



## **Special Use Permits Checklist**

Pursuant to [§ 138-132 Special use permits](#), please submit fourteen (14) copies of the following:

- (1) A short form Environmental Assessment Form (EAF) and all necessary documentation to comply with State Environmental Quality Review Act, Part 617 (SEQRA).
- (2) A written narrative explaining what is proposed, with any facts the applicant feels are pertinent.
- (3) A plot plan, if available, if not, then a drawing to scale. All building locations as well as water supply and sewage disposal on the property must be shown with dimensions to property line.
- (4) Sketch of the proposed improvements.
- (5) Factors for consideration - In authorizing the issuance of a special use permit, the Planning Board shall take into consideration the public health, safety, and welfare of the community, the purposes of this chapter, the general considerations as per this subsection, and the Town of Ballston Comprehensive Plan, and shall prescribe appropriate conditions and safeguards to ensure the proposed use's scale and intensity are compatible with adjoining properties, and with the natural and built environment and character in the area and will accomplish the following objectives:
  - (a) The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts.
  - (b) The location and size of the use, the nature and intensity of the operations involved or conducted in connection therewith, its site layout and its relation to streets giving access to which shall be of such that traffic to and from the use and the assembly of persons in connection with it will not be hazardous or inconvenient to the neighborhood or conflict with the normal traffic of the neighborhood.
  - (c) The location and height of building, the location, nature and height of walls and fences and the nature and extent of landscaping on the site shall be such that the use will not hinder or discourage the proper development and use of adjacent land and buildings or impair the value thereof.
  - (d) The public convenience and welfare will be substantially served, and appropriate use of neighboring property will not be substantially or permanently injured, subject to appropriate conditions and safeguards, as determined necessary to promote the public health, safety and welfare.