



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 # _____
 \$100 per lot Fee Paid
Rec'd by: _____ / /

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: _____

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:

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