



TOWN OF HARRISON SPECIAL EXCEPTION USE APPLICATION INSTRUCTIONS



The Town of Harrison Planning Board meetings are held once a month, on the fourth Tuesday, at 7:30 PM at the Municipal Building, 1 Heineman Place, Harrison, NY.

The submission deadline is 21 days prior to the Planning Board meeting. New special exception use applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the special exception use, a pre-submission conference shall be conducted with the Town Planner, in the manner set forth for site plan applications. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 670-3077.

Submission Requirements:

At least 21 days prior to the Planning Board meeting, the special exception use application shall be submitted to the Planning Board Secretary as follows:

All special exception use applications shall also include a site plan. The application package shall include:

- Site Plan and supporting plans, as established during the pre-submission conference.
- Special exception use application form, signed and notarized.
- SEQR Environmental Assessment Form.
- All supplemental studies, reports, plans and renderings.
- Copy of the current deed.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Harrison*.

Applications determined to be incomplete with respect to §235-17F of the Town of Harrison Zoning Ordinance, will **not** be placed on the Planning Board agenda. No special exception use will be considered for approval without first being certified as complete.

Approval Procedure:

1. The Planning Board, subject to review by the Town Board, is authorized to act on special exception use applications.
2. The Planning Board shall not approve a special exception use unless it substantially conforms to §235-16 & §235-17 of the Zoning Ordinance.
3. Decisions by the Planning Board shall be referred to the Town Board for a public hearing. The decision by the Planning Board shall be deemed confirmed unless the Town Board reverses or otherwise modifies the decision.