

**TOWN OF MANLIUS
ACCESSORY USE PERMIT
APPLICATION**

PERMIT FEE: _____

DATE COLLECTED: _____

Tax Map Number ____-____-____

155-29A – “All permitted accessory uses requiring an Accessory Use Permit from the Town Planning Board **shall have a site plan review** and recommendation before such use shall be permitted. **A public hearing shall be at the discretion of the Planning Board.** The application shall be submitted by the owner of the subject property ...”

Please include

- Owner Name: _____ Phone _____
- Address: (Permit Location) _____
- Requested permitted use: (type of business of operation, brief description of operation)

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- Location within building: (basement, 1st floor, 2nd floor, garage)

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- Approximate square footage of floor area of entire structure: _____
 - Approximate Sq. footage of floor area to be utilized: _____
(Maximum of 25% or 500 square feet allowed)
 - Hours of operation: _____ Days of operation: _____
 - Operator’s Name: _____
 - What provisions are made for parking: _____

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- Number of employees: _____
 - Average number of customer/clients to visit the property daily: _____
 - Site plan drawing of the property or survey indicating where the structure is located along with driveway location (length and width), additional parking, dimension of parking areas, landscaping, and sign location. A floor plan of the building is also required, showing the entire building and the area to be utilized with this permit.
 - Optional indication of approval from adjacent neighbors.

If approved, the Town will prepare an Accessory Use Permit Resolution including conditions and time period, to be signed by the applicant and the Town.

Sign request must be on a separate application and in conformance with the Town of Manlius Sign Ordinance, 155-25.