City of Rochester, NY

SPECIAL PERMIT

(Section 120-192B)
BUREAU OF PLANNING AND ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125B
ROCHESTER, NEW YORK 14614

APPLICATION

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please call or e-mail Jason Haremza at (585) 428-7761 or Jason.haremza@cityofrochester.gov

Office Use	APPLICATION REQUIREMENTS:
☐	1. Fee: $250.00.
☐	2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC), including signature by a Building Code Plan Review.
☐	3. One (1) copy of the application including responses to all Special Permit Standards.
☐	4. One (1) copy of the Environmental Assessment Form, if applicable.
☐	5. One (1) copy of an Instrument Survey Map.
☐	6. Three (3) copies of a scaled site plan.
☐	7. One (1) copy of a scaled floor plan.
☐	8. One (1) copy of scaled elevations of proposed structures, or of facade renovations to existing structures.
☐	9. Photographs of the existing structures, the site and surrounding properties.
☐	10. One (1) set of all drawings, graphics and photographs no larger than 8-1/2" x 11" or reduced to 8-1/2" x 11" or provided digitally in PDF format on CD-ROM.

IMPORTANT

- Completed applications must be submitted before the published deadline.
- Application documents must be submitted in the appropriate number as specified above.

POSTING REQUIREMENT

After submission of a complete application, a public notification sign will be issued and must be posted on the property at least 20 days prior to the hearing. The sign shall be placed on the property readily visible from the public right-of-way. It is the applicant's responsibility to obtain and post the sign. Signs are available in Room 125B, City Hall.

WHAT IS A SPECIAL PERMIT?

The Special Permit procedure is intended to provide a means to establish those uses having some special impact or uniqueness which requires a careful review of their location, design, configuration and special impact to determine, against fixed standards, the desirability of permitting their establishment at any given location. They are uses that may or may not be appropriate in a particular location depending on a weighing, in each case, of the public need and benefit against the local impact and effect.

[FOR OFFICE USE ONLY]

ADDRESS: _____ **FILE NUMBER:** _____

DATE FILED: _____ **FEE:** _____

COMMON APPLICATION QUESTIONS

WHAT IS THE PROCESS?

1. Once accepted, the application is placed on the agenda for the next available Board or Commission public hearing. A public notification sign will be given to the applicant and must be posted at least twenty (20) days prior to the public hearing.

2. The applicant will be notified in writing of the date, place and time of the public hearing. In addition, property owners within a 300 foot radius of the affected property will be notified by mail of the pending application.

3. A Staff Report, prepared by a zoning staff person, containing all project information and documentation will be mailed to the applicant and the Board or Commission members prior to the scheduled hearing date.

4. It is the applicant's responsibility to attend the public hearing to present their proposal and to answer questions of the Board or Commission.

5. The Board or Commission will generally make its decision the same day as the hearing.

6. Written decisions of the Board or Commission are mailed to the applicant within ten (10) days following the Board or Commission's decision.

WHAT HAPPENS IF THE APPLICATION IS APPROVED?

An approval, or an approval on condition, does not authorize the proposed work to proceed, **but** only authorizes the filing of applications for permits or other approvals which may be required by City Code.

The rights to this approval will expire if a permit is not obtained and maintained within one (1) year of the filing date of the decision. The applicant may request an extension in writing from the Director of Planning and Zoning <u>prior to</u> the expiration of the approval. A nonrefundable fee of $100 is required for an extension of time.

WHAT HAPPENS IF THE APPLICATION IS DENIED?

An appeal from any final decision of a Board or Commission must be taken within 30 days of the filing date of the decision in accordance with Article 78 of the New York Civil Practice Law and Rules.

SPECIAL PERMIT STANDARDS

A Special Permit will be granted only if evidence is presented establishing conformance with each of these standards. Explain how the proposal conforms to each of these requirements (attach additional pages if necessary):

A. The proposed building or use will be in harmony with the general purpose, goals, objectives, standards and implementation strategies of the Comprehensive Plan, this chapter and, where applicable, the Subdivision Code.

_____

_____

_____

B. The proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities and other matters affecting the public health, safety and general welfare.

_____

_____

_____

C. The proposed building or use will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the development and use of neighboring properties in accordance with the applicable district regulations.

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D. The proposed building or use will be served adequately by essential public facilities and services, such as highways, streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water and sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed building or use will provide adequately for such services.

_____

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E. The proposed building or use will not result in the destruction, loss or damage of any natural, scenic, cultural or historic feature of significant importance.

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_____

PROJECT INFORMATION

PLEASE TYPE OR PRINT

1. **PROJECT ADDRESS(ES):** _____

2. **APPLICANT:** _____ **COMPANY NAME:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

   E-MAIL ADDRESS _____

   INTEREST IN PROPERTY: **Owner** ☐ **Lessee** ☐ **Other** ☐

3. **PLAN PREPARER:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

4. **ATTORNEY:** _____

   ADDRESS: _____ **CITY:** _____ **ZIP CODE:** _____

   PHONE: _____ **FAX:** _____

   E-MAIL ADDRESS _____

5. **ZONING DISTRICT:** _____

6. **DETAILED PROJECT DESCRIPTION (additional information can be attached):** _____

   _____

   _____

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   _____

7. **LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased:)** _____

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE:_____ **DATE:** _____

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.