

Conditional Use Permit

The Process

1. Obtain an application from the clerk or other board member.
2. Fill out application (See chapter 4 of our Town ordinances)
 - a. List names and addresses of property owners within 1000 feet of your property line.
 - i. This is not the Town's task.
 - ii. You do not need to contact owners just list them.
 - iii. Long lists may be on a separate sheet of paper.
 - b. Property OWNER must sign not tenant or potential owner.
3. Return application to Town Clerk with applicable fee (currently \$250).
4. At the next Town Board meeting the Town Board will schedule the Planning and Zoning Committee to hold a public hearing. (Due to publishing requirements this may be 1 to 2 months in the future.)
5. The Clerk will publish the hearing in the local newspaper and mail notices to the list of property owners on the list provided.
6. Planning and Zoning will hold the hearing to gather public input.
7. Planning and Zoning committee will make a decision on the application.
 - a. Usually (90%) the decision is made that night, but may be made at a later date.
8. A draft of the Conditional Use Permit is sent to the Town Attorney who will draft the final version
9. Planning and Zoning Chair and applicant sign permit.
10. Permit is mailed out.