



TOWN OF NORTH CASTLE
Town Hall - 15 Bedford Road
Armonk, New York 10504
Established 1736

ALISON SIMON
Town Clerk

Telephone: (914) 273-3321
asimon@northcastleny.com

APPLICATION PROCEDURE FOR SPECIAL USE PERMIT
CHAPTER 355 ZONING ARTICLE VII. SPECIAL PERMIT USES

An application for a Special Use Permit requires a public hearing which must be scheduled and conducted by the Town Board to consider approval.

(NOTE: This does not apply for a Special Use Permit application for accessory apartments and accessory structures over 800 square feet which require Planning Board approval.)

1. Complete and submit 16 copies of the following to the Town Clerk:

Cover letter describing the nature of the proposed use

Special Use Permit Application (see attached)

Folded copies of the site plan

Environmental Assessment Form (EAF)

Email the same to asimon@northcastleny.com. Include payment of \$200 application fee, payable to *Town of North Castle*.

2. The site plan shall show the location of all buildings, parking areas, traffic access and circulation drives, open spaces, landscaping, topography, special features, and any other pertinent information, including such information about neighboring properties as may be necessary to determine and provide for the enforcement of the permit.

3. The Town Clerk will advise of the Town Board meeting date when the application will be received by the Town Board. The Town Board will refer the application to the Planning Board for its recommendation, and, if required, to other agencies for review. The Town Clerk will send 8 copies of the application with site plan and EAF to the Planning Board.

4. The application will then appear on the next available Planning Board agenda, and the Planning Board will subsequently make its recommendation to the Town Board.

6. The Town Board will receive the Planning Board's recommendation and reports submitted by other agencies on its next available agenda. If the recommendation is positive, the Town Board will schedule a public hearing.

NOTIFICATION PROCESS

7. PREPARATION OF LEGAL NOTICE

Following the scheduling of the public hearing by the Town Board, the Town Clerk will prepare the Legal Notice and email it to the applicant or professional who must mail the Notice to neighboring property owners as per Town Code, and email the Notice to the Journal News for publication.

8. MAILING OF LEGAL NOTICE

Contact the North Castle Assessor's Office to [request a list of neighboring property owners](#) within 250 feet to be notified of the public hearing. The Assessor's Office requires **a minimum of one week's notice** and payment of \$50 to prepare the mailing list and two sets of labels for your mailing of the Legal Notice. The Office can be contacted at 17 Bedford Road, Monday - Friday, at 273-3324. Requests can be emailed to assessor@northcastleny.com.

The Town Clerk's Office will provide the official envelopes and Certificate of Mailing form. Using the list of neighboring property owners and labels provided by the Assessor's Office, mail the Legal Notice by First Class Mail. **The Legal Notice must be mailed no less than 10 days prior to the public hearing date and no more than 20 days prior to the public hearing date.** The Certificate of Mailing (PS Form 3817 or 3877) must include labels for all neighboring property owners on the mailing list and must be postmarked and signed by US Post Office on the date of the mailing.

9. PUBLICATION OF LEGAL NOTICE

Email the Legal Notice to the Journal News at legals@lohud.com. They will provide an *Affidavit of Publication* which must be submitted to the Town Clerk prior to the public hearing. The Journal News requires two days prior notice before 12 noon, not including weekends and holidays, for ad placement. **The Legal Notice must be published no less than 10 days prior to the public hearing date and no more than 20 days prior to the public hearing date.** It is recommended that you purchase the Journal News for your records the day the Notice is published.

Note the following deadlines and information provided by the Journal News:

<u>Date of Publication</u>	<u>Deadline</u>
Monday	Thursday 12 noon
Tuesday	Friday 12 noon
Wednesday	Monday 12 noon
Thursday	Tuesday 12 noon
Friday	Wednesday 12 noon
Saturday	Thursday 12 noon
Sunday	Thursday 12 noon

If a customer does not pay for the Notice in time, Notice will not publish as confirmed by receipt. We encourage the customer to pay as soon as they receive the proof and/or message left calling for payment.

Remember to include your contact information when you submit your ad. If you do not include your contact info (name, address, phone number) we cannot set the notice up in the system. If notice is sent one day and the contact info the next, we cannot guarantee the same deadline will apply as to when the customer originally emailed.

Word documents are encouraged for a speedy turn around. Affidavits are automatically included with each Notice. If you have any questions regarding your publication, call 888-516-9220.

10. PROOF OF MAILING AND PUBLICATION

No later than 24 hours prior to the public hearing, the following **must** be submitted to the Town Clerk's Office:

- List of Neighboring Property Owners prepared by the Assessor's Office
- Certificate of Mailing – PS form 3817 or 3877 postmarked by the US Post Office
- Affidavit of Publication* from the Journal News

If the Affidavit is not received prior to the hearing, the page from the Journal News which includes the Notice and date of publication should be submitted to the Town Clerk's Office. *Affidavit of Publication* must be submitted to the Town Clerk's Office when received to complete the public hearing file.

The public hearing will not be held without the required proof of mailing to neighboring property owners and publication in the Journal News. At the public hearing, the Town Board may approve or deny the application or adjourn the hearing.



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SPECIAL USE PERMIT APPLICATION

FEE \$200

APPLICANT: _____

ADDRESS: _____

PHONE: _____ E-MAIL _____

PROPERTY OWNER:* _____

* Property owner must complete Verification form on attached page 2.

ADDRESS: _____

PHONE: _____

PREMISES: Tax ID # _____

situated on the _____ side of _____ (street)

_____ feet from the intersection of _____

_____ (street).

Description of proposed use and improvements to the premises:
(Include overall square footage of building(s) when applicable.)

Signature of Applicant

Date

SPECIAL USE PERMIT APPLICATION

Page 2

VERIFICATION BY PROPERTY OWNER

I, _____, being duly sworn, depose and say that I am the property owner in the foregoing application, that I have read the same and that the same is true and correct.

Signature of Property Owner

Sworn to before me this _____
day of _____, 20__.

Notary Public

TOWN OF NORTH CASTLE ASSESSOR'S OFFICE NEIGHBOR NOTIFICATION ORDER FORM

(One form per radius)



Assessment Department will provide the following:

1. One list of names and mailing addresses of owners within radius; *
2. Two sets of mailing labels;
3. A hard copy of labels.

* Ownership data is believed accurate but not warranted and provided "as is". Assessor's Office is not responsible for ownership differences that may occur due to deed processing time or any other outside influence that may reflect a difference between data provided and actual ownership.

Information

Date: _____	Owners within 250' \$50.00 \$ _____
Section/Block/Lot: _____	Owners within 500' \$50.00 \$ _____
Owner's Name: _____	Add'l set of labels \$10.00 \$ _____
Property Address: _____	Please make check payable to Town of North Castle
Name of Firm or Representative (if any): _____	Total: \$ _____
Contact Person: _____	Total payment required prior to any commencement of work. Please allow up to five business days to process request.
Contact Phone Number: _____	Ownership data generated from this request, to be used, solely, for Town related business. Not intended for solicitation.
E-Mail Address: _____	