

## TOWN OF STILLWATER

BUILDING, PLANNING & DEVELOPMENT DEPARTMENT  
881 HUDSON AVE, STILLWATER, NY 12170  
(518) 664-6148, EXT. 215



# Operating Permit Application

Dept. of Building Planning and Development  
Fee: \$250.00

OFFICE USE ONLY	
Project #:	Total Fee Paid: \$
Rec'd by:	Date:

PROJECT INFORMATION							
Project Name:							
Address/Location:							
APPLICANT/REPRESENTATIVE INFORMATION							
Name:							
Phone:				Email:			
Address:		City:		State:		Zip:	
Owner (if different from applicant):							
Phone:				Email:			
Address:		City:		State:		Zip:	
SITE INFORMATION							
Parcel Identification (SBL) # of all lots included:							
Size of Lot:				Zoning District:			
Proposed use/sales/service: _____							
Total Area of building(s) to be occupied: _____							
Duration of event:							
Hours of Operation:							
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Number of employees: Full-time _____ Part-time _____ Seasonal _____							
Number of Deliveries Expected: _____ daily _____ weekly							

Signage proposed: \_\_\_\_\_ SF (Note: all signs must conform to Article XI of Chapter 210 of the Zoning Code)

### SIGNATURES

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### AUTHORIZATION TO ACT AS AGENT (OWNER AUTHORIZATION)

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, \_\_\_\_\_, owner of the above referenced lot(s) hereby designates \_\_\_\_\_ as my agent regarding this application for review.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

### APPLICATION PREPARATION CHECKLIST

**DIGITAL COPIES OF ALL MATERIALS ARE MANDATORY.**

**ANY APPLICATION SUBMITTED WITHOUT DIGITAL COPIES OF ALL MATERIALS WILL BE DEEMED INCOMPLETE.**

**2 printed (and 1 digital) copies of the following materials**

	Applicant Initials
Application form	
Written Description of the business	
Digital Copies must be on a USB Drive or downloadable email format	