

**VILLAGE OF WARWICK VILLAGE BOARD**  
**APPLICATION FOR SPECIAL USE PERMIT**  
*(EXCLUDING WIRELESS COMMUNICATION FACILITIES)*

Contents:

1. Informational Letter
2. Application for Special Use Permit
3. Checklist

Other Relevant Information:

1. Visit [www.villageofwarwick.org](http://www.villageofwarwick.org) for:
  - a. Village Board Meeting Dates
  - b. Code of the Village of Warwick:  
<https://ecode360.com/WA0539>
  - c. Zoning Code of the Village of Warwick:  
<https://ecode360.com/WA0539/document/752979791.pdf>
  - d. Zoning & Historic Districts Maps:  
<https://ecode360.com/WA0539/document/752979789.pdf>
  - e. Schedule of Fees:  
<https://villageofwarwick.org/village-of-warwick-fees/>

Village of Warwick – Village Board  
77 Main Street, PO Box 369  
Warwick, New York 10990  
Tel: (845) 986-2031, ext. 3  
Email: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org)

Dear Applicant:

In order for the Village Board to adequately review your application, the following items must be received by the Village Clerk ***no later than 4:00 pm, 5 days prior to the regularly scheduled Village Board meeting. If all items are not received by this deadline, the application will be considered incomplete and will not be reviewed.***

1. Project Cover Letter
2. Completed Application
3. Completed Checklist
4. 2 collated sets of the Site Plan submitted to the Village of Warwick Planning Board
  - a. (1) full size set, (1) -11"x17" reduced set, and entire submittal emailed to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) in pdf format) bearing the signature and seal of a NYS licensed land surveyor or professional engineer
5. Itemized response to any prior review comments
6. Application Fee
7. Escrow Deposit for Consultant Review - *\*Amount to be set by the Village Board*  
***Review of the application will not commence until the escrow deposit is received.*** In addition, if the escrow balance falls below 80% of the initial deposit, the applicant will be required to make an additional deposit to bring the balance back to the original amount, prior to any further review of the application by the Village Board.

#### Per Village Code Chapter 145-161 Application Procedure – Special Use Permits

An applicant for a Special Use Permit shall, simultaneously with the filing of any application with the Village Board, file an application for Site Plan approval with the Village Planning Board, together with appropriate plans, drawings and fees for Site Plan review.

Before the Village Board shall give any consideration to or review of the application for such Special Use Permit, the Village Planning Board shall refer said Site Plan Development application to the Architectural and Historic District Review Board (AHDRB).

For the full application process and information on Special Use Permits, please review the Zoning Code of the Village of Warwick <https://ecode360.com/WA0539/document/752979791.pdf>

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OFFICE USE ONLY:

Date Received: \_\_\_\_\_

App. Fee Received: \_\_\_\_\_

Escrow Received: \_\_\_\_\_

**APPLICATION FOR SPECIAL USE PERMIT**

[All information must be completed. If not applicable, note N/A. Must be signed & notarized.]

1. Project Name \_\_\_\_\_

2. Tax map designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

3. Zoning District – please circle: R LO MR-SC CCRC CB GC LI TND PAC AD

4. Is the property located in the Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*Per 145-161 - All Special Use Permit Applications - Before the Village Board shall give any consideration to or review of the application for such Special Use Permit, the Village Planning Board shall refer said Site Plan Development application to the Architectural and Historic District Review Board (AHDRB).*

**For questions 5 – 10 use Article III Use Regulations of the V. of Warwick Zoning Code, Table of General Use Requirements**

5. Type of Existing Use: \_\_\_\_\_

6. Proposed Type of Use: \_\_\_\_\_

7. Circle Applicable Categories for Project's Proposed Use: P\* C\* S\* P

8. Proposed Project's Use Group(s): \_\_\_\_\_

9. Proposed Project's Special Conditions: \_\_\_\_\_ *\*last column in Table of General Use Requirements*

10. Per Article III Use Regulations of the Village of Warwick Zoning Code, Table of General Use Requirements, does the project additionally require:

- Conditional Use Permit: Yes / No

*\*If 'yes' applicant must complete a Conditional Use Permit Application with the Planning Board.*

*\*Applicants to review ARTICLE XI Conditional Use Review and Approval & Article XII Conditional Use & Special Use Permit Use Standards.*

- Special Use Permit: Yes / No

*\*If 'yes' applicant must complete this Special Use Permit Application*

*\*Applicants to review Article XII Conditional Use & Special Use Permit Use Standards.*

11. **Application Fee(s)**, payable to the Village of Warwick, submitted as separate checks with the application:

- Application Fee for Special Use Permit Application: \$200.00 Check # \_\_\_\_\_

12. **Escrow Fee**, payable to the Village of Warwick, submitted as separate checks with the application:

- Escrow Fee: *\*Amount to Be Determine by Village Board* Check # \_\_\_\_\_

13. Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(Street Number & Name) (Post Office) (State) (Zip Code)

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(Street Number & Name) (Post Office) (State) (Zip Code)

Applicant's Representative's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(Street Number & Name) (Post Office) (State) (Zip Code)

Plan Preparer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(Street Number & Name) (Post Office) (State) (Zip Code)

Attorney's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(Street Number & Name) (Post Office) (State) (Zip Code)

Meeting Notification Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

14. Total acreage \_\_\_\_\_ Number of lots \_\_\_\_\_

15. This application is for the use and construction of \_\_\_\_\_

\_\_\_\_\_

16. Is any variance from Article IV Bulk Requirements requested? Yes / No

If so, for what? \_\_\_\_\_

17. Has the Zoning Board of Appeals granted any variance concerning this property? Yes / No

If so, list Applicant Name \_\_\_\_\_ (**Attach entire ZBA approval.**)

18. Estimated area of disturbance \_\_\_\_\_

**TO BE SIGNED AND NOTARIZED**

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

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

COUNTY OF \_\_\_\_\_  
STATE OF \_\_\_\_\_ SS:

I, \_\_\_\_\_, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Sworn before me this \_\_\_\_\_ Signature \_\_\_\_\_  
\_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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**PROXY STATEMENT (Completion required ONLY if applicable)**

COUNTY OF \_\_\_\_\_  
STATE OF \_\_\_\_\_ SS:

\_\_\_\_\_, being duly sworn, deposes and says that he resides  
at \_\_\_\_\_ in the County of \_\_\_\_\_ and  
(Owners Address)  
State of \_\_\_\_\_.

And that he is the (owner in fee) \_\_\_\_\_ of the \_\_\_\_\_  
(Official Title)

(corporation which is the owner in fee) of the premises described in the foregoing application and that he has authorized \_\_\_\_\_ to make the foregoing application for Village Board approval as described herein and to represent him on all Village Board matters.

Sworn before me this \_\_\_\_\_ Owner's or Official's Signature \_\_\_\_\_  
\_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## **VILLAGE OF WARWICK VILLAGE BOARD SPECIAL USE PERMIT CHECKLIST**

The following items shall be submitted with a completed checklist to the Village Clerk at least 5 days prior to the Village Board Meeting before consideration for being placed on a Village Board agenda.

### **INITIAL SUBMISSION**

- ☐ \_\_\_\_ Project Cover Letter, including a narrative describing the existing and proposed use(s) of the property.
- ☐ \_\_\_\_ Completed Application for a Special Use Permit
- ☐ \_\_\_\_ Special Use Permit Application fee payable to the Village of Warwick. The memo on the application fee check must indicate the project name and type of payment.
- ☐ \_\_\_\_ Copy of the completed Application for Preliminary / Final Site Plan Approval / Amendment to Approved Site Plan that was submitted to the Planning Board for this project, including all items listed on the Site Plan Application Checklist.
- ☐ \_\_\_\_ Two collated sets of the Site Plan submitted to the Planning Board ((1) full size set, (1) 11"x17" reduced set, and entire submittal emailed to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) in pdf format) bearing the signature and seal of a NYS licensed land surveyor or professional engineer.

### **SUBSEQUENT SUBMISSIONS**

Subsequent submissions shall include a cover letter with itemized responses to the Village Board's review comments.

### **SUPPORTING DOCUMENTS**

The applicant shall submit reports, correspondence and/or approvals by other agencies, and other documents regarding the proposed project. These might include:

- Correspondence from the Planning Board, Architectural and Historic Review Board, and Zoning Board of Appeals
- Environmental Reports (e.g. wetlands, endangered species, site remediation)
- Cultural resources reports
- Traffic studies
- Stormwater Pollution Prevention Plan (SWPPP) or other drainage studies
- Copy of all offers of cession, covenants, deed restrictions, and easements in effect or proposed.

This list is provided as a guide only and is for the convenience of the applicant. The Village of Warwick Village Board may require additional notes or revisions prior to granting approval. The applicant shall review the Village Code and all applicable State, including SEQRA documents in accordance with NYCRR §617 and Federal requirements for additional information required.

### **Preparer's Acknowledgement:**

The plat for the proposed plan has been prepared in accordance with this checklist and the Village of Warwick Ordinances, to the best of my knowledge.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Licensed Professional

Printed Name: \_\_\_\_\_