

These are the minimum submission requirements as set forth in Chapter 160, Code of the Village of Cobleskill, for any Special Use Permit application. The Village reserves the right to request additional information to support an application. However, if these minimum requirements are not met, the Village reserves the right to reject the application. Applicants for Special Use Permits are encouraged to meet informally with the Planning Board prior to formal application.

Your application must include original and six (6) copies of the following information/submissions.

1. A basic application form, attached
2. A site plan (as described in Article VII of the Zoning Law of the Village of Cobleskill)
3. An area map showing the parcel under consideration for Special Use Permit and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof. Such area map shall be oriented to the nearest highway intersection
4. The general slope of the parcel under consideration and a notation giving the estimated percentage of slope on the parcel
5. Such additional information as needed for other reviews or submittals required under state, federal or local laws and regulations
6. A narrative report describing how the proposed use will fit into the character of the surrounding area
7. Completed Part 1 of an Environmental Assessment Form (EAF) or Draft Environmental Impact Statement (DEIS)
8. \$25 application fee
9. A completed Affidavit of Mailing Notice, stating that Notice of Submission of the Special Use Permit application has been mailed to owners of all properties within 200' of the proposed use (blank forms attached)



Village of Cobleskill Planning Environment & Codes  
378-5 Mineral Springs Rd.  
Cobleskill, New York 12043  
Telephone 518-234-4661

Application Number \_\_\_\_\_

Received \_\_\_\_\_

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Fax/Email \_\_\_\_\_

Fax/Email \_\_\_\_\_

Street Address \_\_\_\_\_

SBL Number \_\_\_\_\_

Total Estimated Project Cost \$ \_\_\_\_\_

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

\_\_\_\_\_, **being duly sworn**, deposes and says that he is the applicant above named. He is the owner, or \_\_\_\_\_, of said owner or owners, and is duly authorized to perform or have performed the said work, and to make and file this application; that all statements contained in this application package are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**The applicant recognizes that** it may be necessary for Village Staff or members of the Planning Board, the Historic District Review Commission, the Zoning Board of Appeals, and/or the Street Tree Committee to conduct an on-site visit of the exterior and/or interior of the property that is the subject of the application. **The applicant hereby agrees** that such on-site visit(s) may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Village Staff and/or Board/Commission members. **The applicant further agrees**, that by submitting this application, the applicant shall hold harmless the Village of Cobleskill, the Village Staff and/or Boards/Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public, State of New York (stamp below)

**AFFIDAVIT OF MAILING**

**STATE OF NEW YORK** )

) **SS.:**

**COUNTY OF** )

, residing at , being duly sworn,  
says that she is over the age of 18 years, that on the day of , s/he  
deposited in the post office or in a post office box regularly maintained by the government of the  
United States in , State of New York, a copy of the  
attached notice of submission of application for Special Use Permit contained in a securely  
closed postpaid wrapper directed to each of the persons named on the attached sheets at the  
places set opposite their respective names.

Sworn to before me this \_\_\_\_\_

\_\_\_\_\_  
Signature

Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public  
Commission Expires:  
(Affix Notary Stamp or Seal)

## NOTICE OF SUBMISSION

**SPECIAL USE PERMIT APPLICATION FILE # \_\_\_\_\_**

Submitted to the Village of Cobleskill Planning Environment and Codes Department, 378-5 Mineral Springs Rd, Cobleskill, NY 12043  
Telephone 518-234-4661, FAX 518-234-2487

Date this notice mailed: \_\_\_\_\_

To: \_\_\_\_\_,

Owner of (location) \_\_\_\_\_ SBL # \_\_\_\_\_.

I have submitted an APPLICATION FOR SPECIAL USE PERMIT for

(use) \_\_\_\_\_ to be established at

(location) \_\_\_\_\_ SBL # \_\_\_\_\_.

In compliance with Village Code § 160-6.2., I am notifying you because you own property within 200 feet of the proposed use.

The Village Planning Board reviews applications for Special Use Permits, as detailed in Village Code Chapter 160 - Zoning.

Applicant's name, printed: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_