

## Village of East Aurora Special Use Permit Procedures

1. The Village of East Aurora adopted a new Zoning Code in October 2019. The new code is on the homepage of their website.
2. Prior to submission, applicants may schedule a sketch plan meeting with the Village Board. Sketch plan meetings are advisory only and nonbinding. Materials presented as part of this meeting can be incomplete or conceptual in design. Contact the Village Clerk's office (716-652-6000) to determine the next available meeting date.
3. In addition to the specific Zoning District code requirements, also applicable are:
  - a. Regulations for Certain Uses (§285-31)
  - b. Development Standards (§285-40)
  - c. Signs (§285-44)
  - d. General Application and Review Procedures (§285-50)
  - e. Site Plan Review (§285-51) processes and requirements (if applicable)
4. Submission Deadline: A complete Special Use Permit application, supporting documents, and the required fee must be submitted no later than the ***60 days*** in advance of opening to the Code Enforcement Officer (CEO) at the Town of Aurora Building Department.
5. Submissions will be reviewed for completion by the CEO. Applicants will be notified by email/mail of any deficiencies. If the deficiencies are not corrected within 30 days, the application is considered withdrawn. Incomplete applications will not be placed on any Village Board agenda.
6. The Village Board may waive any of the Special Use Permit requirements, as it deems appropriate.
7. A representative must attend every meeting at which this application will be discussed, or the application will be tabled. The Village Board receives the application and may refer it to the Planning Commission for review and recommendation. Multiple meetings with the same reviewing board may be necessary.
8. Once all recommendations are received, the State Environmental Quality Review Act (SEQRA) is completed.
9. Next, a public hearing will be scheduled. The Village Board will render their decision at a subsequent meeting.
10. A Special Use Permit will be provided if the application is approved or conditionally approved. All conditions or modifications will be listed on the permit.
11. Once granted, the Special Use Permit is authorized for the specific use and/or property rather than applicant/owner. Any ***change of use*** which results in a departure from operations and conditions authorized under the existing Special Use Permit shall require the review and issuance of a new permit.
12. Amendments/revisions to an approved Special Use Permit shall be subject to review and approval as stated above.
13. A Special Use Permit is revocable by the Village Board in the event of a violation of any of the stated terms and conditions.

**VILLAGE OF EAST AURORA**  
**571 Main Street, East Aurora, New York 14052**  
**716-652-6000**  
**In conjunction with**  
**Town of Aurora Building Department**  
**300 Gleed Ave, East Aurora, NY 14052**  
**716-652-7591**

|                |       |
|----------------|-------|
| Building Dept: | _____ |
| Date Received  | _____ |
| Complete App   | _____ |
| Village Clerk: | _____ |
| Date Filed     | _____ |
| Amount \$      | _____ |
| Receipt #      | _____ |

**SOCIAL USE PERMIT APPLICATION**

PROPOSED PROJECT \_\_\_\_\_ SBL#: \_\_\_\_\_  
 LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

The applicant agrees to reimburse the Village for any additional fees required for consultant's review.

APPLICANT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

OWNER NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

DEVELOPER NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

**THIS APPLICATION MUST INCLUDE THE FOLLOWING:**

- One (1) – Cover letter to Village Board, Supporting Documents, and SEQR as required in §285-52.2
- One (1) complete file of submittal package in PDF format via email (under 10MB) to [maureen.jerackas@east-aurora.ny.us](mailto:maureen.jerackas@east-aurora.ny.us). Larger files may be submitted on a USB drive or CD or by Dropbox.
- Application fee \$25.00, Permit fee \$25.00, and Public Hearing fee \$100.00 – Total \$150 at time of application

*OFFICE USE ONLY:* Sketch Plan Meeting Date \_\_\_\_\_

**REQUIRED MEETINGS/REFERRALS:**

|                     | Mtg/Mail Date | Conditions/Comments, if applicable: |
|---------------------|---------------|-------------------------------------|
| Planning Commission | _____         | _____                               |
| Safety Committee    | _____         | _____                               |
| VEA DPW             | _____         | _____                               |
| OTHER (specify)     | _____         | _____                               |

**SEQR ACTION:**

\_\_\_ Type 1 \_\_\_ Type 2 \_\_\_ Unlisted

**VILLAGE BOARD ACTION:**

|                        | Mtg/Mail Date |
|------------------------|---------------|
| Public Hearing         | _____         |
| Notices Mailed         | _____         |
| Posted Notice-VEA Hall | _____         |
| Posted Notice-Prop     | _____         |
| Approval/Denial Date   | _____         |

Attach Village Board resolution with noted conditions.

## **CHECK LIST FOR SPECIAL USE PERMIT APPLICATION**

- A cover letter to the Village board with a narrative of all proposed uses and structures, including but not limited to: hours of operation, number of employees, maximum seat capacity, and required number of parking spaces.
  
- A narrative report describing how the proposed use will satisfy the criteria set forth in the special use permit review criteria of Chapter §285-52.4 (also listed below), as well as any other applicable requirements relating to the specific use proposed.
  - Will be generally consistent with the goals of the Village Comprehensive Plan.
  - Will meet all relevant criteria set forth in Chapter §285-52.3 and §285-52.4.
  - Will be compatible with existing uses adjacent to and near the property.
  - Will not create a hazard to health, safety or the general welfare of the public.
  - Will not alter the essential character of the neighborhood nor be detrimental to the neighborhood residents.
  - Will not be a nuisance to neighboring land uses in terms of the production of obnoxious or objectionable noise, dust, glare, odor, refuse, fumes, vibrations, unsightliness, contamination or other similar conditions.
  - Will not cause undue harm to or destroy existing sensitive natural features on the site or in the surrounding area or cause adverse environmental impacts such as significant erosion and/or sedimentation, slope destruction, flooding or ponding of water, or degradation of water quality.
  - Will not destroy or adversely impact significant historic and/or cultural resource sites.
  - Will provide adequate landscaping, screening or buffering between adjacent uses which are incompatible with the proposed project.
  - Will not otherwise be detrimental to the public convenience and welfare.
  
- All SEQR Documentation as required by New York State Law.