Town and Village of Bainbridge

CHENANGO COUNTY, NEW YORK

Administrative Manual

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16. Abstracts

This administrative Manual present the procedures by which the locally adopted zoning and subdivision regulations will be administered. The Manual also provides standardized forms for the use of local officials in administering and enforcing the regulations.

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INTRODUCTION

This manual outlines procedures established in the standard Zoning Ordinance and Subdivision Regulations, and provides examples of forms used in administering these codes. The sequence of events to be followed is presented in the following outlines. Numbers in parentheses indicate citations to forms contained in this manual.

1. TO CONSTRUCT OR ALTER A BUILDING (Zoning Permit)

"No building or structure shall be erected, added to or structurally altered until a zoning permit has been issued by the Zoning Enforcement Officer." (Std. Zoning Ord. Section 203(1))."

a. Applicant obtains 2 copies of APPLICATION FOR ZONING PERMIT (form A-3), provides all information required,and files completed forms with Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and Zoning Ordinance to determine if proposed work complies with codes, and if site plans, variances, or special permits are needed.

c. If variances or special permits are required, applicant obtains and completes APPLICATION TO BOARD OF APPEALS (form A-6) and follows procedures in outline #3 (To Obtain a Variance) or #4 (To Obtain a Special Permit). If a site plan is required, applicant obtains and completes APPLICATION FOR SITE PLAN APPROVAL (form A-7), and follows procedures in outline #6 (Site Plan Approval). No further action will be taken on application until variances, special permits, or site plans are approved.

d. If work is permitted by ordinance, or after required variances, special permits, or site plans are approved, the Zoning Enforcement Officer may issue a ZONING PERMIT (form C-1), which authorizes work, and which must be displayed at work site at all times.

e. During the course of work, Zoning Enforcement Officer and other officials may periodically inspect the site. They will record observations and any orders for corrective action on INSPECTION RECORD (form S-3), a copy of which will be kept at work site.

f. Upon completion of work, applicant will notify Zoning Enforcement Officer who will perform a final inspection. The building or structure cannot be occupied until a certificate of occupancy is issued as described in outline #2.

Note: in communities with building codes the Zoning Permit is usually incorporated in the Building Permit.

2. TO OCCUPY OR CHANGE THE USE OF A STRUCTURE OR PART THEREOF (Certificate of Occupancy)

"No land shall be used or occupied and no building hereafter erected, altered or extended shall be used until a certificate of occupancy has been issued by the Zoning Enforcement Officer in accordance with the provisions of this Ordinance. (Std. Zoning Ord. Section 204)."

a. Applicant obtains 2 copies of APPLICATION FOR CERTIFICATE OF OCCUPANCY (form A-4), provides all required information, and files completed forms with Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and Zoning Ordinance to determine if proposed use complies with all codes, and if special permits or variances are required.

c. If variances or special permits are required, applicant obtains and completes APPLICATION TO BOARD OF APPEALS (form A-6) and follows procedures in outlines #3 (To Obtain a Variance) or #4 (To Obtain a Special Permit). No further action will be taken upon the application until required variances or special permits are approved.

d. Zoning Enforcement Officer inspects building or structure to be occupied to assure conformity to codes, and notes findings on INSPECTION RECORD (form S-3). If the application relates to a structure for which a zoning permit has been issued, satisfactory completion of work in accordance with approved plans will be verified.

e. If the application is approved, Zoning Enforcement Officer will forward one copy of completed application form to (City, Village, or Town)Clerk for his records, and will issue a CERTIFICATE OF OCCUPANCY (form C-2), which shall be displayed on the premises at all times during occupancy.

3. TO OBTAIN A VARIANCE

"Board of Appeals shall have the ... power ... (to) vary strict application of Ordinance requirements in the case of exceptionally irregular, narrow, shallow or steep lots or other exceptional physical conditions, whereby strict application would result in practical difficulty or unnecessary hardship that would deprive the owner of reasonable use of the land or building involved. No variance shall be granted which permits a use otherwise not permitted in that district.... (Std. Zoning Ord. Section 302(3))."

a. Applicant obtains copies of APPLICATION TO BOARD OF APPEALS (form A-6), provides all required information, and files completed form with Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and Zoning Ordinance. If necessary an inspection of the premises involved is conducted and reported on INSPECTION RECORD (form S-3).

c. Zoning Enforcement Officer schedules hearing before Board of Appeals, and notifies applicant of hearing date by a copy of PUBLIC NOTICE OF HEARING (form N-1), a copy of which is also sent to newspaper for publication at least ten days prior to hearing.

d. If application is related to a site plan or subdivision plat, Zoning Enforcement Officer will also notify Planning Board on NOTICE OF REFERRAL TO PLANNING BOARD (form N-7). Planning Board will recommend approval or rejection of application in conjunction with their consideration of related site plan or subdivision plat. Applicant will be allowed to present his case before Planning Board at hearing. Action of Planning Board will be transmitted to Board of Appeals on MINUTES OF HEARING (form N-6). Action of Planning Board will be completed before Board of Appeals hearing.

e. Board of Appeals will hold a public hearing on application at which applicant may present any evidence in support of his case.

f. Board of Appeals will notify applicant of official action upon his application by a NOTICE OF ACTION UPON APPLICATION (form N-5).

g. If application is approved, Zoning Enforcement Officer will resume processing any related applications for site plan or subdivision plat approval, or the issuance of a building permit or certificate of occupancy.

4. TO OBTAIN A SPECIAL PERMIT

"Board of Appeals shall have the ... power ... (to) issue special permits required by this Ordinance. (Std. Zoning Ord. Section 302(2))."

a. Applicant obtains copies of APPLICATION TO BOARD OF APPEALS (form A-6), provides all required information, and files completed form with Zoning Enforcement Officer. Each application must be accompanied by three copies of proposed plan.

b. Zoning Enforcement Officer checks form and plans and Zoning Ordinance. If necessary an inspection of premises involved is conducted and reported on INSPECTION RECORD (form S-3).

c. Zoning Enforcement Officer, acting for Board of Appeals, refers application to Planning Board on NOTICE OF REFERRAL TO PLANNING BOARD (form N-7) at least 45 days before scheduled public hearing of Board of Appeals. Copy of notice is sent to applicant. Planning Board submits its recommendation to Board of Appeals on MINUTES OF HEARING (form N-6), before that board's hearing. Applicant may appear before Planning Board.

d. Zoning Enforcement Officer schedules hearing before Board of Appeals, and notifies applicant of hearing date by a copy of PUBLIC NOTICE OF HEARING (form N-1), a copy of which is also sent to newspaper for publication at least ten days prior to hearing.

e. Board of Appeals holds a public hearing of application at which applicant may present any evidence in support of his case.

f. Board of Appeals notifies applicant of official action upon his application by a NOTICE OF ACTION UPON APPLICATION (form N-5).

g. If application is approved, Zoning Enforcement Officer will resume processing any related site plan, building permit, or certificate of occupancy applications.

5. REZONING PROCEDURE

"Regulations, districts and boundaries established by this Ordinance may be amended or repealed after official notice has been given and a public hearing has been held by the (Common Council, Board of Trustees, Town Board) as required by law. (Std. Zoning Ord. Section 210(1))."

a. Applicant obtains copies of PETITION FOR A CHANGE OF ZONE(N-2) from Zoning Enforcement Officer, provides all required information, and files completed forms in triplicate with the secretary of (Common Council, Board of Trustees or Town Board).

b. (Council or Board) secretary, after placing petition on agenda forwards it to Zoning Enforcement Officer who checks the form and Zoning Ordinance. If necessary, petition may be reviewed by (City, Village, Town) Attorney for legal form of proposed amendment.

c. Zoning Enforcement Officer, by direction of (Council or Board) secretary, refers a copy of petition and supporting documents to Planning Board on NOTICE OF REFERRAL TO PLANNING BOARD (form N-7) at least 45 days prior to scheduled council hearing.

d. Zoning Enforcement Officer schedules Planning Board hearing and notifies applicant, who may appear. Planning Board submits recommendation to (Council, Board) on MINUTES OF HEARING (form N-6).

e. If petition involves property within 500 feet of city, municipal boundary, state or county recreation area or institution, or drainageway, Zoning Enforcement Officer on behalf of (Council, Board) will send NOTICE OF REFERRAL (form N-3) to appropriate regional, county, or municipal agency at least thirty days before scheduled (Council, Board) hearing.

f. Zoning Enforcement Officer, on behalf of (Council, Board) will send NOTICE OF PUBLIC HEARING ON PETITION FOR A CHANGE OF ZONE (form N-2) to all owners of property within 500 feet of property involved in the petition, by registered mail at least ten days* before (Council, Board) hearing, and shall have published in newspaper PUBLIC NOTICE OF HEARING (form N-1), together with related texts and maps.

g. (Common Council, Board of Trustees, Town Board) holds public hearing and may adopt, reject, or modify the proposed amendment; applicant may appear and present statements in support of his petition.

h. Applicant will be officially notified of their decision by NOTICE OF ACTION ON APPLICATION (form N-5) sent by Zoning Enforcement Officer at the direction of the (Council, Board) secretary.

6. SITE PLAN APPROVAL

"Planning Board...shall review...all permitted uses listed as requiring site plan approval, before a building permit is issued." (Std. Zoning Ord. Section 501).

a. Applicant obtains copies of APPLICATION FOR SITE PLAN APPROVAL (form A-7), provides all required information, and files completed forms together with two copies of required site plan documents with Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and plans against requirements of Zoning Ordinance, and completes TECHNICAL CHECK LIST: SITE PLAN REVIEW (form S-5). If necessary a field survey of the site may be made and findings reported on INSPECTION RECORD (form S-3).

c. If variances or special permits are required, applicant obtains and completes APPLICATION TO BOARD OF APPEALS (form A-6) and follows procedures in outline #3 (To Obtain a Variance) or #4 (To Obtain a Special Permit). Planning Board in reviewing site plan may make recommendations to Board of Appeals on these items, to be reported on MINUTES OF HEARING (form N-6), and may make its approval of any plans conditional upon approval of these related variances and special permits.

* at least 15 days notice is required for villages.

d. Zoning Enforcement Officer schedules a hearing before Planning Board at which the applicant may appear to present his proposal.

e. Planning Board will notify applicant of its decision on NOTICE OF ACTION ON APPLICATION (form N-5).

f. If application is approved, Zoning Enforcement Officer will resume processing any related building or zoning permit application.

7. TO SUBDIVIDE LAND

"Whenever any subdivision of land is proposed, before any contract for sale of any part and before any permit for erection of structure in such proposed subdivision shall be granted, the subdivider shall apply in writing to the Planning Board for and secure approval of the proposed subdivision." (Std. Subdivision Regs. Section 130).

a. Applicant obtains copies of PRELIMINARY SUBDIVISION PLAT APPLICATION (form A-1), provides all information required, and files completed forms and two copies of preliminary layout to Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and preliminary layout with Subdivision Regulations and Zoning Ordinance to determine if proposal complies with these codes, and schedules meeting with Planning Board to review layout. Applicant appears at meeting. Zoning Enforcement Officer completes ADMINISTRATIVE CHECK LIST: SUBDIVISION PLAT REVIEW (form S-1), and TECHNICAL CHECK LIST: SUBDIVISION PLAT REVIEW (form S-2), and provides copies for reference by Planning Board at meeting.

c. If preliminary layout contains four or fewer lots and does not involve a new street or extension of municipal services, Planning Board may classify proposal as a Minor Subdivision and waive Preliminary Plat procedures in items d through f below.

d. Applicant prepares and submits to the Zoning Enforcement Officer four copies of Preliminary Subdivision Plat reflecting the preliminary layout and decisions of Planning Board's first meeting. Zoning Enforcement Officer schedules Planning Board hearing within 45 days of submission. Applicant appears at hearing.*

e. Planning Board notifies applicant of decision on NOTICE OF ACTION UPON APPLICATION (form N-5) and returns one copy of Preliminary Plat with notations or conditions resulting from hearing.

f. Applicant either constructs all required improvements in conformity with approved Preliminary Plat, or posts a bond to assure completion. Zoning Enforcement Officer inspects improvements and records findings on INSPECTION RECORD (form S-3).

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* A major change in the Town Law, adopted in 1972, and effective January 1, 1973 requires a public hearing to be held for consideration of Preliminary Subdivision Plats by Town Planning Boards, and provides that public notice (form N-1) be published at least 5 days before hearing. Public hearings are not required for preliminary plat review by City or Village Planning Boards.

g. Applicant obtains copies of FINAL SUBDIVISION PLAT APPLICATION (form A-2), provides all required information, and files six copies of Final Plat with Zoning Enforcement Officer. Final Plat includes preliminary plat information and incorporates all recommendations and conditions made at first hearing. Plans should also be submitted to show all improvements as made in the field. Zoning Enforcement Officer will verify the "as built" plans.

h. Zoning Enforcement Officer inspects site, records observations on INSPECTION RECORD (form S-3) and schedules final Planning Board hearing within 30 days of final application. *1 Zoning Enforcement Officer notifies applicant of hearing date by copy of PUBLIC NOTICE OF HEARING (form N-1), a copy of which will also be published in a newspaper.

i. Planning Board holds final hearing and approves or denies final plat, or establishes additional conditions for final approval. Applicant appears at hearing. Planning Board notifies applicant of decision on NOTICE OF ACTION ON APPLICATION (form N-5).

j. If Final Plat is approved (or approval waived), Planning Board shall endorse all copies, and applicant files approved, endorsed plats with (City, Village or Town) Clerk and, within 90 days of approval, with County Clerk. *2 (Failure to file causes expiration of approval.)

k. County Clerk notifies Planning Board within 3 days of such filing.

8. PLANNED DEVELOPMENT

Authorized by section 410 of the Standard Zoning Ordinance, approval of a Planned Development involves both Rezoning procedures of outline #5, and site plan procedures of outline #6, with the proviso that the Common Council, Board of Trustees, or Town Board also reviews the site plan. If a subdivision of land is also involved, procedures of outline #7 will also be followed. All hearings will consider site plan, rezoning and subdivision requests as a package.

9. TO APPEAL AN ADMINISTRATIVE ACTION

"Board of Appeals shall have the following powers...(upon) appeal from a decision, to decide questions involving interpretation of any provision of this Ordinance. (Std. Zoning Ord. Section 301 (1))."

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*1 Town Law requires that a Town Planning Board hear Final Subdivision Plats at a public hearing within 45 days of final application, but provides that if a preliminary hearing has been held, and final plat is found to be in "substantial agreement" with approved preliminary plat by Planning Board that a second hearing is optional not mandatory. The decision whether or not to hold a second hearing is made by Town Planning Board. (This waiver should be reported to applicant on form N-5.)

*2 The same changes in the Town Law in 1972 require that applicant file plats approved by a Town Planning Board, within 30 days of approval, with County Clerk.

a. Applicant obtains copies of APPLICATION TO BOARD OF APPEALS (form A-6), provides all required information, and files completed forms with Zoning Enforcement Officer.

b. Zoning Enforcement Officer checks forms and schedules at hearing before Board of Appeals, and notifies applicant of hearing date by a copy of PUBLIC NOTICE OF HEARING (form N-1), a copy of which is also sent to a newspaper for publication at least ten days before hearing date.

c. Board of Appeals will hold public hearing on the appeal, at which applicant may present any evidence in support of his case.

d. Board of Appeals will notify applicant of official action by NOTICE OF ACTION UPON APPLICATION (form N-5).

10. ON A VIOLATION OF ZONING ORDINANCE

"Whenever a violation of this Ordinance occurs, any person may file a complaint in regard thereto. All such complaints must be in writing, signed, and shall be filed with the Zoning Enforcement Officer who shall properly record such complaint and investigate. (Std. Zoning Ord. Section 206)."

a. Complainant obtains copies of COMPLAINT OF VIOLATION (form S-4), provides all required information, signs complaint, and files completed forms with Zoning Enforcement Officer.

b. Zoning Enforcement Officer investigates complaint, recording his findings on the complaint form.

c. If a violation is found to exist, Zoning Enforcement Officer send a copy of NOTICE OF VIOLATION (form N-4) to holder of Certificate of Occupancy, or owner, of property involved, specifying a date by which corrective action must be completed.

d. Upon date specified in Notice of Violation, Zoning Enforcement Officer inspects to determine if violation has been corrected, and records findings on INSPECTION RECORD (form N-3). If violation has been corrected, that fact will be noted on the complaint form. If violation has not been corrected, Zoning Enforcement Officer will send a second Notice of Violation, and schedule a meeting with the Common Council, Board of Trustees, Town Board, and (City, Village, Town) Attorney to determine legal action to be taken if violation is not corrected by date specified in second notice.

ON ALL PROCEDURES

1. Any denial of any application by Zoning Enforcement Officer will be made on NOTICE OF ACTION UPON APPLICATION (form N-5).

2. All forms may be obtained at Office of Zoning Enforcement Officer.

3. All applications must be accompanied by appropriate fee. Fee schedule can be obtained from Zoning Enforcement Officer.

4. Copies of Zoning Ordinance and Map, and Subdivision Regulations may be obtained from (City, Village, Town) Clerk or Zoning Enforcement Officer.

5. All acts of Boards or Councils are subject to judicial review upon suit by applicant. Administrative acts of Zoning Enforcement Officer are appealed to Board of Appeals.

PRELIMINARY SUBDIVISION PLAT APPLICATION

Application No:..... Fee Received..... By.....

1. Subdivision Name.....

2. Property Location.....

.....

Tax Section..... Block..... Lot.....

3. Name, Address, Owner.....

.....

4. Name, Address, Subdivider.....

.....

5. Name, Address, License No., Engineer/Surveyor.....

.....

6. Deed Recorded in Clerk's Office:

Date..... Liber..... Page.....

7. Attach Statement of Easements Relating to Property; if none, state.....

8. Attach Statement of Interest in Abutting Property; if none, state.....

9. Property in Zoning District.....

10. Preliminary Plat Area.....Acres

11. Does Preliminary Plat Cover Applicant's Entire Holding?.....

12. Will Final Subdivision Plat Cover Entire Preliminary Plat?.....

Or Will Plat Be Filed in Sections?.....

13. Does Applicant Propose to Dedicate All Streets and Parks Shown on Map?.....

14. Acres Dedicated to Public Use for Recreation Purposes..... Acres

15. If Subdivision Regulation requirements waivers are requested, list and give reasons why requirements should be waived on attached sheet.

(Signed)..... (Signed).....
Owner Subdivider

Date..... (Signed).....
Agent

Form A-1

PRELIMINARY SUBDIVISION PLAT APPLICATION

Application No:..... Fee Received..... By.....

1. Subdivision Name.....

2. Property Location.....

.....

Tax Section..... Block..... Lot.....

3. Name, Address, Owner.....

.....

4. Name, Address, Subdivider.....

.....

5. Name, Address, License No., Engineer/Surveyor.....

.....

6. Deed Recorded in Clerk's Office:

Date..... Liber..... Page.....

7. Attach Statement of Easements Relating to Property; if none, state.....

8. Attach Statement of Interest in Abutting Property; if none, state.....

9. Property in Zoning District.....

10. Preliminary Plat Area..... Acres

11. Does Preliminary Plat Cover Applicant's Entire Holding?.....

12. Will Final Subdivision Plat Cover Entire Preliminary Plat?.....

Or Will Plat be Filed in Sections?.....

13. Does Applicant Propose to Dedicate All Streets and Parks Shown on Map?.....

14. Acres Dedicated to Public Use for Recreation Purposes..... Acres

15. If Subdivision Regulation requirements waivers are requested, list and give reasons why requirements should be waived on attached sheet.

(Signed)..... (Signed).....
Owner Subdivider

Date..... (Signed).....
Agent

Form A-1

FINAL SUBDIVISION PLAT APPLICATION

Application No..... Received by ..... Date.....

Subdivision Name.....

.....

The undersigned hereby makes application for approval of Subdivision Plat entitled:

.....

which either covers the entire area of..... acres

shown on the Preliminary Plat;

or covers section .....

comprising..... acres

shown on the Preliminary Plat,

which has been completed in accordance with the Subdivision Regulations and the details of which are as stated in the application for consideration of the Preliminary Plat, and are hereby reaffirmed with the same force and effect as though stated herein. (If any differences, attach statement of same.)

(Signed).....
Owner

(Signed).....
Subdivider

Date.....

(Signed).....
Agent

Note: This application, in duplicate, shall be accompanied by original drawings of Final Plat and two prints of each. The drawings shall bear all required signatures by the Planning Board.

Form A-2

FINAL SUBDIVISION PLAT APPLICATION

Application No..... Received by ..... Date.....

Subdivision Name.....

.....

The undersigned hereby makes application for approval of Subdivision Plat entitled:

.....

which either covers the entire area of..... acres

shown on the Preliminary Plat;

or covers section .....

comprising..... acres

shown on the Preliminary Plat,

which has been completed in accordance with the Subdivision Regulations and the details of which are as stated in the application for consideration of the Preliminary Plat, and are hereby reaffirmed with the same force and effect as though stated herein. (If any differences, attach statement of same.)

(Signed).....
Owner

(Signed).....
Subdivider

Date.....

(Signed).....
Agent

Note: This application, in duplicate, shall be accompanied by original drawings of Final Plat and two prints of each. The drawings shall bear all required signatures by the Planning Board.

APPLICATION FOR ZONING PERMIT

Application No..... Date of Application.....

Address (Proposed Job Site).....

.....

Tax Map Description: Lot..... Block..... Section (or Tract).....

Nature of Work: New Building..... Repair..... Demolition.....

Addition..... Alteration..... Plumbing Connection.....

Other (Specify).....

Date Work to Commence..... Estimated Completion Date.....

Lot Size.....sq.ft. or.....acres. Habitable Living Area.....sq.ft.

Yards (feet): Front..... Rear..... Side..... Side.....

Lot Coverage.....sq.ft.; .....percent. Maximum Building Height..... ft

Accessory Structures..... Parking Spaces to Be Provided.....

Existing Use and Occupancy.....

Proposed Use and Occupancy.....

Zoning District..... Is existing use permitted?..... Is proposed use

permitted?..... If existing or proposed use is allowed under existing or petitioned special permits, or if a change of zone, variance, or interpretation of the zoning ordinance is involved, please identify (include nos. and dates if available):

.....

.....

Owner's Name, Address..... Phone.....

Applicant's Name, Address..... Phone.....

Signature of Applicant.....

If applicant is a corporation the signer of this application holds the following

corporate office.....

Is Applicant Owner..... Lessee..... Agent..... Architect..... Engineer.....

Builder..... or Other (describe).....

The work for which this application is made will be performed under the supervision of:

..... representing.....

Name, Address..... Phone.....

Form A-3 (front)

BUILDING ZONING APPLICATION: INSTRUCTIONS

1. This application must be completed by typewritter or ink, and submitted in duplicate to the Zoning Enforcement Officer.

2. General plot plans showing the location of the property, and of buildings or work areas, and giving a detailed description of the layout of the property, must be attached to each copy of this application.

3. This application must be accompanied by two complete sets of plans showing proposed construction or work, and two complete sets of specifications. Plans and specifications which are made a part of this application shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing installations. A site plan showing in detail the entire lot, parcel or tract to be developed, indicating entrances and exits from property onto any public street, and specifying phasing of development, if any, shall be included in this set of plans.

4. This application must be accompanied by appropriate fee, based upon a schedule of fees available from Zoning Enforcement Officer.

5. WORK MAY NOT BE COMMENCED BEFORE ISSUANCE OF A ZONING PERMIT. AT TIME OF ISSUANCE OF SUCH PERMIT, A COPY OF APPROVED PLANS WILL BE RETURNED TO APPLICANT TO BE KEPT AT WORK SITE, AVAILABLE FOR INSPECTION THROUGHOUT PROGRESS OF WORK. (If a building code is in force in the community, this application should be included in application for building permit.)

State of New York)
County of .....) ss:

....., applicant, being duly sworn deposes and says that to the best of his knowledge, statements contained in this application, together with plans, specifications and any other supporting material submitted, are a true and complete statement of all proposed work to be done on described premises and that all provisions of Zoning Ordinance, and all other laws pertaining to proposed work shall be complied with, and that work as described hereon is authorized by owner.

Sworn to before me:

This..... day of.....197... .....
(Signature of Applicant)

.....

Notary Public ..... County

FOR OFFICE USE ONLY:

Application Received..... Approved..... Disapproved....Permit No.....

Plans Submitted..... File #..... Dates of Inspection.....

Remarks.....

SPECIAL RESTRICTIONS REGARDING WORK AUTHORIZED.....

.....

Form A-3 (back)

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Address of Property..... Date.....

Tax Map Description: Lot..... Block..... Section (or Tract).....

This applicationffor a Certificate of Occupancy is made for the following (check one):

_____ 1. To occupy and use a building or structure following work authorized by Zoning Permit No..... issued.....
_____ 2. To change the use of an existing building, or part thereof.
_____ 3. To occupy or use vacant land, or change the use thereof.

Proposed Use..... If proposed use is only to occupy a part of the structure, describe that part:

.....

Present or most recent use of structure or part.....

Floor area to be used ..... sq.ft. Estimated number of employees.....
Applicant's Name and Address:

..... Note: Approval of a Certificate of Occupancy is conditional to compliance to all applicable provisions of Zoning Ordinance.
.....
.....

FOR OFFICE USE ONLY

Zone of Property..... File no. of Site Plan.....
Field Inspection Record:
Date.....

.....

.....

Based upon field inspection findings, and a review of all records applicable to this application, requested Certificate is issued..... denied..... for following reasons, or subject to following conditions:

.....

.....

By issuing this Certificate, Zoning Enforcement Officer is satisfied that applicant has complied with all applicable statutes, and satisfied all conditions imposed in granting of a building permit.

A new Certificate of Occupancy is required for each change in use, or after alterations of property described, and a new Certificate voids any Certificate of a prior date.

(Signed)..... .....
Zoning Enforcement Officer Date

Form A-4

PETITION FOR A CHANGE OF ZONE

Petition/Application No..... Application Date.....

1. APPLICATION FOR: (check applicable)

   a) Amendment of Zoning Map.....(complete sections 1,2,3, 7 5)

   b) Amendment of Zoning Ordinance..... (complete sections 1,4, & 5)

2. Applicant..... Property Involved.....

   Address..... Address.....

   ..... Tax Map Description:Lot....Block.....

   Phone..... Section (tract).....

3. Statistics and Data on Property:

   a) Total Area.....sq.ft., or..... acres

   b) Dimensions: Minimum Width..... Average Width.....

   Minimum Depth..... Average Depth.....

   Irregularities (describe).....

   .....

   c) Existing use(s) (includes all structures and their uses, outdoor uses, rights of way, easements and limitations to use of property).....

   .....

   .....

   d) Applicant's Interest in Property.....

   e) Adjacent Uses Within 400 feet: (state direction, location, use, zone, owner):

   .....

   .....

   .....

   .....

   .....

   f) State or County Property Within 500 feet.....

   .....

   .....

Form A-5 (front)

4. If petition is for an amendment to Zoning Ordinance, citation the section(s) to be changed, and wording to be substituted.....

.....

.....

5. In support of this petition the following statement is made.....

.....

.....

.....

.....

.....

Note: If petition is for a planned unit development, plans, statements, and supporting documents as required by the Zoning Ordinance must accompany this application.

Signature of Applicant.....

FOR OFFICE USE ONLY Date Application Received.....

Items represented in Part 3 Verified: NOTICES SENT:

by..... Date.....

1. Public Hearing Before Council or Board.....
2. To Adjacent Property Owners.....
3. Of Decision (to applicant).....

Publication 10 days before hearing for cities, Towns; 15 days for villages.

PROCEDURAL CHECK LIST (list dates or check)

1. Investigatory action taken.....
2. Referral to Planning Agency (County, Regional).....

   Action on Referral.....
3. Referral to Adjacent Municipality within 500 feet of site.....

   Action on Referral.....
4. Referral to City Planning Board: Date of Hearing.....

   Action on Referral.....

   Expiration of 45 day limit.....
5. Common Council Public Hearing: Date.....

   Action: Petition granted, denied with following conditions.....

   Date..... Secretary of Council or Board.....

Form A-5 (back)

APPLICATION TO BOARD OF APPEALS

Application No..... Application Date.....

APPLICATION FOR: (check applicable)

_____ Interpretation of Zoning Ordinance or Map.....

_____ Special Permit permitted under Section.....of Ordinance.

_____ Variance.....

_____ Appeal of action of Zoning Enforcement Officer.....

Request relates to following provisions of Zoning Ordinance or Map.....

.....

.....

1. Applicant..... Property Involved.....

   Address.....

   ..... Tax Map Description: Lot..... Block.....

   Phone..... Section (or Tract).....

2. Purpose of Request.....

   .....

   .....

   .....

   .....

3. Justification of Request.....

   .....

   .....

   .....

   .....

4. Previous Appeals (state application numbers, dates and purposes of requests):

   .....

   .....

5. Applicant should submit with this application supporting materials including plans, elevations, landscaping diagrams, traffic circulation diagrams, neighborhood land use maps and any other materials that will assist Board to understand request.

   Signature of Applicant.....

Form A-6 (front)

APPLICANT IS TO ANSWER THE FOLLOWING QUESTIONS

1. Has any previous application or appeal been filed with this Board in connection with these premises? (Give dates and describe circumstances.).....

.....

.....

2. What is the applicant's interest in the premises affected? .....

.....

.....

3. Has a court summons been served relative to this matter? (Give dates and court references.).....

.....

4. What is the approximate cost of work involved in this application?.....

.....

.....

This application shall be accompanied by copies of all decisions or official orders involved, and two sets of drawings showing building location, location of all other lot improvements and relevant improvements on adjacent lots. If this application is related to a site plan, or a structure for which a site plan has been filed, two copies of site plan should be attached.

I hereby depose and say that all above statements and statements contained on all drawings submitted herewith are true.

(Signed)..... Date.....
Applicant

FOR OFFICE USE ONLY

Zoning Permit Application No.....

Date Received.....

Date First Hearing.....

Date Second Hearing.....

Dates Subsequent Hearings.....

Action: Application (approved)(rejected).....

Zoning District.....

By.....
Chairman, Clerk or Secretary

Form A-6 (back)

APPLICATION FOR SITE PLAN APPROVAL

Applicant.....

.....Date.....

..... Zoning Permit Application Filed.....

..... Applicant's Phone.....

This application to be accompanied by two sets of drawings.

Plans Prepared By: Location of Building Site:

....

....

..... Tax Map Description: Lot.....Block.....

Phone..... Section..... (east/west)

Does applicant own proposed site? If no, give name and address of property owner, and applicant's interest in site:

.....

.....

INFORMATION ON PROPOSED BUILDING

Height.....stories.....ft. Gross floor area..... sq. ft.

Estimated cost of construction..... Estimated number of employees.....

Number of motor vehicles to be used in business.....cars.....trucks

Number of dwelling units.....1 bedroom.....2 bedroom.....3 or more bedroom

Number of parking spaces required..... Number of parking spaces provided.....

SITE INFORMATION

Lot Area.....sq.ft. Lot Width.....ft. Lot Depth.....ft.

Front Yard.....ft. Rear Yard..... Side Yards.....ft.....ft.

Building coverage.....sq.ft..... percent

List all requested variances and special permits that are necessary to implement this plan as shown on attached drawings. (Separate applications to Board of Appeals are required. Use form A-6.)

FOR OFFICE USE ONLY

Technical Check List Completed_____

Hearing Before Planning Board_____

Dispositions by Planning Board_____

Conditions_____

Zoning Permit_____

File reference to variances or special permits:

.....

Hearing before Board of Appeals.....

Action.....

Form A-7

ZONING PERMIT

This permit certifies that the below named applicant is authorized to perform work specified in Application for Zoning Permit, as approved, at location described below. Plans are available for inspection at Zoning Enforcement Officer's office.

Address.....

Tax Map Description: Lot No..... Block No..... Section (or Tract).....

Proposed Use or Occupancy.....

Applicant.....

The holder of this permit is required to familiarize himself with ordinances under which it is granted. Any violation of ordinance provisions shall render the offender liable for penalties provided therefore and, in addition, may result in revocation of this permit. In issuance of this permit, issuing authority assumes no responsibility regarding performance or quality of work.

Building Dimensions: H.....W.....D.....Number of Stories.....

Date Issued..... Date Expires.....

Application No..... Date Filed.....

Unless a shorter term is specified, this permit expires within one year of date of issue.

(Signed).....
Zoning Enforcement Officer

This permit must be posted where it is visible from street at place where work is in progress.

Form C-1

CERTIFICATE OF OCCUPANCY

This is to certify that an Application for a Certificate of Occupancy has been approved to permit..... to occupy the Building or Premises located at..... in the ..... in the .....Zoning District.

This certificate is issued for the following use.....

.....

This certifies that the building and use described hereon conform to approved plans and specification heretofore filed with the Zoning Enforcement Officer under noted zoning permit number, or conforms to all requirements of applicable provisions of Zoning Ordinance.

Zoning Permit No..... Certificate of Occupancy No.....

Date Issued..... Date Issued.....

Special Conditions..... Expiration Date.....(if temporary)

(Signed).....
Zoning Enforcement Officer

Form C-2

PUBLIC NOTICE OF HEARING

A Public Hearing before the (Board of Appeals, Planning Board, Common Council,

Village Board, or Town Board)of.....

will be held on.....19..... at.....o'clock (a.m.,p.m.)
(day and month)

at.....
(address of place of meeting)

to consider the following application:

Application No..... Date.....

Application for an (interpretation, special permit, variance or appeal)

by.....

..... applicant,
(name and address of applicant)

to permit.....
(describe purpose)

.....

at.....
(give location)

pursuant to Zoning Ordinance..... Section.....

The above application is open to inspection at the Office of the Zoning Enforcement

Officer.....
(address)

Persons wishing to appear at the hearing may do so. Communications in writing in relation thereto may be filed with the Clerk before or at this hearing.

Date of Notice..... (Signed).....

Form N-1

PUBLIC NOTICE OF HEARING

A Public Hearing before the (Board of Appeals, Planning Board, Common Council, Village Board, or Town Board)of.....

will be held on.....19..... at.....o'clock (a.m.,p.m.)
(day and month)

at.....
(address of place of meeting)

to consider the following application:

Application No..... Date.....

Application for an (interpretation, special permit, variance or appeal)

by.....

..... applicant,
(name and address of applicant)

to permit.....
(describe purpose)

.....

at.....
(give location)

pursuant to Zoning Ordinance..... Section.....

The above application is open to inspection at the Office of the Zoning Enforcement Officer.....
(address)

Persons wishing to appear at the hearing may do so. Communications in writing in relation thereto may be filed with the Clerk before or at this hearing.

Date of Notice..... (Signed).....

Form M-1

NOTICE OF PUBLIC HEARING ON PETITION FOR A CHANGE OF ZONE

To all owners of property within 500 feet of property being petitioned for a change of zone. Date of Notice.....

The ..... of the ....., New York will hold a public hearing in consideration of the below described petition, and will hear any statements from all interested parties.

Date and Time of Meeting.....

Location of Meeting.....

.....

Petition/Application No.....

Property.....

Address.....

Tax Map Description.....

.....

Petitioner.....

Petitioned Zone Change From..... District

to..... District.

Date of Notice.....

Date of Related Planning Board Hearing.....

(Signed).....
Zoning Enforcement Officer

Form N-2

NOTICE OF PUBLIC HEARING ON PETITION FOR A CHANGE OF ZONE

To all owners of property within 300 feet of property being petitioned for a change of zone. Date of Notice.....

The .....of the ....., New York will hold a public hearing in consideration of the below described petition, and will hear any statements from all interested parties.

Date and Time of Meeting.....

Location of Meeting.....

.....

Petition/application No.....

Property.....

Address.....

Tax Map Description.....

.....

Petitioner.....

Petition for Change from ..... District to..... District.

Date of Notice.....

Date of Related Planning Board Hearing.....

(Signed).....

Zoning Enforcement Officer

Form N-2

NOTICE OF REFERRAL (To Regional Planning Agency)

To..... Planning Department. Date.....
(Regional Planning Agency)

.....

From.....Planning Board.....Board of Appeals.....

Subject: New Zoning Ordinance or Map..... Special Permit.....

Amendment to Zoning Ordinance..... Variance.....

Amendment to Zoning Map..... Subdivision Plat.....

Enclosures: (Text, maps and associated documents).....

.....

This referral is made pursuant to requirements of Sections 239-1, 239-m and 239-n of Article 12-B of the General Municipal Law.

1. Description of proposal.....

.....

.....

.....

2. This referral is made because the affected property is located within 500 feet of:

   Municipal boundary.....

   State, County or other recreation area.....

   Boundary or land of a public institution (State or County).....

   Right of way of parkway, thruway, expressway or other controlled access highway that is (County, State) owned.....

   Right of way of stream or drainage channel that is County owned or for which the County has established channel lines.....

3. It is understood that if no action is taken by the .....
   Planning Department (Regional Planning Agency) on the proposal described herein within 30 days of receipt of this referral, the (City, Village, Town) may proceed without recommendations by said Department of Agency.

(Signed)..... Title.....

cc: Municipalities of.....
(Referral is forwarded to neighboring municipalities as a courtesy.)

Form N-3

NOTICE OF REFERRAL (To Regional Planning Agency)

To.....Planning Department, Data.....
(Regional Planning Agency)

.....

From.....Planning Board.....Board of Appeals.....

Subject: New Zoning ordinance or Map..... Special Permit.....

Amendment to Zoning ordinance..... Variance.....

Amendment to Zoning Map..... Subdivision Plat.....

Enclosures: (Text, maps and associated documents).....

.....

This referral is made pursuant to requirements of Sections 239-j, 239-m and 239-n of Article 12-B of the General Municipal Law.

1. Description of proposal.....

.....

.....

.....

.....

2. This referral is made because the affected property is located within 500 feet of:

Municipal boundary.....

State, County or other recreation area.....

Boundary or land of a public institution (State or County).....

Right of way of parkway, thruway, expressway or other controlled access highway that is (County, State) owned.....

Right of way of stream or drainage channel that is County owned or for which the County has maintenance channel lines.....

3. It is understood that if no action is taken by the ..... Planning Department (Regional Planning Agency) on the proposal described herein within 30 days of receipt of this referral, the (City, Village, Town) may proceed without recommendations by said Department of Agency.

(Signed).....Title.....

cc: Municipalities of.....
(Referral is forwarded to neighboring municipalities on a courtesy.)

Form M-3

NOTICE OF VIOLATION

To..... Date of Notice.....

.....

.....

1. You are hereby notifed that you have been found to be in violation of the Zoning Ordinance, Section.....

   by (description of violation).....

   .....

   .....

   .....

   .....

   .....

   Violation observed by field inspection by Zoning Enforcement Officer.....
   (date)

2. The following corrective measures should be taken no later than .....19....

   .....

   .....

   .....

   .....

   .....

   .....

3. For the purposes of applying the penalties described in Section..... of the Zoning Ordinance, your first violation shall be deemed to have occurred as of

   ..... 19.....

4. This office is ready to explain the cause of violation in detail. Please notify this office of the type and time of corrective action.

(Signed).....
Zoning Enforcement Officer

cc: Common Council, Board of Trustees, Town Board
Planning Board
Board of Appeals
(City, Village, Town) Attorney

Form N-4

NOTICE OF VIOLATION

To.....Date of Notice.....

.....

.....

1. You are hereby notified that you have been found to be in violation of the Zoning Ordinance, Section.....

by (description of violation).....

.....

.....

.....

.....

.....

.....

.....

.....

Violation observed by field inspection by Zoning Enforcement Officer.....
(date)

2. The following corrective measures should be taken no later than .....19....

.....

.....

.....

.....

.....

.....

.....

.....

3. For the purposes of applying the penalties described in Section..... of the Zoning Ordinance, your first violation shall be deemed to have occurred as of

..... 19.....

4. This notice is ready to explain the cause of violation in detail. Please notify this office of the type and time of corrective action.

(Signed).....
Zoning Enforcement Officer

cc: Common Council, Board of Trustees, Town Board
Planning Board
Board of Appeals
(City, Village, Town) Attorney

Form E-4

NOTICE OF ACTION UPON APPLICATION

NOTICE OF ACTION UPON APPLICATION FOR.....

.....

To..... Date of Notice.....

.....

.....

In Reference to Application No.....

for a.....

dated.....

Please take note that this application has been (approved) (rejected) by.....

.....
(Official or Board)

for the following reasons:

Note: This notice is advisory. The official action on this application is recorded in the minutes or resolutions of the (Common Council, Village Board, Town Board) (Planning Board)(Board of Appeals).

(Signed)..... Title.....

Affected property, as described on application form.....

Address.....

Tax Map Description.....

Form N-5

NOTICE OF ACTION UPON APPLICATION

NOTICE OF ACTION UPON APPLICATION FOR.....

.....

To..... Date of Notice.....

.....

.....

In Reference to Application No.....

for a.....

dated.....

Please take note that this application has been (approved) (rejected) by.....

.....

(Official or Board)

for the following reasons:

Note: This notice is advisory. The official action on this application is recorded in the minutes or resolutions of the (Common Council, Village Board, Town Board) (Planning Board)(Board of Appeals).

(Signed)..... Title.....

Affected property, as described on application form.....

Address.....

Tax Map Description.....

Form N-5

MINUTES OF HEARING

The minutes reported relate to a specific topic on the agenda of the (Common Council, Village Board, Town Board), (Planning Board), (Board of Appeals), and are supplementary to official minutes of the meeting at which this matter was heard.

Date of Hearing..... Petition/Application No.....

Applicant.....

Nature of Request.....

.....

1. Names and addresses of persons appearing in favor of application.....

.....

.....

.....

2. Names and addresses of persons appearing in opposition to application.....

.....

.....

.....

3. .....

3. Summary of statements or evidence presented.....

.....

.....

.....

4. Findings of Board.....

.....

.....

5. Action taken by Board (if by resolution, attach copy).....

.....

.....

6. Record of Vote: For..... Against.....

Attest: Date..... (Signed).....

Form N-6 Title.....

MINUTES OF HEARING

The minutes reported relate to a specific topic on the agenda of the (Common Council, Village Board, Town Board), (Planning Board), (Board of Appeals), and are supplementary to official minutes of the meeting at which this matter was heard.

Date of Hearing..... Petition/Application No.....

Applicant.....

Nature of Request.....

.....

1. Names and addresses of persons appearing in favor of application.....

.....

.....

.....

2. Names and addresses of persons appearing in opposition to application.....

.....

.....

.....

.....

3. Summary of statements or evidence presented.....

.....

.....

.....

.....

4. Findings of Board.....

.....

.....

.....

5. Action taken by Board (if by resolution, attach copy).....

.....

.....

.....

6. Record of Vote: For..... Against.....

Attest: Date..... (Signed).....

Form M-5 Title.....

NOTICE OF REFERRAL TO PLANNING BOARD

To Planning Board

Date of Referral.....

From:.....

Reference:
Application No.....

Date of Application.....

The following described application is referred to the Planning Board for its recommendation:

All relevant application forms and supporting information are enclosed.

The..... will hold its hearing on this application on

.....

The Planning Board should make its recommendation available on or before that date.

Form N-7

ADMINISTRATIVE CHECK LIST: SUBDIVISION PLAT REVIEW

Application No.....

Subdivision Name.....

Name, Address, Owner.....

.....

Name, Address, Subdivider.....

.....

Name, Address, License No., Engineer/Surveyor.....

.....

Date Completed	S K E T C H P L A N
_____	Informal Discussion
_____	Preliminary Plat
_____	Application in Accord with Subdivision Regulations
_____	Fee Paid. Amount $.....
	Prepared by.....
	Date of Layout.....
	Area of Proposed Subdivision.....
	Number of Lots.....
_____	Technical Review Completed
_____	Presented to Planning Board Meeting
_____	Preliminary Approval by Planning Board
_____	Letter to Applicant on Planning Board Action
_____	Lapse Date for Final Plat Application (6 months from Preliminary Approval)

Comments.....

Form S-1 (front)

Date Completed	F I N A L S U B D I V I S I O N P L A T
_____	Application Received Complete
_____	Date of Official Submission to Planning Board
_____	Fee Paid. Amount $.....
	Number of Lots.....
_____	Plat Endorsed by State Health Department.....
_____	Technical Review by Planning Board
_____	Public Hearing Advertised, Notices to Municipalities and Region
_____	Public Hearing Held
_____	Offer of Dedication of all Streets, Parks Shown on Plat
_____	Approval as to Form by Attorney
_____	Copies of private restrictions showing manner in which areas reserved by deed covenant for common use of property owners are to be maintained.
_____	Resolution Approving Plat (Subject to Construction of Required Improvements or Performance Bond)
_____	Amount of Performance Bond Set by Planning Board
_____	Bond in Amount of $.....Received
_____	Form of Bond Approved by Attorney.....
_____	Bonding Company..... Approved by Municipality
_____	Required Improvements Completed (When no Bond is Provided)
	Certified by.....
_____	Plat Signed.....
_____	Lapse Date for Filing with Clerk (90 Days from Approval Date)
_____	Notice Received from Clerk of Filing of Plat
_____	Required Improvements Completed under Performance Bond
	Certified by.....
_____	Bond Released by Municipality

Comments.....

Form S-1 (back)

TECHNICAL CHECK LIST: SUBDIVISION PLAT REVIEW

Application No.....

Subdivision Name.....

Name, Address, Owner.....

Name, Address, Subdivider.....

S K E T C H P L A N

_____Sketch Plan on Topographic Map

_____Conforms to Comprehensive Plan

_____Conforms to Official Map

_____Conforms to Zoning Ordinance

P R E L I M I N A R Y L A Y O U T

_____Location Map

_____Subdivision Title

_____Date, Scale, North Point

_____Topography (contour intervals)

_____Name of Owner

_____Name of Engineer, Surveyor

_____Names, Adjoining Property Owners and Subdivision

_____Property Boundary Lines, Dimensions, Bearings

_____Name, Location, Width Streets

_____Location, Sizes of Existing Utilities, Easement Widths

_____Location, Size Rock Outcrops, Streams, Swamps, Buildings, Trees

_____Existing Deed Restrictions

_____Zoning District

_____Proposed Street Layout (Conformity with Official Map, Comprehensive Plan)

_____Right of Way Width

_____Pavement Width

_____Sidewalks

_____Street Elevations

_____Street Grades

_____Storm Sewers, Catch Basins, Culverts

_____Street Trees

_____Street Lighting Standards

_____Street Signs

_____Water Lines

_____Fire Hydrants

_____Sanitary Sewage System

_____Access to Adjoining Properties

_____Block Length and Width

_____Intersections

_____Walkway Easements

_____Building Setback Lines

_____Dimensions and Area of Lots

_____Location, Sizes Proposed Utilities, Easements

_____Proposed Restrictive Covenants

_____Proposed Parks, Recreation

_____Other Requirements

Form S-2 (front)

FINAL SUBDIVISION PLAT

_____Plat on Mylar

_____Title

_____Date, Scale, North Point

_____Name, Address, Signature of Owner

_____Name, Address, Signature of Subdivider

_____Name, Address, Signature of Engineer or Surveyor

_____Names, Adjoining Property Owners, Subdivisions

_____Property Boundary Lines, Dimensions, Bearings

_____Location, Names, Widths of Existing, Proposed Streets

_____Location and Names of Existing and Proposed Parks, Recreation

_____Location and Widths of Existing and Proposed Easements

_____Lot Lines with Dimensions and Bearings

_____Lot and Block, Areas and Numbers

_____Building Setback Lines

_____Location, Description of Monuments

_____Health Dept. Endorsement

_____Highway Supt. Endorsement

_____Restrictive Covenants

_____Check for Conformity with Preliminary Layout

_____Other Requirements

CONSTRUCTION PLANS

_____Street Plans and Profiles on Mylar

_____Typical Cross-sections Street pavements, Curbs, Gutters, Sidewalks, Manholes, Catch Basins

_____Street Trees, Landscaping

_____Street Signs

_____Plans, Profiles Showing Location, Size, Invert Level of Sanitary Sewers

_____Plan, Profiles Showing Location, Size of all Water Lines, Fire Hydrants

_____Plan, Profiles Showing Location, Size, Invert Level of Storm Sewers

_____Plan, Showing Location, Size of Gas Lines and Other Utilities and Structures

_____Health Dept. Endorsement

_____Highway Supt. Endorsement

_____Other Requirements

Comments.....

INSPECTION RECORD - ZONING ENFORCEMENT OFFICER

To be completed in duplicate. One copy of this record is to be kept at location of work authorized by any referenced zoning permit.

This Inspection is related to:
Zoning Permit No.....
Issued.....
Certificate of Occupancy No.....
Other.....
File References:
.....

Location:
.....
If a work site, person in charge is.....
..... Phone.....
Date of Expiration, if building permit.....

Field Inspection Date..... By.....
Remarks, Violations, or Orders:
.....
.....

Field Inspection Date..... By.....
Remarks, Violations, or Orders:
.....
.....

Field Inspection Date..... By.....
Remarks, Violations, or Orders:
.....
.....

Field Inspection Date..... By.....
Remarks, Violations, or Orders:
.....
.....

Field Inspection Date..... By.....
Remarks, Violations, or Orders:
.....
.....

Date Work Completed:
Final Field Inspection..... By.....
Remarks, Violations, or Orders:
.....
.....

This site conforms with all applicable provisions of the Zoning Ordinance, and to plans approved by the Planning Board or Zoning Enforcement Officer.

(Signed)..... Date.....

Form S-3

COMPLAINT OF VIOLATION

To the Zoning Enforcement Officer, Pursuant to Section.....

of the Zoning Ordinance, I wish to cite.....

for violation of Zoning Ordinance, which I believe to have occurred for the following

reasons.....

.....

.....

Name and Address..... Phone.....

.....

(Signed)..... Date.....

INVESTIGATION REPORT by Zoning Enforcement Officer

1. Description of possible violation.....

.....

.....

2. Property and/or buildings have been inspected by Zoning Enforcement Officer on noted dates, and inspection findings are recorded:

.....

.....

.....

3. Action was taken.....

.....

.....

4. Final disposition and date.....

.....

.....

File No..... Zoning District.....

Property Owner's Name and Address.....

.....

Contact..... Phone.....

Form S-4

COMPLAINT OF VIOLATION

To the Zoning Enforcement Officer, Pursuant to Section.....

of the Zoning Ordinance, I wish to cite.....

for violation of Zoning Ordinance, which I believe to have occurred for the following

reasons:.....

.....

.....

Name and Address..... Phone.....

.....

(Signed)..... Date.....

INVESTIGATION REPORT by Zoning Enforcement Officer

1. Description of possible violation.....

.....

.....

2. Property and/or buildings have been inspected by Zoning Enforcement Officer on
noted dates, and inspection findings are recorded:

.....

.....

.....

3. Action was taken.....

.....

.....

4. Final disposition and date.....

.....

.....

File No..... Zoning District.....

Property Owner's Name and Address.....

.....

Contact..... Phone.....

Form S-4

TECHNICAL CHECK LIST: SITE PLAN REVIEW PLANNING BOARD

Applicant..... Plans Prepared By.....

Address..... Address.....

....

Phone..... Phone..... Licence No.....

Date of Submission of Application..... Date of Planning Board Hearing.....

Variance Reference..... Board of Appeals Hearing.....

Special Permit Reference..... Board of Appeals Hearing.....

SITE PLAN SHOWS THE FOLLOWING

_____Survey of Property

_____Topography and Contours

_____Large Trees

_____All Existing Structures to be Retained or Demolished

_____Existing Streets, Sidewalks and Pavements

_____Rights of Way and Easements

_____Land Use, Ownership, Zoning and Physical Improvement of All Adjacent Lots

_____Proposed Lots and Blocks with Building Locations and Use Areas Indicated

_____Proposed Traffic Circulation, Parking Loading Spaces, and Pedestrian Walks

_____Landscaping Plans

_____Architectural Drawings, Including Floor Plans, Elevations, Sections

_____Engineering Plans, Including Street Improvements, Drainage, Utility Connections

_____Construction Sequence and Schedule for Completion

_____Description of Proposed Uses, Hours of Operation, Estimate of Number of Employees, and Estimate of Traffic Generation

---

Proposed use..... Zoning district of site.....

Is use permitted in district?..... Cite section..... By Special Permit?.....

Required yards: Front.....ft. Side.....ft. Side.....ft. Rear.....ft.

Proposed yards: Front.....ft. Side.....ft. Side.....ft. Rear.....ft.

Required minimum lot dimensions: Width.....ft. Depth.....ft. Area.....sq.ft.

Proposed lot dimensions: Width.....ft. Depth.....ft. Area.....sq.ft.

Maximum permitted lot coverage.....% Proposed coverage.....sq.ft.....%

Form S-5 (front)

Building Information: Height.....stories.....ft. Gross Floor Area..... sq.ft.

Maximum Permitted Height.....stories.....ft.

Required Parking:

..... x ..... + ... = ...
(Number of Units) (Number of Spaces per Unit) (Additional Spaces) (Total)

Units and rates to be determined by Parking Regulations in Zoning Ordinance.

Remarks:

Recommendations:

Person Preparing Check List:

(Signed)..... Title..... Date.....

One copy of this list should be available to Planning Board during site plan review.