



# TOWN OF AMENIA

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4988 Route 22 AMENIA, NY 12501  
TEL: 845-373-8860 FAX: 845-373-9147  
[www.AmeniaNY.Gov](http://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](mailto:ldelango@ameniany.gov) and [building@ameniany.gov](mailto: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.

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# 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

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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: \_\_\_\_\_

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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:



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## AGRICULTURAL DATA STATEMENT

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Application Type (check all that apply)  Subdivision  
 Site Plan  
 Special Use Permit

Does the application include land that contains a farm operation\* within an Agricultural District?  Yes  No

Does the application include lands within 500 feet of a farm operation\* within an Agricultural District?  Yes  No

If you answered yes to any of the two questions above, provide the name and address of the owners of land containing the farm operation below and attach a tax or other map to this sheet with the farm operation indicated, along with the Section, Block and Lot number for the farm operation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a description of your project and attach a separate map showing the entire property that is included in your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Farm operation means the land used in agricultural production, farm buildings, equipment and farm residence buildings.