

**APPLICATION FOR SPECIAL USE PERMIT**  
(EXCEPT CONVENTIONAL SUBDIVISION DEVELOPMENT)

Town of Rhinebeck  
80 East Market Street  
Rhinebeck, New York 12572

Planning Board Clerk (845) 876-3409 / town.planning@rhinebeck-ny.gov  
Zoning Enforcement Officer (845) 876-7562 / town.zeo@rhinebeck-ny.gov

**Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

If corporation, identify principal officer and title \_\_\_\_\_

**Special Use Permit(s) Requested** (check and complete, as appropriate)

\_\_\_ For authorization of \_\_\_\_\_  
\_\_\_\_\_ in accordance  
with Zoning Law Article III, District Schedule of Use Regulations and the  
Additional Specific Standards for Certain Uses stated at Article V, Section  
D \_\_\_.

\_\_\_ For authorization of \_\_\_\_\_  
in accordance with Zoning Law Article V, Supplementary Regulations,  
Section \_\_, \_\_\_\_\_.

and, if applicable,

For additional authorization of \_\_\_\_\_  
in accordance with Zoning Law Article V, Supplementary Regulations,  
Section \_\_, \_\_\_\_\_.

**Location of Proposed Special Use**

Address \_\_\_\_\_

Tax Map Parcel Number \_\_\_\_\_

Zoning District \_\_\_\_\_

Overlay District(s), if any \_\_\_\_\_

Located within Certified Agricultural District?      \_\_\_ yes      \_\_\_ no

Located within Local Waterfront Revitalization Area?      \_\_\_ yes      \_\_\_ no

Located within or adjacent to National Historic District or individually listed property?      \_\_\_ yes      \_\_\_ no

Located within 500 feet of State or County highway or either Town or Village boundary      \_\_\_ yes      \_\_\_ no

**Owner of Site of Proposed Special Use, if not Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Use of Land and Buildings**

Current Use of Premises

\_\_\_\_\_

Proposed Use of Premises and Summary of Proposed Use of Buildings and Land, by Type of Occupancy and Square Footage

\_\_\_\_\_

\_\_\_\_\_

**Other Applications**

Has a related Application for Site Plan Approval or Application for Subdivision Plat Approval, as applicable, been submitted to the Town Planning Board?

\_\_\_ yes      \_\_\_ no      If yes, date of submission: \_\_\_\_\_

**Project Engineer and/or Project Architect**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Principal Representative before the Planning Board**

\_\_\_\_\_ Applicant  
\_\_\_\_\_ Project Engineer and/or Architect Noted Above  
\_\_\_\_\_ Other Party (as identified below)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Required Attachments** (check those submitted to confirm all required attachments are being presented)

\_\_\_\_\_ Zoning Compliance Determination completed by the ZEO and stating that in accordance with the Town's Zoning Law the proposed use is a permissible use of the premises subject to the securing of Special Use Permit(s) and all other necessary permits, approvals and compliance determinations from the Town of Rhinebeck and other involved permitting and approving agencies.

\_\_\_\_\_ List of County, State or Federal Permits or Approvals required for the Proposed Use including a copy of each permit or approval that has been issued

\_\_\_\_\_ If related Application for Site Plan Review and Approval or Application for Subdivision Plat Approval has not been submitted to the Planning Board, Preliminary Site Plan and Building Plans and Elevations as listed below by title, preparer and date:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Narrative Discussing Conformance of the proposed use with General Standards for Special Permit Uses [see Zoning Law Article

VI(C) and, if applicable, Additional Specific Standards for Certain Uses]

- \_\_\_\_\_ Executed Escrow Agreement pursuant to Local Law No. 2, 2006
- \_\_\_\_\_ Receipt for Payment of Application Fee
- \_\_\_\_\_ Receipt for Posting of Initial Escrow Deposit
- \_\_\_\_\_ Authorization for Applicant to Act for Owner, if applicable
- \_\_\_\_\_ Authorization for Principal Representative to Act for Applicant, if applicable
- \_\_\_\_\_ Certified Short Environmental Assessment Form (Part 1), with acknowledgement made that the particular circumstances of a proposed use, including its location and/or scale, may require later submission of Full EAF
- \_\_\_\_\_ Completed Coastal Consistency Form as applicable for proposed uses within the Town's Local Waterfront Revitalization Area
- \_\_\_\_\_ Completed Agricultural Data Statement as applicable for proposed uses within a Certified Agricultural District

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The undersigned, having received the above-cited Zoning Compliance Determination from the Town of Rhinebeck Zoning Enforcement Officer, and having been advised of the requirement for Special Use Permit(s), hereby requests approval of the above-identified Special Permit(s) by the Rhinebeck Town Planning Board in accordance with Section 274-a of the Town Law and Article VI of the Zoning Law of the Town of Rhinebeck.

The undersigned acknowledges that the Planning Board will consider this Application at a Regular Meeting, as established by the Planning Board's annual calendar, and determine whether this Application, including the above Attachments, is adequate for processing under the Town Zoning Law and the NYS Environmental Quality Review Act. It is understood that if the Planning Board determines the Application adequate for processing time frames set forth within the Town Zoning Law and/or the SEQRA Implementing Regulations will take effect.

The undersigned further understands that in order to be considered as an agenda item at a Regular Meeting, the Application and all Required Attachments must have been received by the ZEO and forwarded to the Planning Board Clerk

not less than twenty-one (21) calendar days prior to said Regular Meeting of the Planning Board.

The submission must include not fewer than twelve (12) paper copies of the Application form, the Narrative, the EAF and the above-cited drawings. Not fewer than three (3) copies of all other Required Attachments shall be provided.

In order to assist prospective applicants in understanding the above-stated submission requirements and otherwise complying with the Special Use Permit Application and Review Procedure, a Pre-Submission Conference may be arranged with the Town of Rhinebeck Planning Consultant. An appointment may be scheduled by contacting the Planning Board Clerk and submitting the required Request for Pre-Submission Conference form.

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

**Date** \_\_\_\_\_



**RECORD OF SEQUENTIAL STEPS COMPLETED BY THE ZEO  
AND THE PLANNING BOARD IN PROCESSING OF APPLICATION  
FOR SPECIAL USE PERMIT**

Submission Received by ZEO \_\_\_\_\_

Submission Forwarded by ZEO to  
Planning Board with Authorization to  
Process under Zoning Law and SEQRA \_\_\_\_\_

Submission Received by Clerk from ZEO \_\_\_\_\_

Project File # PB 201\_ - \_\_ Established \_\_\_\_\_

Initial Review by Planning Consultant and  
Assignment to Planning Board Agenda \_\_\_\_\_

Initial Presentation of Application at Planning  
Board Meeting \_\_\_\_\_

Application Accepted by Planning Board \_\_\_\_\_

o Classification under SEQRA

\_\_\_ Type II Action      \_\_\_ Unlisted Action      \_\_\_ Type I Action

If Unlisted Action, Coordinated Review Required      Yes \_\_\_ No \_\_\_

If Type I Action, Lead Agency Designation Requested      Yes \_\_\_ No \_\_\_

If yes to either, SEQRA NOI Issued \_\_\_\_\_

Planning Board Confirmed as Lead Agency \_\_\_\_\_

o Referrals

- \_\_\_ Town Engineer
- \_\_\_ Town Planning Consultant
- \_\_\_ Town Highway Superintendent
- \_\_\_ Town Conservation Advisory Council
- \_\_\_ Town Waterfront Advisory Committee
- \_\_\_ Dutchess County Department of Planning and Development
- \_\_\_ Other (specify) \_\_\_\_\_

o Notice of Public Hearing Published \_\_\_\_\_

Date of Opening of Public Hearing \_\_\_\_\_

SEQRA Determination of Significance \_\_\_\_\_

\_\_\_\_ Negative Declaration      \_\_\_\_ Positive Declaration

If Positive Declaration,

- Scoping Document Issued \_\_\_\_\_
- Draft EIS Accepted \_\_\_\_\_
- Final EIS Issued \_\_\_\_\_
- Findings Issued \_\_\_\_\_

Fee and Escrow Obligations deemed current by Clerk and Town Finance Office \_\_\_\_\_

Clerk's Certification of Compliance in matter of Noticing Requirements \_\_\_\_\_

Date of Close of Public Hearing \_\_\_\_\_

Planning Board Decision \_\_\_\_\_

\_\_\_\_ Approval      \_\_\_\_ Approval with Conditions      \_\_\_\_ Disapproval

Resolution Certified and Distributed by Clerk \_\_\_\_\_

Determination of Compliance with Conditions, if any, issued by Zoning Enforcement Officer and copy thereof presented to Planning Board prior to issuance of Certificate of Occupancy \_\_\_\_\_

Close-Out of Project File \_\_\_\_\_