

INSTRUCTIONS TO APPLICANTS FOR BUILDING/ZONING PERMITS

1. Please prepare this application form by completing all the sections necessary for the type of permit requested. Applications for some minor projects may not require some of the items in #2 below. Consult the Code Enforcement Officer if assistance is needed in completing this application.
Sign and date the application on page 2.

2. Each application to be accompanied by the following items:
 - A. Up to date property survey map showing the locations of:
 - 1) all existing buildings, structures on the property and their dimensions
 - 2) all buildings or structures on adjacent lots
 - 3) parking areas, driveways and paved surfaces with dimensions
 - 4) special easements, right-of-ways – if any
 - 5) all property line dimensions: front, left and right side, and rear
 - 6) all distances (set-backs) from existing building(s) on the property to the lot lines in #5
 - 7) all distances (set-backs) from the proposed work to the property lot lines
 - 8) all distances from the proposed work to existing buildings/structures on property
 - 9) distance from adjacent lot's structures (#2) to nearest shared or common lot line

 - B. Complete and up to date set of "builders plans" or drawings showing the floor plans and all the side elevations (side views) of the proposed work. All projects costing over \$20,000 or over 1,500 square feet MUST have plans stamped by a NY State licensed architect or engineer.

 - C. Submit the building permit fee as per the current rate schedule. The fee for a **Planning Board Site Plan Review** is **\$175.00** plus the engineering costs and expert assistance costs incurred by the Village of Skaneateles (as defined in Local Law #2 of 1995, Section 2).

 - D. Contractor applicants **MUST** have a current Workers Compensation Insurance certificate or exemption certificate on file in the Codes Office. Homeowner applicants must also supply proof of Workers Compensation compliance or complete Form BP-1 attached to this application. (per Section 125 of the General Municipal Law)

3. **Work not to be started until issuance of Building/Zoning Permit by the Code Enforcement Officer**

4. All existing and proposed buildings must meet the minimum insulation standards of the Energy Conservation Code of NY State before converting to or extending the use of electric heat. No building may use total electric heating where natural gas service is available.

5. All work is to be in compliance with NY State building, construction, safety and mechanical codes and all applicable codes and ordinances of the Village of Skaneateles.

6. The Code Enforcement Officer shall be notified at least **24 hours in advance** of any required work site inspections.

VILLAGE OF SKANEATELES

46 East Genesee Street
Skaneateles, New York 13152

685-2118

fax 685-0730

APPLICATION FOR A BUILDING PERMIT / ZONING PERMIT

3-04jb

Date of application _____ *Permit date & number* _____

Name of applicant _____ Phone _____

Address of applicant _____

Address of work site _____

Property owner _____

(If different from applicant)

Property owner address _____ Phone _____

Type of work proposed

New Structure _____ Addition _____ Alteration _____ Swimming Pool _____

Repair _____ Fence/Wall _____ Paved Surface _____ Other _____

Square footage of new work _____ **ESTIMATED COST** _____

Describe the work proposed _____

Zoning District: (circle one) A-1 A-2 A-3 A-4 B C D PL

Tax Map Number _____ Square footage of lot _____

Existing use of lot _____ Proposed use of lot _____

Structure Information

Single family _____ Two-family _____ Multifamily _____ Garage _____

Commercial _____ Accessory building _____ Boat house _____ Other _____

Existing use _____

Proposed use _____

APPLICATION FOR BUILDING PERMIT / ZONING PERMIT Continued

Lot Information Indicate in the box [] North South East West

Set-backs – Existing structure

(Distances from structure to property or lot lines)

Set-backs – Proposed work

[] Front yard _____ ft.

Front yard _____ ft

[] Left side yard _____ ft.

Left side yard _____ ft

[] Right side yard _____ ft.

Right side yard _____ ft.

[] Rear yard _____ ft.

Rear yard _____ ft.

New connection for: (Yes or No) Sewer _____ Electric service _____ Storm sewer _____

Does the proposed work/structure comply with the Energy Conservation Construction Code? (Yes, No, N/A) _____

Architect's name _____ Phone _____

Architect's address _____

General Contractor/Builder's Name _____ Phone _____

Contractor's address _____

The applicant declares that the information contained in this application, and the plans, specifications, and other supporting materials submitted in support of this application is true and has made such representations to induce the Village of Skaneateles to issue a Building/Zoning Permit and the applicant will comply with all laws, codes and ordinances controlling this work.

SIGN & DATE

Dated: This _____ day of _____, 200_____

Signature

Printed or types name of applicant

Affidavit of Owner or Applicant

(To be completed if application is not made by the property owner)

STATE OF NEW YORK)
COUNTY OF _____) ss.:

_____, being duly sworn, deposes and says that I am the _____ owner _____ applicant and the work proposed in the foregoing application is authorized by the owner and the applicant is authorized to make such application.

Sworn to before me this _____ day of _____, 200_____

(3-04jb)

Owner _____ Applicant _____

Village of Skaneateles
Building/Zoning Application Review Sheet

Date Received _____ Tax Map Number _____

Applicant's Name _____

Address of Work Site _____

Permit Fee Date Received _____ Amount _____

Energy Code Compliance _____

Additional Information Requested _____

Date Review Completed _____ SIGNATURE _____

Application: _____ **Approved** _____ **Denied**

Reasons Denial: Does not comply with:

Section 225-A5, Density Control Schedule for:
____ Front yard set-back ____ Side yard set-back, left ____ Side yard set-back, right ____ Rear yard set-back
____ Percentage of open area ____ Both side yards combined ____ Percentage of structure width/lot width

Other Density Control Schedule _____

____ Section 225-69D, Non-conforming Buildings, Structures and Uses, Extension or Expansion

____ Section 225-14(d), Swimming Pools, 25ft. distance to lot lines

____ Section 225-14C (5) (a/b), Accessory Buildings, distance to lot lines or structures

____ Section 225-A1-3, Permitted Use Chart _____

____ other Sections of the Zoning Law _____

and/or needs:

____ Certificate of Approval from the Historical Landmarks Preservation Commission, Section 225-25

____ Critical Impact Permit, per Section 225-52, from Board of Trustees

____ Special Use Permit from the Zoning Board of Appeals

Permit Number _____	Date of Issue _____
Planning Board Review _____	Zoning Board of Appeals Approval _____
Critical Impact Permit Approval _____	Historic Commission Approval _____ # _____