

PLEASE FOLLOW THE FOLLOWING ROUTINE PRIOR TO COMMENCING ANY PROJECT

READ & FOLLOW THESE INSTRUCTIONS CAREFULLY, IT WILL EXPEDITE THE ISSUANCE OF YOUR PERMIT

1. **OBTAIN**, from the TOWN CLERK, and complete 1 copy of a Zoning Permit Application.
2. **CALL**, Zoning Enforcement Officer for an appointment to review and approve/disapprove the Zoning Permit Application. **NOTE:** Zoning Enforcement Office will explain procedures/requirements necessary for obtaining a Variance or a Special Use Permit.
3. **CALL** the Building Inspector to make an appointment for review of the construction plans for **ALL** projects. ***A BUILDING PERMIT WILL NOT BE ISSUED** until the Building Inspector has reviewed the project. **NOTE:** A schedule and number of inspections will be determined by the Building Inspector.
4. **AFTER**, plans have been reviewed/approved, and the number of inspections determined by the Building Inspector, bring the following to the Town Clerk for the payment of fees & issuance of the building permit:
 - a. The **APPROVED** Zoning Permit Application (copies will be made and one will be returned to you).
5. **FEES:**
 - a. **PERMIT** **\$25.00**
 - b. **EACH INSPECTION** **\$30.00**
 - c. **HOME OCCUPATION PERMIT** **\$25.00**
 - d. **SUP & VARIANCE** **\$30.00**

If you have any questions pertaining to the actual construction of your project, building or fire codes, contact the Building Inspector.

If you have any other questions contact the Zoning Enforcement Officer.

**ZONING ENFORCEMENT OFFICER CHARLES REID 585-547-2274
EXT. 27**

**BUILDING INSPECTOR DAVID MOSIER 585-547-2274
EXT. 29**

CELL 716-796-8611

Prior to beginning your new build, please contact the Highway Superintendent at 585-547-9411 to discuss installation of a culvert pipe if necessary & to get your house number.

SECTION 904

APPLICATION PROCEDURES

- A. Application – Applicants for zoning permits shall be accompanied by a layout sketch, drawn to scale, showing the shape and dimensions of the lot to be affected, the size and location of all buildings or structures to be constructed, altered or extended as well as unaffected structures that shall remain, the intended use of each building or structure, the exact location of all utility and other easements and rights-of-way, and any other information with regard to the lot affected and neighboring lots as may be necessary for compliance with requirements of this Zoning Law. The applicant is solely responsible for the accuracy of all information, data and site plans submitted pursuant to this Zoning Law. One (1) copy of the application, together with the layout sketch, shall be submitted. The Zoning Enforcement Officer shall carefully consider the application, layout sketch and any supporting documents for compliance with this Zoning Law and either issued or deny the zoning permit in a timely manner.
- B. Issuance of Zoning Permit – The Zoning Enforcement Officer shall issue a zoning permit only after the site plan, if required, has been approved by the Planning Board and any required variances and/or special use permits have been obtained. If a zoning permit is not obtained by the applicant within ninety (90) days after final approval, such approval shall be void.
- C. Installation of Foundation – The Zoning Enforcement Officer shall be notified when the site is prepared for installation of the foundation for any building or structure, and shall inspect the site to check the proposed location thereof.
- D. Completion of Construction – A zoning permit shall expire if construction is not substantially completed with a period of one (1) year from the date said permit is signed by the Zoning Enforcement Officer. The Zoning Enforcement Officer may issue a six (6) month extension for good cause shown. Only two (2) such extensions shall be permitted.
- E. Location of Permit – The zoning permit shall be located in a place readily visible to the public during the construction process.

TOWN OF DARIEN APPLICATION FOR ZONING PERMIT

Today's Date: _____ Application Number: _____

Applicant's Name: _____

Address: _____

Phone Number: _____ Tax Map #: _____

Address of Project: _____

INSTRUCTIONS:

Please read the instructions carefully before completing the application form. Fill out the application form completely, using ball point pen or a typewriter. Submit your application form & required attachments (list of such on this form) to the Zoning Enforcement Officer (ZEO) prior to commencing this project or use.

***THIS APPLICATION IS NONTRANSFERABLE AND IS VALID FOR ONE YEAR PERIOD ONLY**

1. Zoning District property located in: RESIDENTIAL (___ Low or ___ Medium Density)
 ___ Industrial ___ Commercial ___ Recreational
2. Permit Application for: ___ New Construction ___ Addition ___ Alteration ___ Relocation
 ___ Accessory Structure ___ Home Occupation ___ **SPECIAL USE PERMIT**
 ___ **VARIANCE** ___ **SITE PLAN REVIEW** ___ **TEMPORARY USE**
3. Is this parcel: ___ Corner Lot ___ Water District ___ Sewer District
4. Dimensions of this lot: _____ length X _____ width and/or area _____
5. What is the front set back (in feet) from the project to the street right-of-way (Check Survey for ROW);
 _____ ft and what is the set back (in feet) from project property line Side A _____ Side B _____
 Back _____ (Also depict on plot diagram).
6. Total percentage (%) of coverage of all buildings on lot (including proposed): _____%
7. Total Dwelling Units: _____
8. Project Cost: _____ Actual _____ Estimated _____

PROPOSED PROJECT	HEIGHT	LENGTH	WIDTH	SQUARE FEET	
House					# Bathrooms: _____
Garage/Pole Barn					# Bedrooms: _____
Accessory Structure					Rec Room: _____
Commercial					Family Room: _____
Industrial					Fireplace: _____
Signs					

Describe proposed project and/or use: _____

CERTIFICATION: I hereby certify that I have read the instructions, examined this application and supporting attachments and know them to be true & correct. All provisions of Laws and Ordinances covering this type of work or use will be complied with, whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other State or Local Law/Ordinance regulating construction, performance or use.

 APPLICANT SIGNATURE (must sign in presence of ZEO)

 PROPERTY OWNER SIGNATURE (If other than applicant)

Attachments required & verified by ZEO: _____

Action taken by ZEO: **APPROVED:** **DENIED:** Reason: _____

Referral To: Town Planning Town Appeals County Planning Building Inspector

Date of Signature

Signature of ZEO

Date of Signature

of Inspects

Signature of Building Inspector

Date Fee Received

Fee

Indicate Fees Paid/Town Clerk Use Only

Date of Signature

Renewal Approval / ZEO Signature

This application will not be considered complete until all appropriate attachments have been supplied and accepted; photo-copies are acceptable. The applicant is responsible to present all applicable attachments to the ZEO. The project in question can not be started until an approved Zoning Permit has been issued, the Building Inspector contacted and if required, the Town Clerk has issued the Building Permit. The applicant is responsible to make all calls to the Building Inspector for review of plans and inspection assignments and to pay any necessary fees as set forth in the appropriate schedule of fees to the Town Clerk.

If a Site Plan is necessary, a total of nine (9) copies are needed.

Please be advised that you may contact the following if you have any questions or concerns with regard to procedures:

*ZEO – Filling out or filing Zoning Permits, Zoning Regulations, appointments for Zoning Permit approval, Variance & Special Use Procedures.

*Building Inspector – Construction, Plan review, Code requirements and inspections

*Town Clerk – Forms, Fees (payable to Town Clerk), Building Permit, General Information & who to contact.

ATTACHMENTS:

The following attachments are mandated for all projects or uses in question.

*Layout sketch (Plot Diagram) shall consist of an accurate map (survey or plot diagram on graph paper) showing all structures and/or buildings on the parcel. All dimensions of project, property lines and right-of-ways shall also be indicated. Identify adjoining parcels and indicate the owners of such.

Please contact the ZEO regarding which of the following attachments will be required for the project or use in question:

1. Graphic material showing traffic circulation, parking spaces, pedestrian walks, topography and landscape plans, open space & buffer zone.
2. Preliminary engineering plans showing street improvements, storm drainage, water supply and sanitary sewer facilities.
3. Copy of current Genesee County Health Department approval for an individual sewer disposal system and plans for such.
4. A drawing of any signs which the applicant wishes to post. This drawing shall include dimensions, characters, shape, and illumination (if any, show source of power & location of illumination).
5. Elevation drawings with applicable height dimensions.
6. Description of the nature of existing use.
7. Freshwater wetland determination and/or permit, from NYS Dept of Environmental Conservation.
8. Certification indicating specific elevations in relation to the Federal Flood Hazard Area.
9. Letter of review from the Department of Soil and Water Conservation when applying for a pond.

Other:

PLOT DIAGRAM (Please see instructions on application under Attachments)

