



# Benefits of the Special Use Permit Process

## SPECIAL USE PERMIT

*"The authorization of a particular land use that is permitted in a zoning law subject to specific requirements that are imposed to assure that the proposed use is in harmony with the immediate neighborhood and will not adversely affect surrounding properties"*

## APPLICATION REVIEW PROCESS

### The Local Law dictates:

- State law authorizes municipalities to use Special Use Permits.
- The Local Law must set forth those uses for which the SUP process may be used.
- Conditions can be attached to Special Use Permits

### Who Issues the SUP?

Must be designated in the Local Law and adopted by the Legislative Body Planning Board, ZBA, City Council/Town Board/Village Board

## PUBLIC HEARINGS

### Public hearings are required:

- Public hearings must be held within 62 days of receiving the application.
- Public notices within the newspaper 5 days prior to the hearing date.
- Mail notices to applicants 10 days prior to the public hearing date.
- Decision within 62 days of concluding the hearing.
- Public Hearing may be extended by mutual consent .

*For those communities without zoning, solar energy system applications can be subject to a site plan review process.*





# APPLICATION REQUIREMENTS

## Application requirements for solar energy systems should include:

- Site Plan Review and Special Use Permit Application Materials
- Existing Conditions and Removal Plan
- Detailed Construction Schedule
- Drainage Mitigation Plan/ SWPPP
- Equipment and Mechanical Specification Sheets
- Abandonment & Decommissioning Plan, Decommissioning Agreement, and Decommissioning Financial Estimate
- Property Operation & Maintenance Plan
- Traffic Analysis (if required)
- Road Use Agreement
- Viewshed & Photo Simulations
- Noise & Glare Analysis
- Initiation of Host Community Benefit Agreement (if required)
- Initiation of Payment-In-Lieu-of-Taxes (PILOT) Program (if required)
- Additional Environmental Reports: Geotechnical, Wetland Delineations, Environmental Impact Statements, State Environmental Quality Review (SEQR), State Historic Preservation Office (SHPO)
- Landscaping & Site Design Considerations (e.g. Fencing, etc.)
- Battery Storage Considerations
- Comprehensive Plan & Land Use Recommendations
- Soil Sampling Plan

**The SUP is a permit is governs the site/ project for the life of the project for as long as that project/ site is in compliance with the approved site plans, O&M, and SUP approvals. The permit can be pulled.**