



# Special Use Permit Application to the Common Council

## City of Buffalo, New York

Section 496-11.3.3 of the City Code: a Special Use Permit allows certain uses that have increased potential for incompatibility in a zone to be carefully reviewed to determine, against fixed standards, whether their establishment on any given site should be allowed.

### Procedure

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1. If not already completed, register the project with the Department of Permit and Inspection Services (DPIS) in Room 301 City Hall.
2. Complete this form.
3. Attach to this form all required submittals as listed in the requested submittals section on page 2 of this application.
4. Deliver three (3) copies of this form and three (3) copies of each required submittal (see page 2 of this application) to Room 1308 City Hall.
5. Pay fee of \$250 to the City Clerk. Checks payable to "City Clerk." Visa or MasterCard also accepted.
6. The City Clerk will review the Special Use Permit and determine if it is complete. An application is complete if all questions on the form have been answered and required submittals have been attached.
7. Once the application is determined complete, the applicant will receive a Notice of Complete Application which includes the dates of public hearings. Until a Notice of Complete Application is received, the project will not be scheduled for a public hearing regardless of the date the application was submitted.
8. Ten (10) days prior to the scheduled public hearing, all applicants for Special Use Permits must install a sign at the project site. A printable template of this sign is available at Room 1308 City Hall. Requirements and standards for this sign are found within the Posted Notice Section 496-11.2.2.C. of the City Code. The sign can be removed when all public hearings are complete/closed.
9. Attend the City Planning Board meeting to discuss your application for a Special Use Permit.
10. The City Planning Board will review the application and make a recommendation to approve, approve with conditions, or deny the application, and forward the recommendation to the Common Council.
11. Attend the public hearing held by the Common Council to discuss your application for a Special Use Permit.
12. The Common Council will review the application and make a decision to approve, approve with conditions, or deny the application.

Please note: Any information provided with this application will be made public at [www.buffalony.gov/meetings](http://www.buffalony.gov/meetings)



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## Requested Submittals

One copy of each required submittal, printed no larger than 11" x 17", must be attached to the Special Use Permit Application Form:

1. Photo of the site showing the use relevant to the request for a Special Use Permit.
2. Site Plan (if applicable).
3. Architectural Elevations (if applicable).
4. If the use you are requesting with this form is listed below, the following are additional required submittals to be attached to this form:

Type of Use	Site Plan	Frequency of Use Description	Capacity of Use Description
Artisan Industrial			X
Assembly		X	X
Bed & Breakfast			X
Live Entertainment		X	X
Outdoor Dining	X		X
Tavern			X
Tobacco/Hookah			X

"X" = required submittal

Frequency of use: A description which should include (where applicable) the hours of operation, the number of days per week the use is operated, the number of events per week, and the number of events per year.

Capacity of use: A description which should include (where applicable) the capacity for the use including the number of people, the number of tables, and the number of seats.

5. Any additional relevant material.



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### Applicant Information

#### Applicant

Identify the person or organization requesting the Special Use Permit:

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Organization \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

#### Agent

Identify any person or organization representing the applicant in this matter:

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Organization \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax Number \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Property Information

Assessed Address: \_\_\_\_\_  
 Area of Parcel (square feet): \_\_\_\_\_ Acres: \_\_\_\_\_  
 Zone: \_\_\_\_\_ Zone Overlay (if applicable): \_\_\_\_\_  
 Current Use: \_\_\_\_\_  
 Historic District/Property (within or adjacent): \_\_\_\_\_  
 Council District: \_\_\_\_\_



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Type of Request \_\_\_\_\_

- Expansion of existing/current use
- Changing the use to a different use
- New Use: Adding a new use and keeping existing/current use
- Change of ownership or business name

Special Use Request \_\_\_\_\_

Current use(s): \_\_\_\_\_

Proposed use(s): \_\_\_\_\_

Justification (attach additional information if necessary):

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Project Description \_\_\_\_\_

Detail hours of operation: \_\_\_\_\_

List/describe adjacent uses: \_\_\_\_\_

Describe any sound, odor, vibration, light, or other potential disrupting operations of the use and provide hours of the day and days of the week which they would occur:

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Describe any public benefit of the use:

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Describe community engagement that has taken place (not including public hearing):

\_\_\_\_\_

Will any permanent features of the building be removed?  Yes  No

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

Attach additional information for this section if necessary.

### Disclosure Affidavit

I maintain that the information provided above is true and accurate to the best of my knowledge:

Property owner or applicant name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Property owner or applicant signature: \_\_\_\_\_