

Village of Pomona

Special Permit Application

All applicants are encouraged to read and review the Village Code when preparing an application for a Special Permit. **Note:** Any fee paid along with this application for a Special Permit is in addition to any fee that may be paid as it relates to an application for Planning Board Site Plan Approval.

INSTRUCTIONS

Only completed applications will be scheduled for review by the appropriate Board as provided in the Village Code for the Village of Pomona. An application will not be deemed complete until all requirements are met and the Village Board receives the reports of its professionals, board and other entities in accordance with Section 130-28(E)(4)(b) of the Village Code. The following shall also be submitted in order for an application to be deemed complete:

1. Filing fee (see fee schedule);
2. An application for site development plan approval with the Village of Pomona Planning Board and 4 copies of the site plan.
3. 12 copies of the application, 12 plot plans drawn to scale (showing setbacks and other dimensions) or 12 surveys that has been sworn or attested to as being true and accurate;
4. 12 copies of a narrative describing why the applicant is applying for a Special Permit;
5. List of names and addresses, along with stamped self-addressed envelopes, of all property owners within a **500 foot radius** of the property covered in the application;
6. 12 copies of a vicinity map;
7. 12 copies of a site plan; and
8. Full Environmental Assessment Form (FEAF) (regardless of type of action).
9. Applicable escrow fees as determined by the Village's professionals.

The completed application must be received at least 21 days prior to the next regularly scheduled meeting in order to be scheduled for review by the appropriate Board at their next regularly scheduled meeting following receipt of the application. The application is subject to the review by the Village's professionals. You will be notified as the date of the meeting and/or pre-application conference to review this application.

NOTE: *Incomplete applications, which include applications submitted without the proper fees will not be considered for any preliminary or Pre-submission conference and/or meeting with any Board or any of the Board's professionals. By submitting this application, the applicant/property owner hereby grants permission to the Village of Pomona, its agents, servants, officials, contractors, and employees to enter upon the above described property solely for the purposes incidental to the within application at reasonable times upon reasonable notice to the applicant, owner or tenant in possession.*

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PART I

Date: _____

Project Name: _____

Applicant Name: _____

Phone # _____ Cell Phone # _____

E-Mail Address: _____

Address: _____
Street Name & Number (Post Office) State Zip Code

Property Owner: _____

E-Mail Address: _____

Phone # _____ Cell Phone # _____

Address: _____
Street Name & Number (Post Office) State Zip Code

Engineer/Architect/Surveyor: _____

Web Site: _____

E-Mail Address: _____

Phone # _____ Cell Phone # _____

License # _____ State of issue _____

Address: _____
Street Name & Number (Post Office) State Zip Code

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Date: _____

Attorney: _____

Web Site: _____

E-Mail Address: _____

Phone # _____ Cell Phone # _____

Address: _____
Street Name& Number (Post Office) State Zip Code

Contact Person: _____

E-Mail Address: _____

Phone # _____ Cell Phone # _____

Address: _____
Street Name & Number (Post Office) State Zip Code

Secondary Contact Person: _____

E-Mail Address: _____

Phone # _____ Cell Phone # _____

Address: _____
Street Name & Number (Post Office) State Zip Code

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Date: _____

TYPE OF SPECIAL USE REQUESTED: (CHECK THE ONLY ONES THAT APPLIES)

Recreational facilities; playgrounds, swimming clubs, tennis courts and recreational buildings not conducted as a business enterprise (Zoning Board of Appeals)

____ Reservoirs on lots of three acres or more, and water towers and water tanks owned and operated by a public utility (Village Board)

____ Telephone Exchange/ Public Utility Substation, communications centers for emergency and other purposes, and any and all other public utility facilities which are or support the primary function of the public utility company (Zoning Board of Appeals)

_____ Camp (Village Board)

Wireless Telecommunications Service (Village Board)

Educational Institutions (Village Board)

_____ House of Worship (Village Board)

Community

Neighborhood

Other Use Permitted by Special Permit: _____

TO THE BEST OF YOUR ABILITY, PLEASE DESCRIBE THE NATURE OF THE SPECIAL USE REQUESTED: (Attach separate page, if necessary)

[illegible]

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Tax Map Designation:

Section _____ Block _____ Lot(s): _____

Section _____ Block _____ Lot(s): _____

Location: On the _____ side of _____.

_____ feet _____ of _____

Acreage of Parcel _____ **Zoning District** _____

School District _____ **Postal District** _____

Project Description: *(If additional space required, please attach a narrative summary.)*

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

If subdivision:

1) Is any variance from the subdivision regulations required? _____

2) Is any open space being offered? _____

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If so, what amount?

Project History: Has this project ever been reviewed before by any Board within the Village?

If so, list case number, name, date, and the board you appeared before. _____

List tax map section, block & lot numbers for all other abutting properties with the same ownership as this project including any entity for which the applicant holds more than a 5% interest.

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IF ANY ITEM IS CHECKED, A REVIEW MUST BE DONE BY THE ROCKLAND COUNTY COMMISSIONER OF PLANNING UNDER THE STATE GENERAL MUNICIPAL LAW, SECTIONS 239 l, m, AND n.

The subject property is within 500 feet of:
(Check all that apply)

_____ State Road / Highway	_____ County or State Parkway, Thruway, Expressway, Road, or Highway
_____ State or County Park or Recreation Area	_____ County Stream or Channel
_____ Municipal Boundary	_____ County Owned Land with a Public Building
_____ Boundary of a Farm or Agricultural District	_____ State Owned Land with a Public Building

List name(s) of locations checked above. _____

Applicant's Signature and Certification

State of New York)
County of _____) SS.:

I, _____, hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Mailing Address: _____

SWORN to before this

_____ day of _____, 20__

Notary Public

Village of Pomona
Affidavit of Ownership/Owner's Consent

State of New York)
County of _____) SS.:

I, _____, being duly sworn, hereby
deposes and states that I reside at: _____

in the county of _____ in the state of _____.

I am the * _____ owner in fee simple of premises located at:

described in a certain deed of said premises recorded in the Rockland County Clerk's Office in
Liber _____ of conveyances, page _____.

Said premises have been in my/its possession since _____. Said premises are also known and
designated on the Village / Village of _____ Tax Map as:
Section _____ block _____ lot(s) _____.

I, hereby authorize the within application on my behalf, and hereby certify that the statements of fact
contained in said application are true, and hereby agree to be bound by the determination of the
Board.

Owner: _____

Mailing Address: _____

SWORN to before this

_____ day of _____, 20__

Notary Public

** If owner is a corporation, fill in the office held by deponent and name of corporation, and provide a list
of all directors, officers and stockholders owning more than 5% of any class of stock.*

Village of Pomona
Affidavit Pursuant to Section 809 of the General Municipal Law

State of New York)
County of _____) SS.:

I, _____, being duly sworn, hereby deposes and states that all the following statements and the statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the applicant.

1. Print or type full name and post office address: _____

certifies that he/she is owner or agent of all that certain lot, piece or parcel of land and/or building described in this application **and if not the owner that he/she has been duly and properly authorized to make this application and to assume responsibility for the owner** in connection with this application for the relief below set forth:

2. To the Village Board of the Village of Pomona, Rockland County, New York:

An application is hereby submitted for a:

(__) Special Permit per the requirements of Article XVIII of the Village Code;

To permit construction, maintenance and use of _____

3. Premises affected are in a _____ **zone** and from the Village of Pomona tax map, the property is known as Section _____, Block, _____, Lot(s) _____.

4. There is no state officer, Rockland County Officer or employee or Village officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or a partnership; nor that such Village officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or other benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. That to the extent that the same is known to your applicant, and to the owner of the subject premises **there is disclosed herewith** the interest of the following officer or employee of the State of New York

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or the County of Rockland or of the Village of Pomona in the application or in the property or subject matter to which it relates: **(If none, so state)**.

a. Name and address of the officer or employee _____

b. Nature of the officer's or employee's interest: _____

c. If stockholder, number of shares _____

d. If officer or partner, provide the nature of office and name of partnership _____

e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or Village officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership. _____

f. In the event of corporate ownership: A list of all directors, officers and stockholders of each corporation owning more than five (5%) percent of any class of stock, must be attached, if any of these are officers or employees of the State of New York, or of the County of Rockland, or of the Village of Pomona.

I, _____, do hereby depose and state that all the above statements and statements contained in the papers submitted herewith are true, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Mailing Address: _____

Sworn to before me this _____ day of _____, 20__

Notary Public

Village of Pomona

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK}
COUNTY OF _____

} SS:

_____ being duly sworn, deposes and says that he/she resides at

in the County of _____, State of New York; that he/she is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Village of Pomona, and designated on the Village of Pomona Map as Section No. _____ Block No. _____ Lot No. _____ and that he/she hereby authorizes the attached application to be submitted in his/her behalf and that the statements of fact contained in said application are true to the best of the applicant's knowledge. The applicant is the (owner) (contract vendee) of the said property.

Owner: _____

Address: _____

Sworn to before me this

_____ day of _____ 20____

Notary Public

Village of Pomona

State of New York)

County of _____) SS.:

Village of _____)

I, _____ being duly sworn deposes and says that

he is the applicant, agent or attorney for applicant, in the matter of the petition before the Village Board in the Village of Pomona affecting property located at _____, Rockland County, New York.

That the following are all of the owners of property located within _____ feet

SECTION/BLOCK/LOT ---- NAME & ADDRESS:

Sworn to before me this

day of 20

Notary Public

Village of Pomona

AFFIDAVIT OF POSTING

STATE OF NEW YORK }
COUNTY OF _____ } SS:

_____ being duly sworn, deposes and says that he/she is the applicant in the matter of an application before the Village of Pomona affecting property located at _____, Village of Pomona, Rockland County, New York.

That on the _____ day of _____ 20____, he/she posted the notices provided by the Village of Pomona giving notice of the hearing on this application in a conspicuous place visible from every street along the frontage of the plot affected by this application.

Sworn to before me this

_____ day of _____ 20____

Notary Public

Village of Pomona
DISCLAIMER

APPLICANT TAKES FULL RESPONSIBILITY FOR RESEARCHING THE TAX MAP FOR THE LIST OF NAMES OF PROPERTY OWNERS ON THE ENCLOSED *AFFIDAVIT OF MAILING LIST*, AND SUPPLYING THE NECESSARY AMOUNT OF SELF-ADDRESSED STAMPED ENVELOPES. THE APPLICANT'S ENVELOPES MUST COINCIDE WITH THE LIST. THE CLERK'S RESPONSIBILITY IS LIMITED TO CHECKING NAMES ON THE ENVELOPES AGAINST THE AFOREMENTIONED AFFIDAVIT BEFORE MAILING THEM.

RECEIPT OF THIS DISCLAIMER IS ACKNOWLEDGED

APPLICANT

DATED

Village of Homona

SPECIAL USE PERMIT NOTE

The Village may approve, approve with conditions, or deny a Special Permit Application after review and consideration of the standards set forth in the Village Code for the Special Use sought in addition to general considerations of the public health, safety and welfare.

The Village Board or Zoning Board of Appeals, as authorized, shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed special use permit. Upon its granting of said special use permit, any such conditions must be met in connection with the issuance of permits by applicable enforcement agents or officers of the village.

The village board of trustees may further empower the authorized board to, when reasonable, waive any requirements for the approval, approval with modifications or disapproval of special use permits submitted for approval. Any such waiver is subject to appropriate conditions set forth in the Village Code and may be exercised in the event any such requirements are found not to be requisite in the interest of the public health, safety or general welfare or inappropriate to a particular special use permit.

In order to obtain a Special Use Permit, the Applicant must comply with all site plan requirements under the Village Code and applicable State Laws.