

# TOWN OF POTSDAM

35 Market Street  
Potsdam, New York 13676

Supervisor Marie Regan, 315-265-4310  
Town Clerk Cindy Goliber, 315-265-3430  
Code Enforcement, Michael Weller, 315-265-0670

Highway Supt. John Keleher 315-265-3470  
Assessor Kim Bisonette, 315-265-2810  
Planning Board Chair, Larry Averill, 315-265-0670

## SITE PLAN REVIEW/SPECIAL USE PERMIT

Permit Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

Request relates to the following provisions of the Zoning Ordinance Chapter: \_\_\_\_\_

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Property Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Involved: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Agent or Officer: \_\_\_\_\_

Agent/Officer address and Phone: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEQR TYPE \_\_\_\_ I \_\_\_\_ II \_\_\_\_ Unlisted \_\_\_\_ Neg. Dec. \_\_\_\_ Pos. Dec. \_\_\_\_

St. Lawrence County Planning Board Review Required: \_\_\_\_ Yes \_\_\_\_ No

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Local Planning board Review:      Special Use is \_\_\_\_ Approved \_\_\_\_ Refused

Reason for Refusal: \_\_\_\_\_

Date of Examination: \_\_\_\_\_ Planning Board Chairperson \_\_\_\_\_

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The owner should submit with this application supporting materials including site plans with scaled distances, elevations, landscaping diagrams, traffic circulation diagrams, neighborhood land use maps and any other materials that will assist the Board to understand the request.

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner