



## SPECIAL USE PERMIT APPLICATION FORM AND INSTRUCTIONS

**Please Read Carefully  
(Submit checklist with application)**

The Town of Aurora Town Board has the authority to issue special use permits in accordance with Town Code Chapter 116 Zoning.

### **Application requirements:**

For review and approval of a Special Use Permit Application, the following items must be submitted to the Town Board:

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Application Fee with check made payable to: "Town of Aurora"
- \_\_\_\_\_ Owner Authorization form, if necessary. (If the applicant/petitioner is not the property owner and the owner did not sign the application, an owner authorization form must be submitted.)
- \_\_\_\_\_ Narrative describing all activities proposed for the site.
- \_\_\_\_\_ Survey of the property
- \_\_\_\_\_ Copy of property deed
- \_\_\_\_\_ Site plan: A Site Plan and/or Site Plan application may be required as part of the Special Use Permit Application. Please consult with the Building Department to determine if a Site Plan Review Application will be required.
- \_\_\_\_\_ Environmental Assessment Form (EAF), with Part 1 completed and signed. (Short or Full EAF - Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms. If you have questions regarding which EAF to submit, please contact the Building Department.)

**Agency Review:** The Town Board may circulate the Special Use Permit application packet to the following agencies for review and comment, as necessary:

Town: Planning Board, Building Department, Highway Department, Town Attorney

County: Department of Environment and Planning

Fire: East Aurora FD or South Wales FD or West Falls FD

**Town Engineer Review:** Special Use Permit applications may require review by the Town Engineer. If it is determined that such review is necessary, an escrow account will be required to defray the costs of this review. An estimate of the costs will be provided to the applicant and a check must be received prior to further consideration by the Town Board.

**Incomplete applications will not be accepted for review.** Applications submitted by the deadline (14 days prior to the Town Board work session) will be placed on the agenda at the discretion of the Town Board.



Town of Aurora Town Board
300 Glead Avenue, East Aurora, New York 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name:
Business/Project Address:
Applicant Name:
Mailing Address:
City State ZIP
Phone Fax Email
Interest in the property (ex: owner/purchaser/developer)

II. PROPERTY OWNER INFORMATION (If different than Applicant AND the Owner does not sign below, please submit and original, notarized "Owner Authorization" form - attached):

Property Owner(s) Name(s)
If a corporate, please name a responsible party/designated officer:
Address
City State ZIP
Phone Fax Email

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address
SBL#
Describe Special Use requested (use additional pages if needed):

Property size in acres Property Frontage in feet
Zoning District Surrounding Zoning
Current Use of Property
Size of existing building(s): sf Size of proposed building(s) sf
Present/Prior tenant/use:
Parking spaces: Existing: Proposed additional spaces: Total #:

Proposed water service: \_\_\_\_\_ public \_\_\_\_\_ private (well) \_\_\_\_\_ n/a Is this existing Y/N

Proposed sanitary sewer: \_\_\_\_\_ public \_\_\_\_\_ private (septic) \_\_\_\_\_ n/a Is this existing Y/N

Hours of operation (if applicable):

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	By Appt.
Hours								

Peak hours: \_\_\_\_\_

Number of employees (if applicable): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

**Upon approval of this application, the applicant intends to apply for:** (Check all that apply)

a. Building Permit \_\_\_\_\_

b. Sign Permit \_\_\_\_\_

**IV. SIGNATURE** (*This application must be signed by the applicant/petitioner. If the applicant is not the owner of the property, a separate owner authorization form must be submitted – see pg. 4*)

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Print name of Applicant/Petitioner

State of New York; County of Erie

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the above individual appeared, personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same for the purposes therein stated.

\_\_\_\_\_  
Notary Public

(Notary stamp)

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*Office Use Only:* Date received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_

Town of Aurora  
300 Glead Avenue  
East Aurora, NY 14052  
www.townofaurora.com

**Special Use Permit  
Application  
Owner Authorization**

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The undersigned, who is the owner of the premises know as:

....., identified as Tax Map (SBL)#.....  
(address)

hereby authorizes ..... to bring an application for a special use permit before the Town of Aurora Town Board for review and potential approval. The undersigned further permits the Town or its authorized representative(s) access to the property to review existing site conditions during the review process.

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (signature)

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STATE OF NEW YORK     )  
  SS  
COUNTY OF ERIE         )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public