



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 Gleed Avenue, East Aurora, New York 14052

Special Use Permit Application Form

I. PROJECT INFORMATION (Applicant/Petitioner):

Business/Project Name: Cozy Cottage in the Country
Business/Project Address: 59 Cook Road East Aurora, NY 14052
Applicant Name: Jennifer Higgins
Mailing Address: 59 Cook Road
City East Aurora State NY ZIP 14052
Phone 716-870-7316 Fax _____ Email jhig59@aol.com
Interest in the property (ex: owner/purchaser/developer) Owner

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) Higgins Family Trust Agreement
If a corporate, please name a responsible party/designated officer: NA
Address 59 Cook Road
City East Aurora State NY ZIP 14052
Phone 716-870-7316 Fax _____ Email jhig59@aol.com

III. SPECIAL USE AND PROPERTY INFORMATION:

Property Address 59 Cook Road East Aurora, NY 14052
SBL# 176.00-1-4.1

Describe Special Use requested (use additional pages if needed): We are requesting a special use permit to conduct an Airbnb short term rental in a guesthouse/cottage located on our property but separate from the main dwelling.

Property size in acres 20 Property Frontage in feet 674'
Zoning District 21 rural/residential Surrounding Zoning RR/A/R1
Current Use of Property family guesthouse
Size of existing building(s): 400 sf Size of proposed building(s) NA sf
Present/Prior tenant/use: guesthouse
Parking spaces: Existing: 1 Proposed additional spaces: 0 Total #: 1

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

**Special Use Permit
Application
Owner Authorization**

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

59 Cook Road East Aurora, NY 14052 identified as Tax Map (SBL)# 176.00-1-4.1
(address)

hereby authorizes Jennifer Higgins 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.

Jennifer Higgins
Owner (print)

9/18/2024
Date

Jennifer Higgins
Owner (signature)

STATE OF NEW YORK)
 SS
COUNTY OF ERIE)

On this 18 day of September, 2024, before me, the undersigned, a notary public in and for said state, personally appeared Jennifer Higgins, 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.

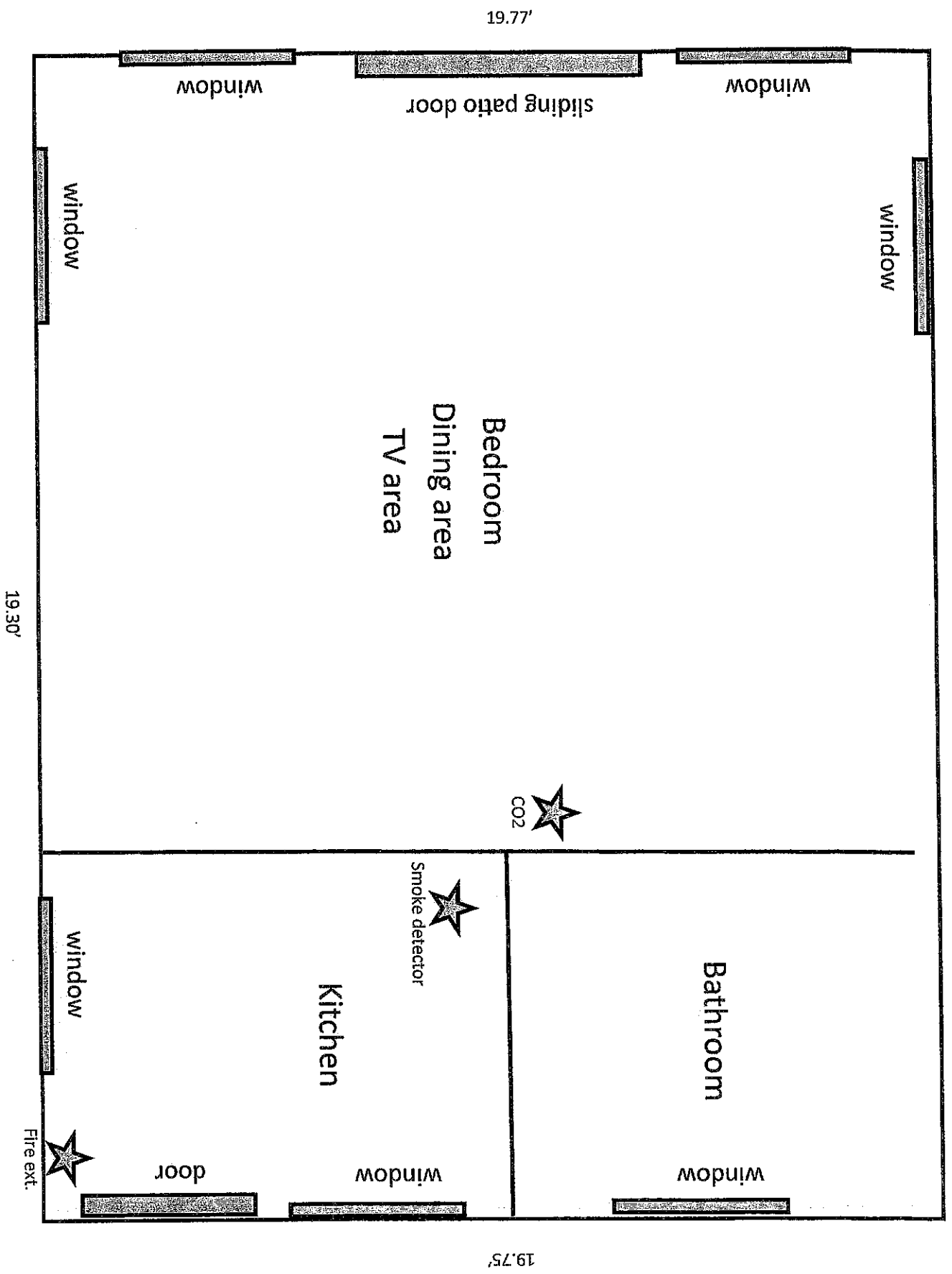
Heidi R. Born
Notary Public

HEIDI R. BORN
Notary Public, State of New York
Qualified in Erie County
Reg. No. 01BO6299880
My Commission Expires 3/24/2026

Proposed Activities for a Short Term Rental at
59 Cook Road East Aurora, NY 14052

At this site located on the property at 59 Cook Road East Aurora, NY, there exists a guesthouse which is situated approximately 150' west of the main dwelling, surrounded by 20 acres of open and wooded land with no neighbors within 300' to the north and south and roughly 1200' to the east and west. This owner plans to conduct a short term rental through Airbnb for periods of no less than two nights and no more than seven nights consecutively during the months of May-October until further notice. The rentals will be limited to two people who will have been profiled and registered with the Airbnb organization and will have been informed of house rules and rental expectations. One vehicle will be allowed for each rental and will be parked in an alternate driveway located south of the main dwelling. This owner will be available by phone, text or in person at all times during the rental to answer any questions or address concerns. During the rental period, there will be no services provided directly to the renter by the owner until after their departure when the unit is cleaned.

Floor plan for cottage/guesthouse at 59 Cook Road, East Aurora, NY



Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Richard and Jennifer Higgins			
Name of Action or Project: Short Term Rentals in cottage on property			
Project Location (describe, and attach a location map): Cottage is located at 59 Cook Road East Aurora, NY 14052 about 100' west of the main dwelling			
Brief Description of Proposed Action: Application for a short-term rental in the cottage on the property.			
Name of Applicant or Sponsor: Richard and Jennifer Higgins		Telephone: 716-870-7316	
		E-Mail:	
Address: 59 Cook Road			
City/PO: East Aurora		State: NY	Zip Code: 14052
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		20	acres
b. Total acreage to be physically disturbed?		0	acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		20	acres
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan? NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: This is an existing structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: Septic System	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____</p>	<p>NO <input checked="" type="checkbox"/></p>	<p>YES <input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____</p>	<p>NO <input checked="" type="checkbox"/></p>	<p>YES <input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____</p>	<p>NO <input checked="" type="checkbox"/></p>	<p>YES <input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Jennifer Higgins</u> Date: <u>September 18, 2024</u></p> <p>Signature: <u><i>Jennifer Higgins</i></u></p>		

2AD

U.S. 20A N.Y. 78

OF BIG TREE ROAD (66.10 WIDE) S-88°47'51"E

"F" SURVEY BASELINE

132°59'00" REC. & MEAS.
103°36' REC. & MEAS.
13°44'38"E

N-89°14'22"E 438.17 REC. & MEAS.

90°00' REC. & MEAS.

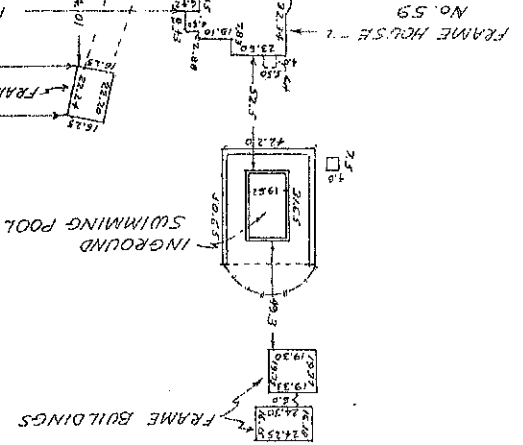
519.0 REC. & 520.32 MEAS.

COOK ROAD (49.5 WIDE)

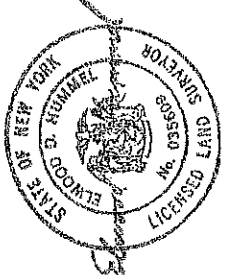
S-00°45'30"E 674.00 REC. & MEAS.

FENCE 1.50 EAST
0.50 NORTH

89°03'31"



SURVEY OF
PART OF LOT 7, TWP-9, RGE-6
TOWN OF AURORA, ERIE COUNTY, NEW YORK



RE-SURVEYED JUNE 7, 1982

ELWOOD D. HUMMEL
 Licensed Land Surveyor N. Y. S. 35609
 341 South Street 652-8555
 EAST AURORA, NEW YORK 14052

SCALE: 1" = 60'
 DATE: SEPT-9, 1983

57.62
 8.5 MEAS.

BIG TREE

FORMER

AREA TO

703.0 REC. & 693.52 MEAS.
S-86°17'00"E 674.94

700.0
S-10°01'50"E 124.8
MAIN SURVEY BASE LINE

EASTERLY LINE OF LOT-15
WESTERLY LINE OF LOT-7, 7-9, R-6

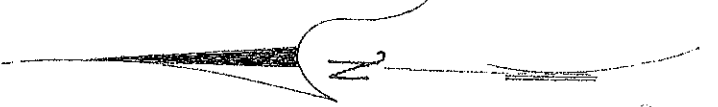
LAND ACQUIRED BY THE STATE OF NEW YORK FOR
HIGHWAY PURPOSES MAP# 856, PAR# 919
STA. 698+68.8

N-01°00'13"E 783.00 DEED & 781.60 MEAS.

EXPRESSWAY

ROUTE 400

AURORA



N-09°29'26"E 438.94

STA. 699+57.8

96.53±0.4'

405.22

N-10°15'04"E

170°53'57"

N-01°09'01"E 380.59

89°01'50"

STA. 702+63.0

MAIN SURVEY BASE LINE

STA. 706+39.4

STA. 705+41.5

124.8