COUNTY OF SUFFOLK

STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
DIVISION OF PLANNING AND ENVIRONMENT

SUFFOLK COUNTY FARMLAND COMMITTEE

JOANNE MINIERI
DEPUTY COUNTY EXECUTIVE AND COMMISSIONER

SARAH LANSDALE
CHAIRPERSON, SCFC

SUFFOLK COUNTY FARMLAND PURCHASE OF DEVELOPMENT RIGHTS PROGRAM

Special Use Permit Application for Special Events

This application form is to be completed by the landowner(s) or applicant(s) seeking permission for an agricultural related special event on agricultural land to which the County has purchased farmland development rights. Information contained in this completed application form will be used by the Department of Economic Development and Planning, Division of Planning and Environment and the Suffolk County Farmland Committee to evaluate requests and make permit decisions pursuant to Chapter 8 of the Suffolk County Administrative Local Laws.

Each application shall include a $100.00 non-refundable application fee, pursuant to § 8-8(F) of the Suffolk County Administrative Local Laws. Checks should be made payable to the *Suffolk County Treasurer*. Applications submitted without the application fee shall be deemed incomplete. Applications must be *received* by the Department of Economic Development and Planning, Division of Planning and Environment at least, but no later than, two weeks prior to the Farmland Committee meeting.

Applications should be sent to the address below:

Suffolk County Farmland Committee
Ms. Sarah Lansdale, Director
Suffolk County Department of Economic Development and Planning
Division of Planning and Environment – 2nd Floor
P.O. Box 6100
Hauppauge, NY 11788-0099

Your application, once deemed complete, will be scheduled to be placed on the agenda of the next Farmland Committee meeting. Please submit your application as soon as possible to avoid delaying review. In order to process your application as quickly as possible, we suggest that you use the checklist on the last page of this application to make sure you include all of the required information.

Please fill in the landowner's information requested below:

LANDOWNER NAME (If the landowner is not an individual, identify the representative of the entity specified below)		
ENTITY NAME (i.e., Land holding company, L.L.C., etc.) (If applicable)		
MAILING ADDRESS (Include Street No. and Name, Apt. No., and/or P.O. Box No.)		
CITY	**STATE**	**ZIPCODE**
TELEPHONE NUMBER	**FAX NUMBER**	
EMAIL ADDRESS		

If the applicant or operator is different than the landowner, please include the applicant's information below:

APPLICANT NAME (If the applicant is not an individual, identify the representative of the entity specified below)		
ENTITY NAME (i.e., Official business name of applicant/farm operator) (If applicable)		
MAILING ADDRESS (Include Street No. and Name, Apt. No., and/or P.O. Box No.)		
CITY	**STATE**	**ZIPCODE**
TELEPHONE NUMBER	**FAX NUMBER**	
EMAIL ADDRESS		

Enter the name of the operation (e.g., Smith Family Farm) and the physical address of the subject parcel in the space provided below:

NAME (d/b/a)		
ADDRESS		
CITY	**STATE**	**ZIPCODE**

Identify the tax map number of each Suffolk County Farmland PDR parcel that will be included in the total application. Attach additional sheets if the space provided below is insufficient to answer the question completely.

	District		Section		Block		Lot	
ex.	*0200*	*–*	*010* . *00*	*–*	*01* . *00*	*–*	*014* .	*000*

Description of proposed special event (Attach additional sheets if the space provided below is insufficient to provide all necessary details)**:**
Note, a maximum of one special event is permitted per calendar year on Suffolk County PDRs. Only special events consisting of agricultural education, or the promotion or sale of agricultural products, as determined by the Committee, shall be permitted, pursuant to Chapter 8, Section 8-8(A)(2)(b) of the Suffolk County Administrative Local Laws.

a. Type (i.e., type of agritourism activity) _____

_____

b. Purpose _____

_____

_____

c. Location (i.e., where on the parcel will the event occur?) (*Depict on the site plan*)_____

_____

_____

d. Time/date/duration *Note: Event may not exceed 2 days of operation, pursuant to Chapter 8, Section 8-8(A)(2)(b)(3) of the Suffolk County Administrative Local Laws.* _____

_____

e. Number of attendees _____

f. Plan for entrance to and exit from the event (*Depict on the site plan*)_____

_____

_____

g. Plan for parking (*Depict on the site plan*)

_____

_____

_____

h. What will be done to minimize disturbance to the site? _____

_____

_____

_____

For all permit requests, please attach a site plan, drawn to scale for the Special Event. Please also include floor and elevation plans, if applicable. The Applicant may also choose to include additional information (photos, diagrams, environmental reviews, letters of support, etc.) that will help the Suffolk County Department of Economic Development and Planning, Division of Planning and Environment and the Farmland Committee assess your application.

Please Note: In addition to Suffolk County Farmland Committee approvals, the applicant must receive approvals from all other applicable regulatory agencies, and shall be responsible for compliance with all applicable federal, state, county, town, and village regulations, rules and guidelines.

If there is anything else you would like the Farmland Committee to be aware of when considering your application, you may include it in the space provided below:

_____

_____

_____

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_____

LANDOWNER CERTIFICATION & AUTHORIZATION OF APPLICATION

I, _____ (print full name), the undersigned, certify that I am the owner of the land identified in this application and authorize the submission of this application by either

myself, my attorney _____ (print full name, if applicable) or a

lessee/tenant _____ (print full name, if applicable) or a designated

agent _____ (print full name, if applicable). I, the undersigned LANDOWNER, certify that this application form including any attached documentation constitutes a true statement of facts to the best of my knowledge.

LANDOWNER Signature _____

ATTORNEY CERTIFICATION (If applicable)

I, the undersigned ATTORNEY _____ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

ATTORNEY Signature _____

LESSEE/TENANT CERTIFICATION (If applicable)

I, the undersigned LESSEE/TENANT _____ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

LESSEE/TENANT Signature _____

DESIGNATED AGENT CERTIFICATION (If applicable)

I, the undersigned DESIGNATED AGENT _____ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

DESIGNATED AGENT Signature _____

Please Use the checklist below to ensure you have included all the necessary items:

- ☐ $100.00 Application fee
- ☐ Landowner Name and Information
- ☐ Operator Name and Information (if different from landowner)
- ☐ Name of the Operation and Physical Address of subject parcel(s)
- ☐ Tax Map Information (SCTM#(s))
- ☐ *Detailed* description of the special event
- ☐ Site Plan Survey
- ☐ Floor and elevation plans (if applicable)
- ☐ Written permission or Certification Statement from the landowner authorizing the lessee/tenant, attorney, or agent (e.g., relative) to represent the application and confirming that the landowner authorizes the proposed application (if applicable)
- ☐ Certification Statement from the landowner/attorney/lessee/tenant/agent certifying the information contained in the application.
- ☐ Any *additional* supporting documentation (photographs, environmental reviews, letters of support, etc.)