

Town of Delhi Planning Board

Special Use Permit Checklist for Applicants

Use this checklist to ensure your Special Use Permit (SUP) application is complete before submission. Incomplete applications will not be scheduled for Planning Board review.

1. Before You Apply

- ☐ Confirm that your proposed use is listed as a Special Use Permit in the Town of Delhi Zoning Law
- ☐ Schedule a pre-application meeting with the Code Enforcement Officer or Planning Board representative
- ☐ Review applicable zoning district standards and SUP criteria

2. Application Materials

Submit the following items together:

- ☐ Completed Special Use Permit Application Form
- ☐ Application fee (as established by the Town Board)
- ☐ Owner authorization (if applicant is not the property owner)
- ☐ Fire Inspection Fee (Paid Upon SUP Approval)

3. Site Plan Requirements

- ☐ Site plan drawn to scale (paper and/or digital, as required)
- ☐ Property boundaries with dimensions
- ☐ Location, size, and use of all existing and proposed structures
- ☐ Distance of structures from property lines
- ☐ Driveways, access points, and internal circulation
- ☐ Parking areas and number of spaces
- ☐ Loading areas, if applicable
- ☐ Existing and proposed signage
- ☐ Outdoor lighting locations and fixture types
- ☐ Landscaping, screening, fencing, or buffering
- ☐ Stormwater and drainage features
- ☐ Location of utilities, septic systems, and wells (if applicable)

4. Project Description

- ☐ Written description of the proposed use
- ☐ Explanation of how the proposal meets Special Use Permit standards in the Zoning Law
- ☐ Anticipated hours of operation
- ☐ Number of employees, patrons, or residents (as applicable)
- ☐ Description of any outdoor activities or storage

5. Environmental Review (SEQRA)

- ☐ Completed Environmental Assessment Form (EAF)
- ☐ Short Form (for small-scale projects)
- ☐ Full Form (if required by the Planning Board)

6. County & Agency Review (If Applicable)

- ☐ Additional materials requested for Delaware County Planning Department (GML §239-m) referral
- ☐ Studies or reports requested by the Planning Board or consultants (e.g., traffic, drainage, engineering)

7. Public Hearing

- ☐ Applicant availability to attend the public hearing
- ☐ Payment of Advertising for Public Hearing (Done by Applicant)
- ☐ Acknowledgment that the Planning Board may continue the hearing if additional information is required

8. After Approval

- ☐ Review and comply with all conditions of approval
- ☐ Schedule fire inspection and pay fire inspection fee annually
- ☐ **Obtain all required building permits before commencing work**
- ☐ Note: Substantial changes to an approved Special Use Permit require Planning Board review