

Town of Horicon Planning Board

Conditional Use (*Site Plan Review*) Instructions

Section 9 - Town of Horicon Zoning and Project Review

1. Fill out and return **this application Ten (10) copies and all relevant materials to the Town** of Horicon Zoning & Planning Office two (2) weeks prior to the meeting date. Planning Board meetings are typically held on the third (3rd) Wednesday of each month at 7:00 PM at the Horicon Community Center, 6604 State Rte. 8 Brant Lake, NY. Please note meetings dates could change, please check with the Zoning/Panning Office for schedule.
2. Include Perk Test results, if applicable.
3. Include a sketch, drawing or photo(s) showing how the building(s), improvements etc. will look when completed. **Ten (10) copies.**
4. Include a plot plan of the lot, **drawn to scale**, indicating the location and the size of the lot, size and location of the improvement(s) thereon and the size and location of proposed improvement(s) to be erected thereon. **Ten (10) copies.**
5. If application is represented by someone other than the owner of record, the **AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER** must be completed, notarized and attached to this application. **One (1) copy.**
6. Include a Deed to parcel as proof of ownership. **One (1) copy.**
7. If Needed: Complete Environmental Assessment Form (if applicable), Part 1 ONLY.
Ten (10) copies (Download form: dec.state.ny.us or [horiconny.gov website](http://horiconny.gov)).
8. Enclose a check for \$100.00 payable to the Town of Horicon.
9. Place batter stakes at site location for inspection by Zoning Administrator (if applicable).

Applicant's Check List:

Application _____
Perk Test (if applicable) _____
Sketch, drawing, photo _____
Plot Plan _____
Authorization form (if applicable) _____
Deed _____
Environmental Assessment Form (if applicable) _____
Payment _____
Batter Stakes placed (if applicable) _____

Town of Horicon Planning Board

Conditional Use Procedure

please read carefully

Step 1:

Apply to Planning Board for a **Conditional Use** - Fill out and return the appropriate application(s) with the appropriate fee(s) to the Town of Horicon Zoning and Planning Office a minimum of **two (2) weeks prior** to the regularly scheduled Planning Board meeting held on the 3th Wednesday of each month.

At this FIRST MEETING your application will be deemed complete or incomplete.

IF deemed complete: See Step 2

IF deemed incomplete: Your application will be placed on the agenda at the next month's meeting under **Unfinished Business**.

*It is advised that you attend **all meetings** in which your application will be discussed.
Time-lines are involved which may lead to denial due to incomplete or incorrect information.*

Step 2:

1) A Public Hearing will be scheduled for the next regularly scheduled meeting. Public Hearings are held at 7:00 PM preceding the regular meeting.

2) Adjoining owners within 500' of your parcel lines will be notified by mail and a legal notice will be placed in the Town's Official Newspaper.

*Again, It is advised that you attend **all meetings** in which your application will be discussed.
Time-lines are involved which may lead to denial due to incomplete or incorrect information.*

A decision **can** be made at that time if the board so chooses.
The board has 62 days from the close of the public hearing to make a decision.

Step 3:

If your project is approved by the Planning Board **You will need to contact the** Town of Horicon Zoning Administrator to finalize your **Zoning Compliance Certificate**. Take the signed Zoning Compliance Certificate to Warren County Building and Codes Enforcement Department at the Warren County Municipal Center Exit 20, Lake George, NY - Fill out their **Application for Building Permit**.

If/when the Warren County Building and Codes Department issues you a Building Permit you may begin your project.

Town of Horicon Planning Board

PO Box 90 Brant Lake, NY 12815
Brant Lake, NY 12815
(518) 494-4245 Fax (518) 494-5240
Email: zoningplanning@horiconny.gov
Website: horiconny.com

Application # _____ -CU

Conditional Use Application (Site Plan Review)

Property Owner's Name: _____

Mailing Address: _____

Contact Number(s)/Email: _____

Contractor's/Agent/Representative's Name (if Applicable) _____

Mailing Address: _____

Contact Number(s)/Email: _____

Tax Map Number: _____ Parcel Size (acreage or sq. ft): _____

Location of Property: (911 address): _____

Zone Classification & Acres (see below): _____ If parcel is in multiple zones, indicate all zones.

ZONES: CR-20,000 sq. ft., CR-3.2 acres,
R1-20,000 sq. ft., R1-1.3 acres, R1-2 acres, R1-3.2 acres,
R1-10 acres, R1A-3.2 acres, R1A-5 acres,
R2-2 acres, R2-3.2 acres, R2-5 acres, R2-10 acres,
LC-10 acres, LC-42.6 acres,
RRD-3.2 acres, RRD-5 acres, RRD-10 acres.

Current use of property (what is present on this parcel today) list **all** structures:

Specific proposed use listed in Section 8.20 of the Town of Horicon Zoning and Project Review:

Describe the proposed use: (what are you proposing to accomplish with this application):

Description of how to find the property:

1) Does the use comply with all other requirements of the ordinance including dimensional regulations of the zoning district(s)? YES

NO: Explain: _____

2) Would the use be in harmony with the general purpose and intent of the ordinance taking into account the location, character and size of the proposed use and the description and purpose of the district in which the use is proposed? Explain: _____

3) Would the proposed use create a public hazard from traffic, traffic congestion or the parking of automobiles or otherwise be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the town? Explain: _____

4) Does this application include an activity within a Recreational River District? YES NO
(See Section 8.30 and 8.31)

5) Does this application include: (See Section 9.70 Special Requirements for Conditional Use Approval)

Junk Yards - page 41

Mobile Home Courts - page 42

Travel Trailer Camps - page 46

Excavation - not associated with the erection of a building - page 49

Motels, Hotels and Tourist Accommodations - page 50

Multiple Family Dwellings - page 51

Flood Hazard Areas - page 51

Special Vegetative Cutting - page 52

Commercial Marinas - page 52

Multiple Access Docks - page 53

Boat Storage, Commercial - page 54

Restaurant, Fast Food - page 55

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application hereby empower, _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application.

As my agent, He/She is empowered to act on my behalf in full. In so doing I, the owner applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by conditions or restrictions imposed by my agent as part of the presentation.

Signature of Owner/Applicant

Signature of Agent/Representative

Date _____

Date _____

NOTARY:

Date: _____
