



# TOWN OF STILLWATER

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

**Application for  
Operating Permit  
Fee: \$250.00**

**OFFICE USE ONLY**

Project # \_\_\_\_\_

\$250 per lot Fee Paid

Rec'd by: \_\_\_\_\_ / / 2021

### 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**

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: \_\_\_\_\_

**APPLICATION REQUIREMENTS**

**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:**

<b>The following materials are required:</b>	<b>Applicant Initials</b>	<b>Internal</b>
<b>Application form</b>		
<b>Written Description of the business</b>		
<b>Digital Copies***Must be on CD, Jump Drive, or downloadable email format</b>		