

**TOWN OF HOPEWELL**  
**2716 COUNTY RD #47 - CANANDAIGUA, NY 14424**  
585-394-0036 EXT. 4

**SPECIAL USE APPLICATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Applicant:</b>	<b>Owner:</b>
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Location of Property: \_\_\_\_\_  
(Number & Street)

Zoning Classification: \_\_\_\_\_

Will proposed Special Use require a Building Permit ?    Yes    \_\_\_\_\_    No    \_\_\_\_\_

Will proposed Special Use require an Ontario County Planning Board referral?    Yes    \_\_\_\_\_    No    \_\_\_\_\_

A Special Permit under the Zoning Ordinance is requested pursuant to:  
Article    \_\_\_\_\_    Section    \_\_\_\_\_    Subsection    \_\_\_\_\_    Paragraph    \_\_\_\_\_  
of the Zoning Ordinance because:

\_\_\_\_\_

Provide a brief description of Special Use: \_\_\_\_\_  
\_\_\_\_\_

_____	_____
(Applicant’s Name – <b>PLEASE PRINT CLEARLY</b> )	(Applicant’s Name – Signature)

**Application Fee \$** \_\_\_\_\_

**Public Hearing Fee \$** \_\_\_\_\_

**Application #** \_\_\_\_\_

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## Pursuant to Part 305 of the Town of Hopewell Zoning Ordinance - Powers and Duties of Planning Board

### D. Special Use Permits

The Planning Board shall hear and decide upon application for such Permits as specified in this Ordinance. The applicant is responsible for providing adequate documentation to the Planning Board that the proposed use conforms to the criteria specified below and any additional standards set forth in this Ordinance. The Planning Board shall grant a Permit for any Special Use if:

1. The proposed building or use shall be in harmony with the general purpose, goals, objectives, and standards of the Town's Comprehensive Plans and this Ordinance.
2. The proposed building, use, or intensity of operation involved will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public health, safety and general welfare.
3. The proposed building or use shall be constructed, arranged, and operated so as not to dominate the immediate vicinity, or to interfere with or devalue the development and use of neighboring property in accordance with the applicable district regulations.
4. Public Facilities and Services shall adequately serve the proposed building or use.
5. The proposed building or use complies with all additional standards imposed on it by the particular provision of this Ordinance authorizing such use.
6. All steps possible have been taken to minimize any adverse effects of the proposed building or use on the immediate vicinity through building design, site design, landscaping, and screening.
7. Where requested, to assure compliance with the conditions of the Special Use Permit, a performance bond, irrevocable letter of credit or other suitable financial guaranty has been provided. The Town Board shall determine the amount of financial guarantee upon recommendation of Town Engineer and/or Town Attorney.
8. In the review and approval of Special Use permits, the following additional factors may apply :
  - a. Preparation of a Site Plan by a licensed professional engineer in accordance with the criteria set forth in §1603 and §1604 of this Ordinance for any matter including, but not limited to, traffic safety, storm water retention and treatment, and utility design may be required if determined by the Planning Board, upon showing of cause, as pertinent to an informed decision.
  - b. If not done so by the Code Enforcement Officer, the Planning Board shall forward any Variance requests associated with the Special Use Permit to the Zoning Board of Appeals. The Zoning Board of Appeals shall review the Variance request and forward its decision and all supporting documentation, including its findings, within the time specified by law, not to exceed 62 (sixty-two) days, to the Planning Board for its final decision on the Special Use Permit.

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## Necessary Paperwork for Both Planning and Zoning Boards

- Application (either Subdivision/Site Plan or Variance)
- SEQR Form (usually SEAF – Short Environmental Assessment Form Part 1)
- Affidavit of Sign Posting for Public Hearing
- Picture of Sign posted on location
- Engineer's Site Plan and/or Client Drawings of intended work (dimensions, setbacks, locations etc.)

## Additional Paperwork for Planning Board

- 3 full-sized engineered site plans
- 9 additional engineered site plans (can be smaller-sized at CEO's discretion)
- 12 copies of all other documents

## Additional Paperwork for Zoning Board

- 8 copies of all documents