

## Special Permit Application Procedure

### Village of Marcellus

6 Slocombe Avenue  
Marcellus, NY 13108  
(315) 673-3112

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This application form is intended to provide an overview of the procedures and requirements of the Special Permit process. This outline is by no means complete, and the Village Board may request additional information throughout the review process. The Village Board may, at its discretion, require the project to go before the Planning Board for Site Plan Review.

The Village Board of Trustees normally meets at 7:00 P.M. on the fourth Monday of each month. In order to be placed on the agenda all required materials must be submitted to the Village Clerk's office at least (2) two weeks before the meeting date.

#### **A. Fees:**

1. The Special Permit application fee is \$50.00 plus any administrative costs.
2. A State Environmental Quality Review Short Form (SEQR) must be included with the application.

#### **B. Applicants submitting electronically and prepared to present electronically at the meetings must submit:**

1. The electronic documents to: codes@villageofMarcellus.com
2. Five (5) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

#### **C. Applicants submitting in paper form only must submit:**

1. Nine (9) paper copies of all documents including the application, State Environmental Quality Review Form and a current survey of the property created by a NYS licensed land surveyor.

#### **D. The applicant must be prepared to address the following items at the hearing:**

- a. That the proposed use is in compliance with all other applicable regulations of the Zoning Local Law, and other applicable federal, state, and local regulations.
- b. That the proposed use will not have an adverse impact upon the character or integrity of any land within the neighborhood.
- c. That the proposed use is physically and visually compatible with (and will not impede development or redevelopment of) the general neighborhood or adversely affect the existing land use in proximity to the subject site.

**Special Permit Application**  
**Village of Marcellus**

6 Slocombe Avenue  
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**PROJECT LOCATION INFORMATION:**

Address of project: 17-27 East Main St. Marcellus, NY 13108

Tax Map # 314801 004 - 01 - 10.1, 12.0, 13.0

Project Name: \_\_\_\_\_

**APPLICANT INFORMATION:**

Property Owner: Richard J. Nojaim and Grocer, LLC

Address of property owner: 27 East Main St

Phone # (315) 729-8189 Fax # email: rnoj@aol.com

Lease Holder: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person: Charles "Chuck" Marshall

Address of property owner: PO Box 435, Saratoga Springs, NY 12866

Phone # (518) 269-0664 Fax # email: cmarshall@stewartsshops.com

Architect/Engineer: Scott E. Kitchner, P.E.

Address of property owner: P.O. Box 435, Saratoga Springs, NY 12866

Phone # (518) 581-1201 Fax # email: skitchner@stewartsshops.com

**EXISTING PROPERTY INFORMATION**

Current zoning classification: VC - Village Center

Surrounding land use: Mix of residential and commercial

North: Residential: Jason and Heidi Randall South: Bounded by Main Street

East: Professional Building: K&J Properties of Marcellus West: Retail: Charles J. Nojaim

Total site area (sq feet or acreage): 1.39 acres

Dimensions of property: 240' along Main St; 190' along Orange St; 326' along western boundary interior to property

Existing number of parking spaces: 33

Current land use (residential, commercial, undeveloped, etc.): \_\_\_\_\_

The largest portion of the land is ~12,000 square foot grocery store. minimum green space except 0.15 acre greenspace

Current conditions of site (buildings, brush, etc.): \_\_\_\_\_

The 0.15 greenspace area is largest but minimum site landscaping. treed area to north behind residential

PROPOSED PROJECT INFORMATION

Anticipated project development time: Summer 2024

Will this project be staged? No If yes, explain: \_\_\_\_\_

Does project involve any designated wetlands? No

Does project involve any flood plain development? No

If yes, identify community panel: \_\_\_\_\_ Identify designation: \_\_\_\_\_

Identify State or Federal permits needed (list type and appropriate agency):  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated increase in the number or residents, shoppers, employees, etc. as a result of this development:  
A formal traffic analysis has begun. It is anticipated the overall number of costumers to remain but usage times may differ.  
\_\_\_\_\_  
\_\_\_\_\_

Project description (please describe proposed use, demolitions, alterations and any proposed new construction):

Stewart's proposes the demolition of Nojaim Brothers of Marcellus for the construction of a new 4,300 square foot

Stewart's Shop (retail store) with a self-standing 2,000 square foot gas canopy  
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I hereby certify that the statements and information provided herein are true and accurate to the best of my knowledge and belief.

Applicant's signature: Chris Marshall (Charles Marshall) Date: 1/8/24

|  |                    |                      |
|--|--------------------|----------------------|
| FOR OFFICE USE ONLY                          |                    |                      |
| Project # _____                              | Description: _____ | Fee: _____           |
| Date application received: _____             | Received by: _____ |                      |
| Date application found to be complete: _____ |                    |                      |
| Total Fee Due: \$ _____                      | Date Paid: _____   | Cash Receipt # _____ |

