



# TOWN OF PENFIELD

## SPECIALTY DISTRICT APPLICATION FORM

### APPLICATION TYPE

Sketch Plan	Administrative Review	Special Permit
Preliminary/Final Site Plan	Conditional Use Permit	Special Use Permit
Preliminary/Final Subdivision	Zoning Map Amendment*	

(\* Indicate requested district change in the project description)

### PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Project Description: \_\_\_\_\_

Parcel Tax ID#: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Project Size (acres): \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agent/Engineer:** \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### APPLICATION FEES

Town Board Fee	\$
Square footage (for Engineer Review Fee)	
Check #	Total \$

- See **Required Fees Table** for \$\$ Amounts

### FOR OFFICE USE ONLY

Application # \_\_\_\_\_ Date Received: \_\_\_\_\_



TOWN OF PENFIELD  
3100 Atlantic Avenue,  
Penfield, NY 14526

Dev. Ser. Department  
585-340-8640  
Developmentservices  
@penfield.org

**TOWN BOARD**  
**APPLICATION INSTRUCTIONS**  
**CONDITIONAL USE PERMIT/ SPECIAL USE PERMIT/SITE PLAN/SUBDIVISION**

Prior to submittal, applicants are required to contact the Developmental Services Department to discuss the required permit and/or proposed project (585) 340-8642.

The Town of Penfield Town Board reviews applications subject to their review within the Four Corners District (FC), LaSalle's Landing Development District (LLDD) and the Planned Development District. The Town Board reviews Incentive Zoning requests in all zoning districts.

**APPLICATION MATERIALS REQUIRED:**

**MUST PROVIDE: Four (4) printed sets of all required application materials and one PDF copy of the submission.**

1. Penfield Development Services Department **Application Form** with applicant's signature.
2. **Letter of Intent**, which shall include the following:
  - Detailed summary of the existing conditions of the site and the proposed development or use. Photos of the existing conditions are recommended.
  - Identification of the Zoning District and current property owner(s).
  - Proposed construction schedule and phasing, if applicable and/or known.
  - Identification of all applicable Town, County, State, and Federal permits, area variances, and any other regulatory approvals needed to complete the proposed development.
  - Presence of Environmental Protection Overlay Districts (EPODs) including, but not limited to, the delineation of floodplains and wetlands.
3. Properly executed and signed **NYS DEC Short Environmental Assessment Form (EAF)** for the Part 1 section only. An applicant may complete the form using the DEC's EAF Mapper program, <http://www.dec.ny.gov/permits/6191.html>.
4. **Engineered Site Plans:** If required for the application, plans must be stamped by a Professional Engineer and shall be designed in compliance with the Town of Penfield Design and Construction Specifications, (<http://www.penfield.org/DCSDOC>) to view on the Engineering Dept. (<http://www.penfield.org/engineering>).
5. **Architectural Requirements:** If required for the application, four-sided color elevations and/or 3D renderings with building colors and materials clearly labeled. Physical material samples will be required at the public hearing.
6. **Owner's permission:** If applicant/operator is not owner, letter from the current property owner(s) granting authorization for the agent or applicant to represent said owner(s) on their behalf for the purposes of the application.
7. **Application Fees:** Make check payable to the *Town of Penfield*. See the Board Fees sheet available on the Town's website.

Electronic files may be submitted via e-mail to [planning@penfield.org](mailto:planning@penfield.org) as attachments, with a secure download link, or on a CD/USB flash drive.