

**SPECIAL USE PERMIT APPLICATION**  
**City of Cortland**

(this section for office use only)

Date: \_\_\_\_\_  
GML referral \_\_\_\_\_  
Site Plan Review \_\_\_\_\_  
Additional requirements for special use permit \_\_\_\_\_  
Determination \_\_\_\_\_



*Only the property owner or persons holding a valid purchase offer may submit application. A copy of a valid purchase agreement must accompany this application, if applicable.*

**Information to be provided by Applicant:**

Applicant name \_\_\_\_\_ Phone \_\_\_\_\_

Address of Proposed Special Use \_\_\_\_\_

Address of applicant \_\_\_\_\_

Property owner, if other than applicant:

Name \_\_\_\_\_ Address \_\_\_\_\_

**Information to be included with application:**

1. A certified survey map of parcel indicating setbacks of building on property and proposed dimensional changes if any.
2. Completed first page of the Environmental review form (SEQR)
3. Fee of \$150 to be submitted with application.
4. Complete description of proposed activity including parking, hours of operation, any physical changes to the property.

The following is criteria will be considered in the board's decision on the special use variance application. Applicant may address these criteria in writing to be submitted with the completed application.

- a. That the lot area is sufficient, appropriate and adequate for the use and the reasonable anticipated operation and expansion thereof.
  
- b. That the proposed use will not prevent the orderly and reasonable use of adjacent properties.
  
- c. That the site is particularly suitable for the location of the proposed use in the community.
  
- d. That the characteristics of the proposed use are not such that its proposed location would be unsuitably near to a church, school, public park or other similar uses.
  
- e. That the access facilities are adequate for the estimated traffic from public streets or highways, so as to assure the public safety and to avoid traffic congestion, and further that the vehicular entrances and exits shall be clearly visible from the street and not be within fifty (50) feet

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Application must include fee, an original plus 1 electronic copy of application, each of survey map and any supporting documentation to the City Clerk's Office. Lack of a completed application with appropriate copies may cause delay in the process.

Applicant is requested to notify neighboring property owners of application for special use permit.