TOWN OF MOREAU
NEW YORK
351 REYNOLDS ROAD • MOREAU, NY

COPY

APPLICATION FOR SPECIAL USE PERMIT

FOR INTERNAL USE ONLY

APPLICANT: Merritt Potter
Ciara Potter

APPLICATION #: 908
ZONING DISTRICT: R5
DATE SUBMITTED: 06/01/2026
DATE ACCEPTED: 06/01/2026
HEARING DATE: 06/24/2026

APPLICANT INFORMATION:

1. **Applicant(s):** Merritt and Ciara Potter
   Street Address: 223 Burt Rd
   City, State, Zip: Moreau, NY 12828
   Telephone #: 850-797-2923 Fax #:
   E-mail Address: jpott2011@gmail.com

2. **Agent:**
   Street Address:
   City, State, Zip:
   Telephone #: Fax #:
   E-mail Address:

3. **Owner:**
   Street Address:
   City, State, Zip:
   Telephone #: Fax #:
   E-mail Address:

RELATIONSHIP TO THE PROPERTY:

OWNER: ☒ Yes ☐ No LESSEE: ☐ Yes ☐ No AGENT: ☐ Yes ☐ No

If an agent, please attach an Agent Authorization Form.

QUESTIONNAIRE:

1. What is the specific provision of the Zoning Law involved?

Special Use Permit - Family Cemetary

2. What is the Special Use involved?

Family Cemetary Establishment

3. What is the name and address of the zoned lot effected (if different from "Applicant")?

Same

4. Please provide a brief description and location of said lot.

A small Family Cemetary plot, under 5,000 sqft, on the Back of the property. for future use of immediate Family Only. Private Access

5. What is the present zoning classification of said lot, the improvements thereon, and the present use thereof?

R-5, Residentia Home on 6+ Acres. Home is in Front, with Woods behind. The future planned is not currently being used for anything.

DESCRIPTION:

1. Please provide an accurate description of the improvements, additions or changes intended to be made, indicating the size of such proposed improvements, materials, and general construction thereof.

Small Family Cemetary plot. Under 5,000 saft, with Private Access. Over 200 ft from any wells or Waterway's. Not Visible to any nieghbors or Streets. Will be used as a future Family Burial site for Immediate Family Only. Initialy, it will only have a small Fence around the site to mark it off. When the time Comes to put it into it's intended use, it will Only be used for Immediate Family and never opened For Public use. We may possibly Clear 2-3 pine tree's, but likely not ~~necessary~~ neccesary. Will follow all state/local Law's on establishment.

2. Please explain why the proposed use is in the public interest.

Burials would be taken place on private Land, and not the public. Allows the family to stay together, and Free's up room on Future public cemetary plots. Establish's Our Family as a permanent fixture in the community.

CHECKLIST OF SPECIAL USE PERMIT APPLICATION COMPLETENESS:

As per §149-30 of the Town Code, the applicant shall provide the Zoning Board of Appeals with all of the following documentation attached to each copy of this application:

☐ 1. A plot plan of said lot, drawn to scale, indicating the location and size of the lot, the location and size of any improvements thereon, and the location and size of any improvements proposed to be erected thereon.

☐ 2. Additional information requested by the Zoning Board of Appeals (please check all that apply):

- ☐ Topographic and boundary surveys.
- ☐ Soils test and information.
- ☐ Location of watercourses, wetlands and floodplains.
- ☐ Grading and drainage plan.
- ☐ Location, use and height of all buildings.
- ☐ Location, design and construction materials of all parking and truck-loading areas, with access and egress drives thereto.
- ☐ Provisions for pedestrian access.
- ☐ Location of any outdoor storage, if any.
- ☐ Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- ☐ Description of the method of sewage disposal and location design and construction materials of such facilities.
- ☐ Description of the method of securing water and location, design and construction materials of such facilities.
- ☐ Location of fire and other emergency zones, including the location of fire hydrants.
- ☐ Location, size, design and construction materials of all proposed signage.
- ☐ Location and design of outdoor lighting facilities.
- ☐ Designation of the amount of building area proposed for retail sales or similar commercial activity.
- ☐ General landscaping plan and planting schedule.
- ☐ Other.

Please return the original application, with all pages intact, along with ten (10) paper copies and an electronic copy, including required information and documentation. The electronic copy may be submitted on a flash drive or emailed to biclerk@townofmoreau.org.

NOTE: The application will not be scheduled on the Zoning Board of Appeals agenda until all paper and electronic copies have been received by the Town Building Department.

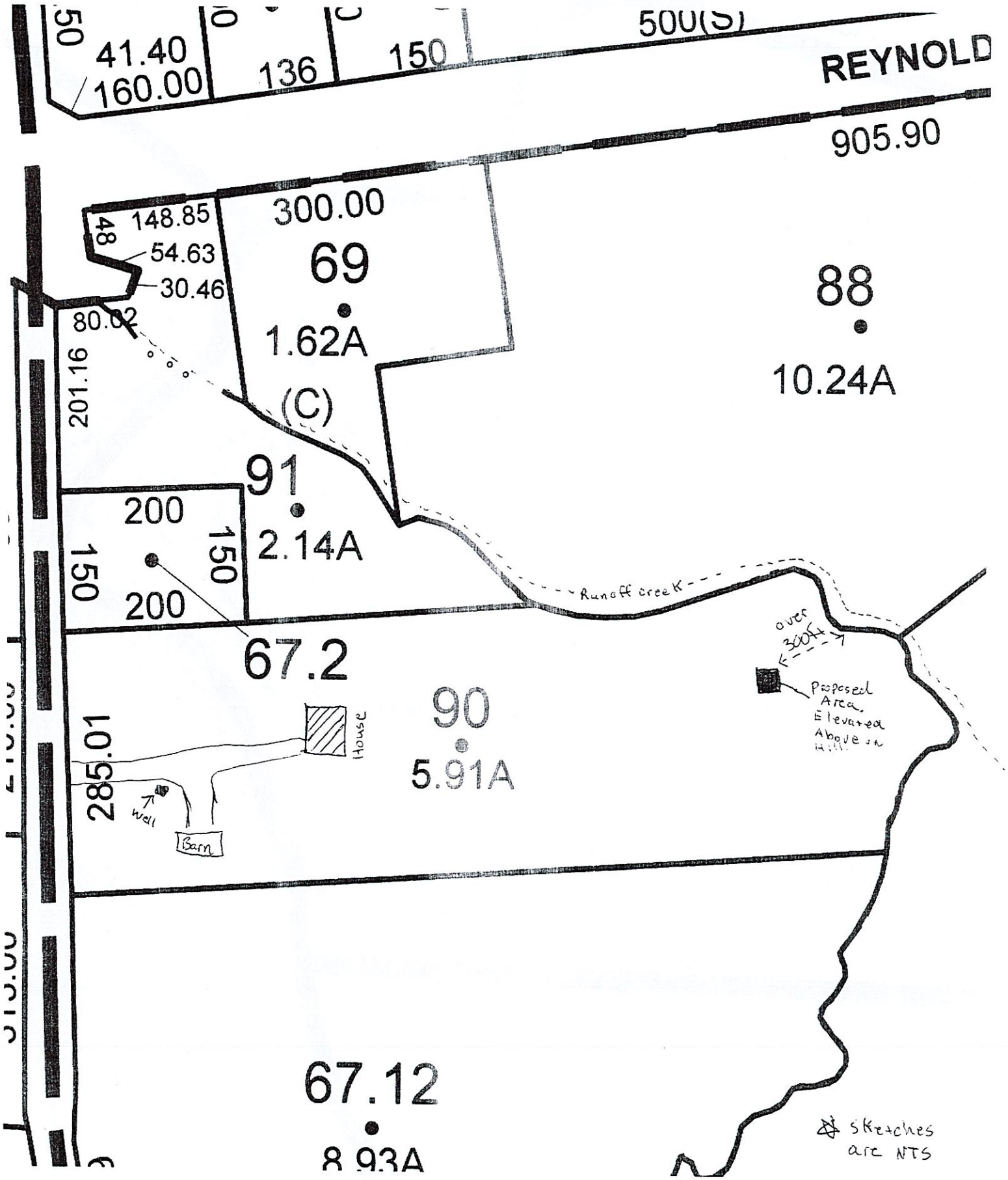
Also note that the information to be provided is not limited to the space on this form. If additional space is needed, please use separate sheets and indicate the enclosure number or page number for the attached sheets in the related space provided on this application.

The undersigned hereby applies for a Special Use Permit for which the Zoning Law of the Town of Moreau entitled, The Zoning Law of the Town of Moreau," requires the obtaining of such a permit from the Zoning Board of Appeals.

Signature Merritt J. Potter — 5/30/26

Applicant (print) — Date

Agent (sign) — Date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200
Runoff creek
67.2
over 300ft
Proposed Area Elevated Above in hill
90
5.91A
House
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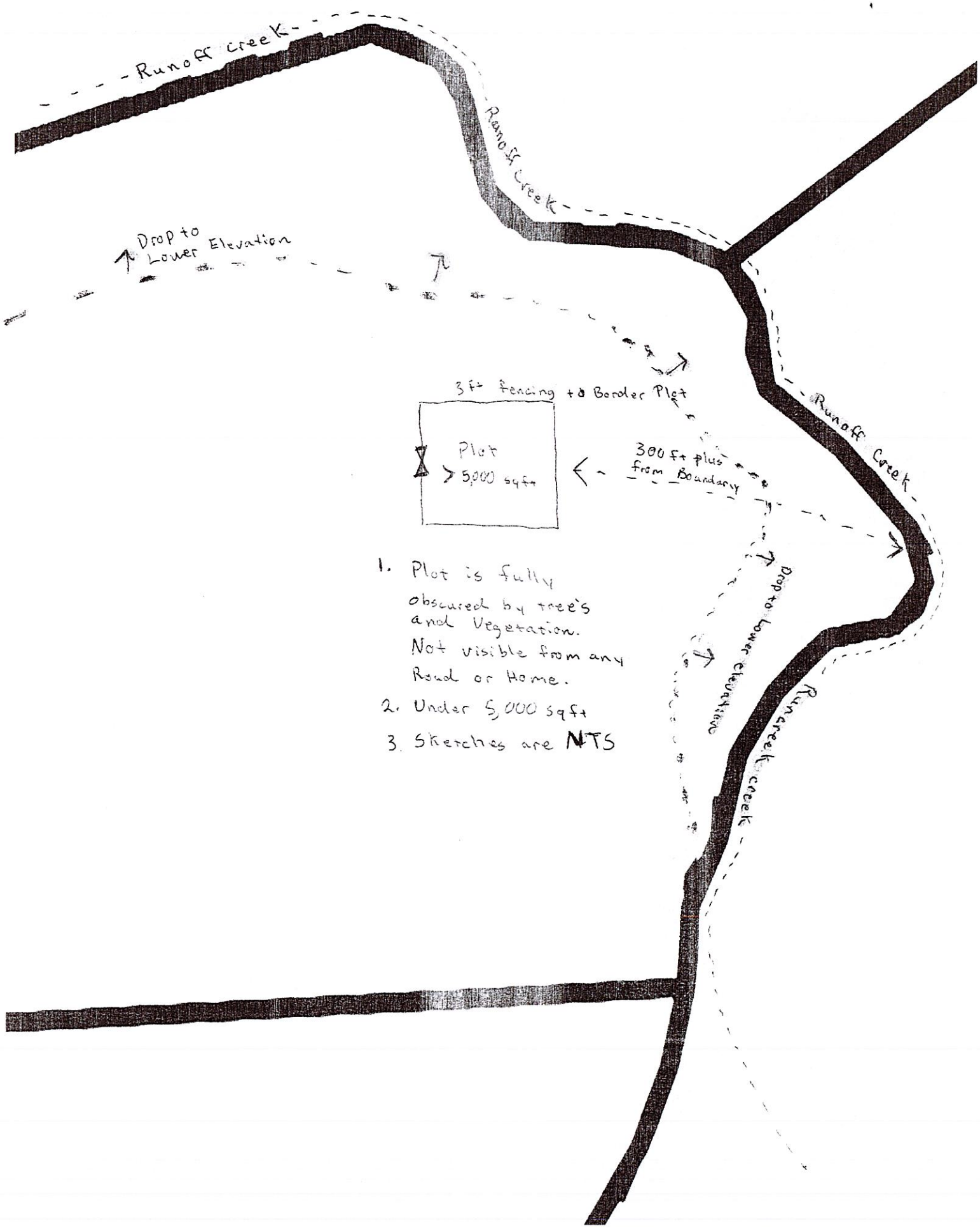
well
Barn
67.12
8.93A
sketches are NTS



1. Plot is fully obscured by tree's and Vegetation. Not visible from any Road or Home.
2. Under 5,000 sqft
3. Sketches are NTS