



# BOARD OF TRUSTEES

## SPECIAL USE PERMIT

### GUIDELINES AND REQUIREMENTS

The following is a guide and the list of requirements necessary to go before the Board of Trustees for Special Use Permit. Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)  
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

Submission Requirements:	Incomplete applications will not be accepted
<ol style="list-style-type: none"><li>1. Completed Application by (a) Owner or (b) Agent of Owner authorized in writing or (c) Contract Vendee</li><li>2. Fee: Residential: \$350 - Commercial: \$800 - Sub-Division \$5,000 per lot Large Scale Developmental Projects are subject to Site Plan Review and Engineering Consultant Fees</li><li>3. Short Environmental Assessment Form – completely filled out and signed on page 3 as applicant.</li><li>4. <b>Three (3)</b> printed copies and <b>one (1)</b> electronic copy of a 200' Radius Map, which must include all current record owners listed on the most current tax rolls of the Nassau County Assessor's Office. Such listing must be obtained at the Nassau County Department of Assessment – 4th Floor, 240 Old Country Road, Mineola, NY – 516.571.0154 or <a href="mailto:DOARadiusMap@nassaucountyny.gov">DOARadiusMap@nassaucountyny.gov</a>.</li><li>5. <b>Nine (9)</b> printed sets and <b>one (1)</b> electronic copy of signed and sealed plans including elevations. Please note, plans must be folded, not rolled, <b>11" x 17" maximum size</b>.</li><li>6. <b>Nine (9)</b> printed copies and <b>one (1)</b> electronic copy of a recent property survey. <b>11" x 17" maximum size</b>.</li></ol>	
<p>All electronic copies must be emailed to <a href="mailto:DOB@FPVillage.org">DOB@FPVillage.org</a></p>	
<p>All of above must be received by Village at least thirty (30) days before so arrangements can be made to publish the Legal Notice containing the proposed date of the Public Hearing.</p>	
<p>Upon receipt from Applicant of items 1 through 6 above, Applicant will be advised of the date of the public hearing and will be sent a copy of Legal Notice. The Village will publish the Legal Notice of the Public Hearing ten days before the Village Board Meeting at which the Public Hearing will be held.</p>	
<p><b>Applicant must serve (mail) copies of the Legal Notice to record owners of real property that fall within a 200' radius of property by certified mail, return receipt requested, at least fifteen (15) days, but not more than thirty (30) days before the date of the Public Hearing. The notarized affidavit of service must be returned to the Village promptly for submission to the Board 10 days before Hearing.</b></p>	
<p><b>The mailing receipts (white) and return cards (green) must be delivered to the Village no later than the date of the Public Hearing.</b></p>	
<p>The information has to be sent to the Planning Commission if property falls within 500' of a County or State Road.</p>	
<p>If applicant has appeared before the Zoning Board of Appeals, a copy of the Decision and Transcript from that hearing must also be submitted to the Board of Trustees from the Building Department.</p>	
<p>Please note, that under Section 7-725-b of the Village Law, the Board of Trustees has up to sixty-two (62) days from the close of Public Hearing to render a decision. If further information or documentation is required at public hearing, the sixty-two (62) day period is extended from date additional necessary information or documentation is received.</p>	





# BOARD OF TRUSTEES

## APPLICATION FOR SPECIAL USE PERMIT

Under Article IX, Section 99.60 of the Zoning Code

<b>Applicant information:</b>		Incomplete applications will not be accepted	
Applicant Name:	Relationship of Applicant to Owner:		
Mailing Address:	City:	State:	Zip:
Phone Number:	Email:		
<b>Owner Information:</b>			
Owner Name:			
Mailing Address:	City:	State:	Zip:
Phone Number:	Email:		
<b>Property Information:</b>			
Property Address:			
Business Name (If Commercial):			
Section:	Block:	Lot:	Zone:
<b>Type of Special Use Permit Applied For:</b>			
Article _____ Section _____ of Code			
<b>Reason for applying for Special Use Permit:</b>			
<b>Notary:</b>			
STATE OF NEW YORK )			
		ss.:	
) _____			
_____ being duly sworn, deposes and says that (s)he is the owner of the property described in this application and that the statements contained therein are true.			
			_____ Signature of Property Owner
Sworn before me this _____ day of _____, 20_____			
_____ Notary Public			



Note: This form must be filed with the Nassau County Department of Assessment.



# Nassau County Department of Assessment

240 Old Country Road, 4th Floor  
Mineola, New York 11501  
(516) 571-0154

E-Mail: DOARadiusMap@nassaucountyny.gov

## Radius Map Request Form

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Municipality: \_\_\_\_\_

(Town/Village/City receiving Radius Map)

### Radius Map Pricing\*

100' Radius Map (\$100.00) _____	400' Radius Map (\$250.00) _____
200' Radius Map (\$150.00) _____	500' Radius Map (\$300.00) _____
300' Radius Map (\$200.00) _____	Custom/Combo Map (TBD) _____

\*For a Double Radius Map, add \$50 to base price. For a Triple Radius Map, add \$100.

\*All Town of Hempstead Radius Maps are prepared as a Double Radius Map, per Town of Hempstead requirements, and require an additional \$50.

Includes 10 copies of Radius Map and Owners List. Additional copies can be provided at \$5.00 per copy.

Payment Due at the time order is placed. Payment forms accepted: Cash, check or money order.

Radius maps must be ordered and picked up in person at this office.

**NOTES:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Contact E-Mail Address

\_\_\_\_\_  
Radius Property Street Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Zip Code

### FOR INTERNAL USE ONLY

Amount: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_



# *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.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
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 type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input 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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<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?	NO <input type="checkbox"/>	YES <input 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: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<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: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/>  <input type="checkbox"/>	YES <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: _____ _____ _____	NO <input type="checkbox"/>  <input type="checkbox"/>	YES <input 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?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**