



TOWN OF AMENIA

4988 Route 22 AMENIA, NY 12501
TEL: 845-373-8860 FAX: 845-373-9147
www.AmeniaNY.Gov

Special Use and Site Plan Application

Dear Applicant,

Attached please find an application packet for the Town of Amenia. You will find:

1. Special use permit and site plan application
 - Project site description
 - Land use application
 - Authorization of agent
 - Record Owner
 - Escrow application for professional services
 - The agricultural data statement (if needed)
 - The short environmental form

A minimum of three (3) hard copies of a complete submission with maps if applicable, and in PDF format or email attachment to the project administrator and assistant at ldelango@ameniany.gov and building@ameniany.gov no later than three weeks prior to the meeting.



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SITE PLAN & SPECIAL USE APPLICATION PROJECT DESCRIPTION

APPLICANT: _____

OWNER: _____

PROPERTY ADDRESS: _____

GRID NUMBER(S): _____

PROJECT NAME: _____

PROJECT SITE DESCRIPTION: Provide a description of the Project Site, include the existing conditions of the site, the natural resources and environmental features of the site (e.g., wetlands and watercourses, vernal pools, steep slopes, forest, wildlife habitat, prime and statewide important agricultural soils, active farmland, and scenic viewsheds), current use/development of property (e.g., structures, roads, fences), and known past uses of the site. A conservation analysis complying with section 121-20(A) of the Zoning Law may be substituted for this Project Site Description.

Town of Amenia Planning Board

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LAND USE APPLICATION

Type of Application: Check all that apply

Site Plan Special Permit Zoning Permit Subdivision

Grid Number(s):

Name of Project: _____

Property Address: _____

Primary Contact Person:

Address: _____

Telephone Number: _____

Email: _____

Name of Property Owner:

Address: _____

Telephone Number: _____

Name of Applicant (if different):

Address: _____

Telephone Number: _____

Email: _____

Relationship of Applicant to Owner (e.g. *contract vendee, option holder, lessee*): _____

Plans Prepared By:

Name: _____

Address: _____

Telephone Number: _____

E-mail: _____

Zoning District(s): RA __, RR __, HM __, HR __, SR __, HC __,
OC __, M __

Overlay District(s) (if *any*): Floodplain __, Stream Corridor __,
Scenic Protection __, Aquifer __, Mixed-Use Institutional __,
Soil Mining __, Historic Preservation __, Mobile Home Park __,
Resort Development __

Current Use(s): _____

Proposed Use(s): _____

Parcel Size: _____ Acres

Type of Activity: New structure __, Alteration of existing
structure __, Expansion of use or structure __,

Change of use in existing structure __, Subdivision __.

Total Square Footage of Structures:

Current _____ Proposed _____

Footprint of Structures: _____

Deed Reference: Liber _____ Page _____ Date _____

Filed Map Reference: Lot # _____ Map # _____

Does the property contain a farm operation located within an
agricultural district or is the property boundary within 500
feet of a farm operation located in an agricultural district:

yes no

If yes, submit an Agricultural Data Statement.

Will the development be phased? Yes ___ No ___

If yes, how many phases? _____

Is there an existing Special Permit, Site Plan and/or
Subdivision approval for the property? Yes ___ No ___

If yes, provide certified copies of those existing approvals
with this application.



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TOWN OF AMENIA PLANNING BOARD AUTHORIZATION OF AGENT

I, _____, am the owner of the property
located at _____, Amenia, New York, identified as
Grid Number _____.

I hereby authorize _____ to act as my agent in an
Application to the Town of Amenia Planning Board for _____.
(Name of Project)

Print Name _____

Signature _____

Date _____

Town of Amenia Planning Board

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The undersigned hereby makes application in accordance with all applicable laws and other requirements of the Town of Amenia, Dutchess County, New York. All owners of record must sign.

Signature of Record Owner

Date: _____

Signature of Record Owner

Date: _____

Signature of Applicant (if different)

Date: _____

Date stamp of submission
(Office Use Only)

TOWN OF AMENIA
ESCROW FOR PROFESSIONAL SERVICES

Date: _____

Applicant: _____

Project Name: _____

Location: _____

Description of Project: _____

Amount Requested: \$ _____ Minimum Balance: \$ _____

The Town of Amenia _____ Board is currently reviewing your application for _____ . This Board is requesting that you place in escrow sufficient funds to be used to defray reasonable costs incurred by the Town for professional services and inspections required throughout the entire review process, as authorized by the Town Code of the Town of Amenia.

Based on estimated review costs, you are requested to deposit \$ _____ in the escrow account. Should the balance of this account fall below \$ _____, you will be notified and requested to replenish the account to the requested amount.

This escrow account does not provide for the other development, application and filing fees set forth in the Town of Amenia Town Code and Schedule of Fees. The applicant must make timely, direct payment of those other fees as a prerequisite to continued review of the application.

All parties agree to the terms and conditions stated herein.

Town of Amenia _____ Board
By:

Applicant:
By:

