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property.
8. Complete outline of existing and proposed deed restrictions or covenants applying to the property.
9. Existing hydrologic features, together with grading and drainage plan, showing existing and proposed contours at intervals of not less than ten (10) feet.
10. Location, proposed use, height and exterior dimensions of all existing and proposed buildings and structures on the property.
11. Location, design, construction materials of all parking and truck loading areas with ingress and egress drives thereto.
12. Provision for pedestrian access, including public and private sidewalks.
13. Location of outdoors storage areas.
14. Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, stone walls and fences.
15. Description of the method of sewage disposal and the location, design and construction materials of such facilities.
16. Description of the method of securing potable water and the location, design and construction materials of such facilities.
17. Location of fire lands and other emergency zones including the location of fire hydrants.
18. Location, design and construction materials of all energy distribution facilities including electrical, gas, and solar energy.
19. Location, size, design and construction materials of all proposed signs,
20. Location and proposed development of all buffer areas including indication of existing and proposed vegetative covers.

21. Location and design of outdoor lighting facilities.
22. Designation of the amount of gross floor area and gross leasable area proposed for retail sale and services, office and other similar commercial or light-industrial activities.
23. Number and distribution, by type, of all proposed dwelling units.
24. General landscaping plan and planting schedule.
25. An Environmental Assessment Form (EAF) with Part 1 completed by the applicant.
26. Identification of all federal, state or county approvals, permits or licenses required for execution of the project and
27. Information concerning other elements that the Planning Board deems integral to the proposed use and necessary for the Planning Board to adequately reviewed and evaluate the proposed use.

The Planning Board, in its discretion, may require the applicant to submit additional maps and materials in conjunction with the Special Permit application and site plan. Such maps or materials may include the following:

1. Vicinity map – this map at a scale of not less than than 1" = 2,000' shall show the relationship off the proposal to existing community facilities that may affect or serve it such as roads, shopping areas, school and employment centers. It shall show all properties, subdivisions, roads and easements within three hundred (300') of the proposal.
2. Topographic map – this shall be drawn at a scale of not less than 1" = 100' and shall show existing topography at contour levels of not more than ten (10) feet. This map shall also show the location of pertinent natural features that may influence the design of the proposed use, such as lakes, ponds, streams, wetlands, rock outcrops, wooded areas and areas subject to flooding. If the Planning Board finds that a topographic map at the above mentioned scale provides insufficient detail to adequately review and evaluate the potential impact of the proposed use, the Planning Board may require the submission of a topographic map at a scale which it deems adequate to perform such review and evaluation.
3. Development Plan – this map of the site of the proposed Special Use shall be drawn at a scale of not less than 1" = 100' and shall show the location of all buildings and structures; all automobile parking and all parking for commercial vehicles while loading and unloading; the location and width of all driveways, exits and entrances; the location of all existing or proposed site improvements including drains, culverts, retaining walls and fences; a narrative description of and indication on the site plan of the location of sewage disposal facilities and water facilities; the location and size of all existing and proposed signs; the location of proposed buffer areas and the design of lighting and other facilities.
4. Elevations and/or Section - if deemed necessary by the Planning Board, the site plan shall be accompanied by elevations and/or sections at the same or greater scale as as required for the site plan. Such drawing shall of of sufficient details to clearly delineate the bulk, height and style of all buildings and other permanent structures including in the proposal.
5. Engineering plans – if deemed necessary by the Planning Board, the site plan shall be accompanied by engineering plans including road improvements, drainage system and public or private utility systems and other such supporting data.

The Town of Romulus Planning Board review and consideration of the proposed Special Use shall include but not be limited to: compatibility with the Zoning Plan; economic, social, environmental and visual

compatibility and such other matters as may be determined pertinent.

The Town of Romulus shall refer for review and recommendation all Special Use review matters that fall within those areas specified under General Municipal Law, Article 12-B, Section 239-m to the Seneca County Planning Board prior to final action. If the Seneca County Planning Board recommends disapproval of the application, the Romulus Planning Board can override such recommendation by a majority plus one vote of the Romulus Planning Board. If the Seneca County Planning Board does not respond within thirty (30) days from the time it received a full statement on the referral matter, the Town of Romulus Planning Board may act without such report or recommendation. Within seven (7) days after taking final action, the Town of Romulus Planning Board shall file a report of the final action with the Seneca County Planning Board. Said report shall indicate the reason(s) for not following the Seneca County Planning Boards recommendation.

Environmental Impact Statement. The Planning Board shall, where required, be responsible for causing the completion of draft and final environmental impact statements for proposed development projects, together with a statement of findings, as required under the State Environmental Quality Review Act (SEQRA) regulations.

Public Hearing. The Planning Board shall conduct a public hearing on the Proposed Special Use. Such public hearing shall be conducted within sixty-two (62) days of the receipt of a complete application for a Special Use Permit and shall be advertised at least five (5) days before the hearing in the town's official newspaper.

Planning Board Action on Proposed Special Use. Within sixty-two (62) days of the close of such public hearing, the Planning Board shall act on the Special Use request. The decision of the Planning Board shall be filed in the office of the Town Clerk within five (5) days of the date the decision was rendered and copies thereof mailed to the applicant and to the Zoning Officer. The statement shall contain the reasons for such decision. In such a case, the Planning Board may recommend to the applicant further study of the special use and resubmission after it has been revised or redesigned. Upon Planning Board approval of the Special Use and payment by the applicant of all fees and reimbursable costs due the town, the Planning Board shall endorse its approval on a copy of the application and the site plan, both of which shall be kept on file in the Town Clerks office.