

Zoning Permit Application

Office of the Zoning Inspector

Town of Alfred

Shaw Rd.

Alfred Station, NY 14803

<http://town.alfred.net>

MEMORANDUM TO ZONING PERMIT APPLICANTS

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A Zoning Permit must be obtained for:

- New construction
- Additions or alterations to existing structures
- A change in use or additional use of any land or structure or any part thereof
- Special Use Permits listed in the Zoning Law
- Swimming Pools

The Zoning Inspector shall issue a permit for single-family residential use in the R-1 or AG District, or for agricultural structures or buildings in the AG District. Applicants for new residential construction must have a Septic System Permit from the Allegany County Department of Health before a Zoning Permit shall be issued.

If the application is for any other use in any district, the Town Board shall determine if the application is in compliance with the Zoning Law before the Zoning Inspector issues the permit.

The following requirements must be met when submitting the application:

- 1) All requested information must be filled in. Use "NA" to denote "not applicable".
- 2) Use a typewriter or print legibly in black ink.
- 3) Check the Zoning Law and the Zoning Map first; your project may be delayed if not in compliance with the Zoning Law.
- 4) If your proposed use is not permitted by the Zoning Law, check with the Zoning Inspector. You may apply for a variance from the Board of Appeals if your Zoning Permit application is denied.
- 5) Include a complete site plan, drawn to scale as closely as possible. The site plan should include property lines of the applicant's property and the location, use, design, and dimensions of each use and building as appropriate. A sample site plan is included on page 4 of the application.
- 6) Sign and date the application.
- 7) Pay the fee (\$10.00) to the Town Clerk.

Submit the completed application to the Town Clerk or, if the permit is for single-family residential use in the R-1 or AG Districts, to the Town Clerk or the Zoning Inspector.

Note: Nearly all projects except change in use or additional uses require a Building Permit. Application forms may be obtained from the Town Clerk. A copy of your Zoning Permit must be attached to the Building Permit application.

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OFFICIAL USE ONLY

Application No.:	
Zoning District:	
Date Received:	

INSTRUCTIONS

1. All applications must be typewritten or printed legibly in black ink.
2. Three copies of this form and all attachments are to be submitted to the town clerk or the zoning inspector. Incomplete applications will not be accepted.
3. A DETAILED SITE PLAN MUST BE INCLUDED

APPLICANT INFORMATION

Name: _____
Mailing address: _____

Phone: Home: () - Work: () -

Location of Property: _____
(road or street number)

- Applicant is:
- | | |
|--|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Registered Architect |
| <input type="checkbox"/> Tenant or Lessee | <input type="checkbox"/> Registered Professional Engineer |
| <input type="checkbox"/> Agent for Owner | <input type="checkbox"/> Contractor |
| <input type="checkbox"/> Other (describe): | |

Complete the following section if the applicant is not the owner

Owner: _____
Mailing address: _____
Phone: Home: () - Work: () -

PROPERTY INFORMATION

Current use and occupancy:	
Date previous use was discontinued:	
Describe the proposed project or use that is the subject of this application:	
The applicant proposes to:	<input type="checkbox"/> Erect or construct <input type="checkbox"/> Change the use of <input type="checkbox"/> Continue current use <input type="checkbox"/> Alter <input type="checkbox"/> Demolish <input type="checkbox"/> Resume last previous use <input type="checkbox"/> Extend <input type="checkbox"/> Occupy <input type="checkbox"/> Remove <input type="checkbox"/> Other:
a structure or structures or land in the Town of Alfred, to be used as:	<input type="checkbox"/> Single-Family Residence <input type="checkbox"/> Business <input type="checkbox"/> Two-Family Residence <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Family Residence <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Agricultural <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Other
Check the intended use as listed in the zoning law:	<input type="checkbox"/> Permitted Principal Use <input type="checkbox"/> Special Permit Use <input type="checkbox"/> Permitted Accessory Use <input type="checkbox"/> Non-conforming <input type="checkbox"/> Prohibited <input type="checkbox"/> Not listed in Zoning law

Zoning Permit Application

ZONING DATA

Lot dimensions		Area:		Square feet	or		acres
List all existing structures on the lot: (Note: all existing structures must be shown on accompanying site plan)							
Area of Principal structure(s):		Square feet.		Height:		Stories:	
Percentage of lot area now occupied by all structures:				%			
Percentage of lot area proposed to be occupied by all structures:				%			
Size of new structure of addition:		feet x		Feet.	Area:		
Height of new structure or addition:		ft.		Stories:			
Setbacks:	Present				Proposed		
Depth of front yard:		feet			feet		
Width of side yards		feet and		feet	feet and		feet
Depth of rear yard		feet			feet		
If corner lot, setback from side street:							
		feet		feet			

Comments on proposed project:

AFFIRMATION

The undersigned hereby applies for a zoning for the purposes and on the site described herein and agrees that such purposes shall be undertaken in accordance with all applicable laws and requirements of the Town of Alfred and the State of New York.

The applicant understands that any permit issued by the zoning inspector shall expire if the project or use has not commenced within one year from the date of issuance.

The undersigned further declares that all statements contained in this application and any accompanying plans and specifications are true to the best of his or her knowledge and that the work to be performed and/or the use of the property will be in conformity with the limitations set forth in this application and in any plans filed therewith.

Signature:		Date:	
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OFFICIAL USE ONLY

Application received by:			
	Town Clerk	Date:	
	Zoning Inspector	Date:	
Fee	\$	Received by:	Date:
Permit approved by Zoning Inspector:		Date:	
Permit denied by zoning inspector because of non conformance with Zoning Law, Section:			
		Date:	
Permit referred to the Town Board:		Date:	
Permit approved by the Town Board		Date:	
Permit denied by Town Board because of non conformance with Zoning Law, Section:			
		Date:	
Comments:			

North Street

Sample site plan

Zoning data on application from MUST appear on the site plan, including:

- Dimensions of lot
- Size of structures and additions.
- Distance of structure to property lines, roads, creeks etc.
- Outstanding features, fences, treelines, etc.
- Identifying surrounding properties, highways, etc.
- Septic, leech field and waterwell locations
- Directional indication
- Parking facilities when required
- Name of applicant
- Address of property
- Date

Silt Creek

74'

Tree

85'

40'

65'

Waterwell

Proposed structure(s) or existing structure(s) with addition(s)

Septic tank

220'

50'

70'

80'

10'

20'

Attached garage

Leech field

Driveway

30'

65'

Drawn to scale
Scale - x''=y'

N

185'

Area=40,700 sq.
(1.0- acre)

Name: Applicant's name
 Address: Address of property
 Date: Date of drawing

W.P. Jones Property