

VILLAGE OF SKANEATELES

26 Fennell St

Skaneateles, NY 13152

315-685-2118

Fax: 315-685-0730

Email: codes@villageofskaneateles.com

INSTRUCTIONS TO APPLICANTS FOR BUILDING/ZONING PERMITS

1. Please prepare this application by completing all the necessary sections. Applications for interior projects may not require items below. Consult the Code Enforcement Officer if you need assistance completing this application.

*****SIGN AND DATE THE APPLICATION ON PG. 2, NOTARIZE YOUR SIGNATURE IF YOU ARE NOT THE PROPERTY OWNER*****

MUST be accompanied by the following items:

Property survey, **that is to scale, no older than 2 years**, showing the locations of:

SURVEYS MUST SHOW FRONT RIGHT-OF-WAY LINE

1. All existing buildings and structures on the property and their dimensions.
 2. All buildings and structures on adjacent lots, within 25' of the property lines.
 3. Parking areas, paved areas, driveways, patios and decks with dimensions.
 4. Special easements and right-of-way's if applicable.
 5. Site plan with table of required, existing and proposed setbacks and lot coverage.
 6. All property line dimensions: front, left and right sides and rear.
 7. All distances (setbacks) from existing building(s) on the property to the lot lines in #5.
 8. All distances (setbacks) from the proposed work to the property lines.
 9. All distances from the proposed work to existing buildings/structures on the property.
 10. Distance from the adjacent lot's structures (#2) to the nearest shared or common lot line.
2. Check payable to the: **Village of Skaneateles**; for a Building Permit fee, to be calculated from the job proposal for the total project (pg. #1). See or call the Code Enforcement Officer for permit fees.
 3. Complete and up to date set of "Builders Plans" or floor plans that show all exterior elevations (side views) of the proposed work. All projects with a cost over \$20,000 or over 1500 sf **MUST** have plans stamped by a NYS licensed architect or engineer.
 4. Commercial and Multiple Dwelling review form or Residential review form, whichever is applicable, that is available on the Village of Skaneateles website.
 5. All building projects that require a Certificate of Occupancy (additions, alterations to, or erection of habitable structures) a Certificate of Occupancy application **MUST** accompany a building/zoning permit application.
 6. All applications regarding pools, garages, additions and dwelling units **MUST** include Drainage and Grading plans. (to include: gutter discharge, existing and proposed topography, underground utilities and first floor elevations)
 7. All applications **MUST** include a current copy of the contractors or homeowners Liability Insurance and a current copy of Workers Compensation Insurance Certificate or Exemption Certificate. Homeowner Workers Compensation for #BP-1 or contractors Workers Compensation Form #CE-200 are available on the NYS Workers Compensation website (per Section 125 of the General Municipal Law).
 8. All applications must include a detailed job proposal or contract for work to be performed including an accurate project cost.
 9. All applications regarding decks and patios shall have an as built survey furnished to the Code Enforcement Officer upon project completion.

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10. All applications regarding pools, garages, additions and dwelling units **MUST** first be “staked out” prior to a Planning Board hearing (if required) or before a Building Permit is issued. As built surveys for pools, garages, additions or dwelling units shall be furnished to the Code Enforcement Officer **prior** to a Building Permit being issued.
11. Foundation “as built survey” **MUST** be provided to the Code Enforcement Officer prior to decking and walls being erected. “As Built Survey” to include top of the foundation wall; first floor elevation’ and location of all outside corners.
12. **WORK SHALL NOT START UNTIL THE CODE ENFORCEMENT OFFICER HAS ISSUED A BUILDING PERMIT.**
13. All existing and proposed buildings must meet the minimum insulation standards of the Energy Conservation Code of NYS before converting to or extending the use of electric heat appliances. **No building may use total electric heat where natural gas service is available.**
14. All work is to be in compliance with NYS building, construction, safety and mechanical codes and all applicable codes and ordinances of the Village of Skaneateles.
15. The Code Enforcement Officer may require additional drawings, plans, documents or specifications that he/she deems appropriate per *Skaneateles Code 76-12D*.
16. The Code Enforcement Officer shall be notified at least **48 hours in advanced** of any work requiring site inspections.

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APPLICATION CHECK LIST

***** SEE INSTRUCTIONS FOR DETAILS *****

- COMPLETED AND SIGNED BUILDING PERMIT APPLICATION
- APPLICATION SIGNATURE NOTARIZED IF YOU ARE NOT THE PROPERTY OWNER
- COMPLETED AND SIGNED VARIANCE APPLICATION (IF APPLICABLE)
- PROPERTY SURVEY (NOT A SITE PLAN)
- DRAINAGE AND GRADING PLAN (IF APPLICABLE)
- CERTIFICATE OF OCCUPANCY APPLICATION (IF APPLICABLE)
- LIABILITY INSURANCE AND WORKERS COMPENSATION
- BUILDING PLANS OR FLOOR PLANS AND ELEVATIONS
- SITE PLAN
- COMMERCIAL OR RESIDENTIAL REVIEW FORM (IF APPLICABLE)
- RES CHECK OR COM CHECK
- COPY OF JOB PROPOSAL (DESCRIPTION) AND PROJECT COST
- CHECK PAYABLE TO THE VILLAGE OF SKANEATELES
- PROVIDE EVIDENCE OF PRIOR VARIANCES AND SITE PLAN APPROVALS

***** ALL INCOMPLETE APPLICATIONS WILL BE RETURNED *****

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Application for a Building/Zoning Permit (page 1 of 2)

Date of Application _____ Permit Date and Number _____

Name of Applicant _____

Address of Applicant _____

Applicant's Email _____ Contact # _____

Address of worksite _____

Name of Property Owner (if different from applicant) _____

Property Owner Address _____

Property Owner Email _____ Contact # _____

Type of Work Proposed:

New Structure _____ Addition _____ Alteration _____ Swimming Pool _____ Repair _____

Fence/Wall _____ Paved Surface _____ Other _____

Square Footage of new work _____ Accurate Project 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 _____ Multi-Family _____ Garage _____ Commercial _____

Accessory Building _____ Boat House _____ Other _____

Existing Use _____ Proposed Use _____

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Application for a Building/Zoning Permit (page 2 of 2)

LOT INFORMATION:

Indicate in box North South East West

Setbacks - Existing Structure

(Distances from structure to property or lot lines)

Setbacks - 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/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 _____

Architect's Address _____

Contractor/Builder Name _____

Contractor's Address _____

Contractor's Email _____

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.

Date _____ Signature _____

Print Applicant's Name _____

Affidavit of Owner or Applicant

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

STATE OF NEW YORK)

) SS:

COUNTY OF ONONDAGA)

On this _____ day of _____, 20____; _____

personally appeared before me.

NOTARY PUBLIC

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Building/Zoning Application Review Sheet

Date Received _____ Tax Map Number _____

Applicant's Name _____

Address of Worksite _____

Permit Fee Date Received _____ Amount Received _____

Additional Info. Requested _____

Date Review Completed _____ Signature _____

Application Status: _____ Approved _____ Denied

Reasons for Denial – Does not comply with the following:

Section 225-A5, Density Control Schedule for:

- Front Yard Setback Side Yard Setback, left Side Yard Setback, Right
Rear Yard Setback 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, 25 ft. 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, form Board of Trustees

Special Use Permit from the Zoning Board of Appeals

Permit Number _____ Date Issue _____

Planning Board Review _____ Zoning Board of Appeals Approval _____

Critical Impact Permit Approval _____ Historical Commission Approval _____ # _____