



Village of Webster

Zoning Board of Appeals

Special Use Permit Application



Village Code: § 175-42 Permitted Structures and Uses

Article XV - Special Use Permit:

The process through which an applicant applies for final site plan approval for a special use. The requirements of the special use permit process are in addition to requirements for the underlying zoning district and all other requirements of this chapter, unless expressly stated otherwise.

Required Documentation:

- Completed Application
- Environmental Assessment Form
- Notification to Neighbors / Confirmation of mailing
- Owner authorization (*if applicable*)
- Site Plan or Survey Map indicating the location existing structures related to the permit request
- Supporting Documentation:
 - Past history of parcel, including past uses
 - Business records (maintenance costs, tax records, utility bills, assessment record)
 - Realtor records showing history of marketing property for sale, within current allowed uses
 - Proposed plans for requested use, including design plans and photos
 - Record of any improvements made after purchase of the property
 - Illustrations of topographical or physical features preventing development within the permitted use (*if applicable*)

Letter of Intent:

Please provide a letter to the Zoning Board that outlines your proposed project, and addresses each of the following Special Permit standards in detail:

1. Appropriate for the particular lot and location.
2. Not unreasonably detrimental to neighboring properties, areas, and districts.
3. Consistent with an orderly and appropriate development of neighboring properties, areas, and districts.
4. Where adjoined by existing or permitted uses, a suitable transition between neighboring uses and districts.
5. Oriented in the location and upon the site as required in § **175-41** of Article **XIV** (Site Plan Review)
6. An appropriate evolution of the Comprehensive Plan for the Village of Webster.



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Project Address: _____

Applicant Name: _____

Property Owner (if different from applicant): _____

Attorney (if applicable):

Name: _____ Company: _____

Property Information:

Tax ID #: _____ Zoning District: _____

How long have you owned the property? _____

Present use of property:

- Residential – Number of dwelling units: _____
- Commercial – Type: _____
- Industrial – Type: _____
- Accessory building – Describe: _____
- Other – Describe: _____

Briefly explain the change of use you are requesting for this parcel: _____

Does the proposed use require remodeling of existing structure(s)? _____

Is the property subject to any easements, or other recorded restrictions or encumbrances? If so, describe:

