

For Planning Board Use Only: Application Number: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Application for Special Use Permit Review Fee \$ \_\_\_\_\_ Date of Payment: \_\_\_\_\_

**TOWN OF MARTINSBURG  
 APPLICATION FOR A SPECIAL USE PERMIT REVIEW**

**INSTRUCTIONS TO APPLICANT:**

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

**Tax Map Parcel No.:** \_\_\_\_\_ **Section** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Name of Proposed Development:** \_\_\_\_\_

<b>Applicant:</b>	<b>Plans Prepared By:</b>
Name _____	Name _____
Address _____	Address _____
Telephone: _____	Telephone: _____

<b>Owner of land to be developed:</b>	<b>Engineer:</b>
Name _____	Name _____
Address _____	Address _____
Telephone: _____	Telephone: _____

**Location of site:** \_\_\_\_\_

**Current Zoning District Classification:** \_\_\_\_\_

**County, State or Federal Permits Needed (list all permits required and name, address and phone number for the agency):** \_\_\_\_\_

**Total acreage of site:** \_\_\_\_\_ **Gross floor area:** \_\_\_\_\_

**Anticipated construction time:** \_\_\_\_\_ **Will development be staged?** \_\_\_\_\_

<b>Rural Development Code Requirements</b>	<b>Required</b>	<b>Shown on Plan</b>
a. Minimum lot frontage	_____	_____
b. Minimum lot depth	_____	_____
c. Minimum setback from centerline	_____	_____
d. Minimum side and rear lot line setback	_____	_____

<b>Does the site plan map show:</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
a. Name of town and county in which it is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Name and address of applicant and owner, and name and address of person responsible for preparation of drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Date, north point and map scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Locator map showing the site in relationship to the town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Boundaries of the site plotted to scale, including distances, bearings, and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Location and ownership of all adjacent lands as shown on the latest tax record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location, name, and existing width of adjacent roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Location, width, and purpose of all existing and proposed easements, setbacks, reservations, and areas dedicated to public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Complete outline of existing or proposed deed restrictions or covenants applying to the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- j. Existing hydrologic features together with a grading and drainage plan showing existing and proposed contours at a maximum of five foot intervals
- k. Location, proposed use, and height and dimensions of all proposed buildings
- l. Location and design of all parking and loading areas
- m. Provision for pedestrian access, including public and private sidewalks
- n. Location of outdoor storage
- o. Location and design of all existing or proposed site improvements, including drains, culverts, retaining walls, and fences
- p. Description of the method of securing public water supply and disposing of sewage, and the location and design of such facilities
- q. Location and design of all energy distribution facilities, including electrical, gas, and solar energy
- r. Location, size and design of all proposed signs
- s. Location and design of outdoor lighting facilities

YES	NO	NA

**Other questions:**

- a. Is a general landscaping plan and planting schedule included?
- b. Is an erosion and sediment control plan included?
- c. Is an agricultural data statement required?
- d. Is an Agricultural Data Statement Form completed?
- e. Is a Short/Long Environmental Assessment Form completed and included?

YES	NO	NA

**FOR PLANNING BOARD USE ONLY**

**General Review Criteria:**

- a. Is the site designed in the interests of the public health, safety, welfare, and comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area:
- b. Is the site designed so as to be in harmony with the comprehensive plan for the community?
- c. Are the parking areas adequate for the intended level of use, and arranged and screened so as to minimize negative impacts on adjacent properties?
- d. Is the access to the site safe and convenient and does it relate in an appropriate way to both the internal circulation on the site as well as the town road system?
- e. Is the site suitably landscaped, and appropriately screened from adjacent properties and the road so as to protect the visual character of the area?
- f. Are any activities proposed for the site that are incompatible with adjacent properties suitably buffered so as to minimize the negative impacts on such adjacent properties?
- g. Are signs, site lighting, and the locations of all buildings and structures in keeping with the character of the neighborhood?
- h. Do changes to existing drainage patterns have any negative impacts on adjacent property?
- i. Are proposed water supply and sewage disposal facilities adequate?
- j. Does the development activity comply with all other standards and requirements of the Town of Martinsburg Development Law?

YES	NO	NA

## NOTE TO APPLICANT:

Before you submit this application for a Special Use Permit review, **MAKE SURE** that all applicable requirements of the Town of Martinsburg Development Law have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Martinsburg Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Martinsburg Planning Board of the identified application for a Special Use permit. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Martinsburg Development Law. I certify that the application information is complete and I believe all information given to be true.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## FOR PLANNING BOARD USE ONLY

- |  | <b>DATE</b> |
|--|-------------|
| 1. Date of determination by the Planning Board that the <b>Application for Special Use Permit Review</b> is complete and all required information supplied to the Planning Board | _____       |
| 2. Date notice of public hearing published in the official newspaper of the town   | _____       |
| 3. Date <b>Application for Special Use Permit Review</b> referred to Lewis County Department of Planning   | _____       |
| 4. Date of public hearing  | _____       |
| 5. Date of action by Planning Board on <b>Application for Special Use Permit Review</b>  | _____       |
| 6. <b>Application for Special Use Permit Review</b> has been :   | _____       |
| _____ Approved   |             |
| _____ Approved with modification   |             |
| _____ Disapproved  |             |
| 7. Date Planning Board reports to Lewis County Department of Planning on final action taken  | _____       |