

## SPECIAL REVIEW/VARIANCE APPLICATION

Name \_\_\_\_\_ Application Date \_\_\_\_\_  
Property Address \_\_\_\_\_ Planning Hearing \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Board Hearing \_\_\_\_\_

11.01 Intent. Each established zoning district is intended for a specific type or category of land use (e.g., single family dwelling in an R-1 district). However, there are certain uses, which may or may not be appropriate in a district depending on the situation. For example, the location, nature of the proposed use, character of the surrounding area, traffic capacities of adjacent streets, and potential environmental effects all may dictate that the circumstances of the development should be individually reviewed. The special review process is established to provide for these specific uses without establishing numerous separate zoning classifications. It is the intent of this chapter to provide a review of such uses so that the community is assured that the proposed uses are compatible with the location and surrounding land uses.

11.02: When Allowed. Within each zoning district, certain land uses are permitted by right, by special review or prohibited. Special review uses may be permitted in designated districts upon review by the Planning and Zoning Commission and approval by the Town Board.

11.03: Site Plan and Supporting Documents. There shall be filed with each special review application a site plan drawn to scale and an appropriate number of copies as determined by the Town Manager. The site plan shall be drawn in black ink on Mylar. Following approval by the Town Board the applicant shall submit a reproducible copy of the original site plan to the Town for the Town's permanent records.

**The special review application shall include the following:**

The site plan showing the location of all buildings, structures and other improvements to be placed on the real property. A building envelope may be used in lieu of showing the exact building or structure location to allow for minor variations in the location.

A legal description of the property, which may require a survey.

A list of the names and addresses of all property owners within 200 ft. of the property.

All off-street parking and loading areas.

The location of all ways for ingress and egress to all buildings, and parking areas.

Service and refuse collection areas.

Major screening proposals.

The size, shape, height and character of all signs.

The area and location of all open space and recreation areas.

The location and type of outdoor lighting.

The character and type of landscaping to be provided. The landscaping shall be indicated in tabular form showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on the site plan.

The anticipated timetable for completion. If the project is to be completed in phases, then the data for completion of each phase shall be indicated.

All owners and lien-holders of the property shall sign the following agreement that will be placed on the original special review site plan.

Home Owner's association Written plan approval (if applicable)

The undersigned agree that the real property described on the site plan shall be developed only in accordance with the approved special review site plan and other provisions of the zoning regulations of the Town of Paonia.

**I. Site Plan**

Any application for Special Review/Variance that includes a new structure or improvement to an existing structure will require a site plan. Plans may be hand drawn, but must be clearly written with accurate measurements indicated. The Site Plan may be submitted as two separate drawings or one drawing with an overlay.

**II. Project Summary**

Please answer only the questions that apply to your request. Any additional information, which would be beneficial in the consideration, may be noted in the "Comments" section.

- a. Reason for Special Review/Variance
  
  
  
  
  
  
  
  
  
  
- b. Current Zoning of Property
- c. What land boundary changes are necessary?
  
  
  
  
  
  
  
  
  
  
- d. What addition/changes to existing buildings/structures will be made?
  
  
  
  
  
  
  
  
  
  
- e. What new buildings/structures will be constructed?
  
  
  
  
  
  
  
  
  
  
- f. What additions/changes in utilities will be necessary? Include water, sewer, gas, and electric.
  
  
  
  
  
  
  
  
  
  
- g. Will property have Commercial/Private or Public Use?
  
  
  
  
  
  
  
  
  
  
- h. Anticipated traffic flow and volume?

- i. Detail the Safety and Disabled Access accommodations?
- j. Detail the possible environmental impact; such as noise, lighting glare, pollutants, etc.

Comments:

**III. Public Notice Requirements**

All property owners within 200 feet of the property being reviewed shall be notified via certified mail of a public hearing whereby the Planning and Zoning Commission shall consider this application. Applications for Special Review shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications shall result in denial of application acceptance and returned for completion, consequentially delaying hearings.

**IV. Acknowledgement to Pay Fees**

This application must be completed and a fee of **\$250.00** is assessed to include preliminary costs of administrative services and initial correspondence. Additional charges will be invoiced for, publication and certified mailings to property owners within 200 feet of said property. **Payment must accompany this application.**

**FEES PAID HEREUNDER ARE NON-REFUNDABLE UPON SIGNING**  
**By signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance. I am aware that upon acceptance of the Special Review/Variance by the Planning and Zoning Commission, a building permit must be applied and approved by the Building Inspector, if applicable.**

**SIGNED** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Clerks Acceptance** \_\_\_\_\_ **DATE** \_\_\_\_\_