

APPLICATION FOR BUILDING PERMIT

APPLICATION NO. _____

TOWN OF ELBA, NY 14058

APPLICATION DATE _____

APPLICANT: _____ PROJECT SITE LOCATION: _____

ADDRESS: _____

TELEPHONE: _____ TAX MAP (TMP) _____

CHECK WITH LOCAL ASSESSOR

INSTRUCTIONS: PLEASE FILL OUT THE ENTIRE APPLICATION WITH A BALL POINT PEN. ONCE COMPLETED SUBMIT APPLICATION WITH REQUIRED ATTACHMENTS TO THE ZONING ENFORCEMENT OFFICE (ZEO) PRIOR TO COMMENCING CONSTRUCTION. THIS APPLICATION IS NON-TRANSFERABLE.

1. APPLICATION FOR RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURAL

2. PERMIT FOR(CHECK ONE) NEW CONSTRUCTION ADDITION RELOCATION REPAIR
DEMOLITION CHANGE IN USE

3. IS THIS PARCEL A CORNER LOT? YES NO IN A SEWER DISTRICT? YES NO

4. LIST DIMENSIONS OF LOT _____ X _____, AND/OR LOT AREA (ACRES) _____
LENGTH WIDTH

5. WHAT IS THE FRONT SETBACK (FEET) FROM THE PROJECT TO THE STREET RIGHT-OF-WAY (ROW) _____, AND THE YARD SETBACKS (FEET) FROM THE PROJECT TO PROPERTY LINES(S) SIDE (A) _____ (B) _____ REAR _____

6. TOTAL % OF COVERAGE OF ALL BUILDINGS ON LOT (INCLUDING PROPOSED PROJECT) _____ TOTAL%

7. NAME OF ARCHITECT OR ENGINEER _____ TELEPHONE _____
ADDRESS _____

8. NAME OF CONTRACTOR _____ TELEPHONE _____
ADDRESS _____

9. ESTIMATED COST OF PROJECT _____ (SUBSTANTIATION MAY BE REQUIRED)

10. TOTAL DWELLING UNITS _____

11.

PROPOSED PROJECT	HEIGHT	LENGTH	WIDTH	SQ.FT.
HOUSE				
GARAGE				
ACCESSORY BUILDING				
COMMERCIAL				
INDUSTRIAL				
OTHER				
TOTAL SQ. FT.				

12. DESCRIBE PROSPED PROJECT AND USE:

USE ADDITIONAL SHEET(S) FOR MORE SPACE & ANY SUPPORTING INFORMATION

CERTIFICATION: I hereby certify that I have read the instructions and examined this application and supporting attachments and know the same to be true and 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 pressure to give authority to violate or cancel the provisions of any other state or local law or ordinance regulating construction or performance or construction.

SIGNATURE (APPLICANT)

SIGNATURE (OWNER, IF OTHER THAN APPLICANT)

OFFICE USE ONLY

ACTION TAKEN BY ZEO APPROVED DENIED REASONING IF DENIED: _____

DATE _____ ZEO _____ (SIGNATURE) FEE _____

SENT TO: PLANNING BOARD DATE _____ BOARD OF APPEALS DATE _____

ACTION TAKEN BY ZEO APPROVED DENIED REASONING IF DENIED: _____

DATE _____ CEO _____ (SIGNATURE) FEE _____

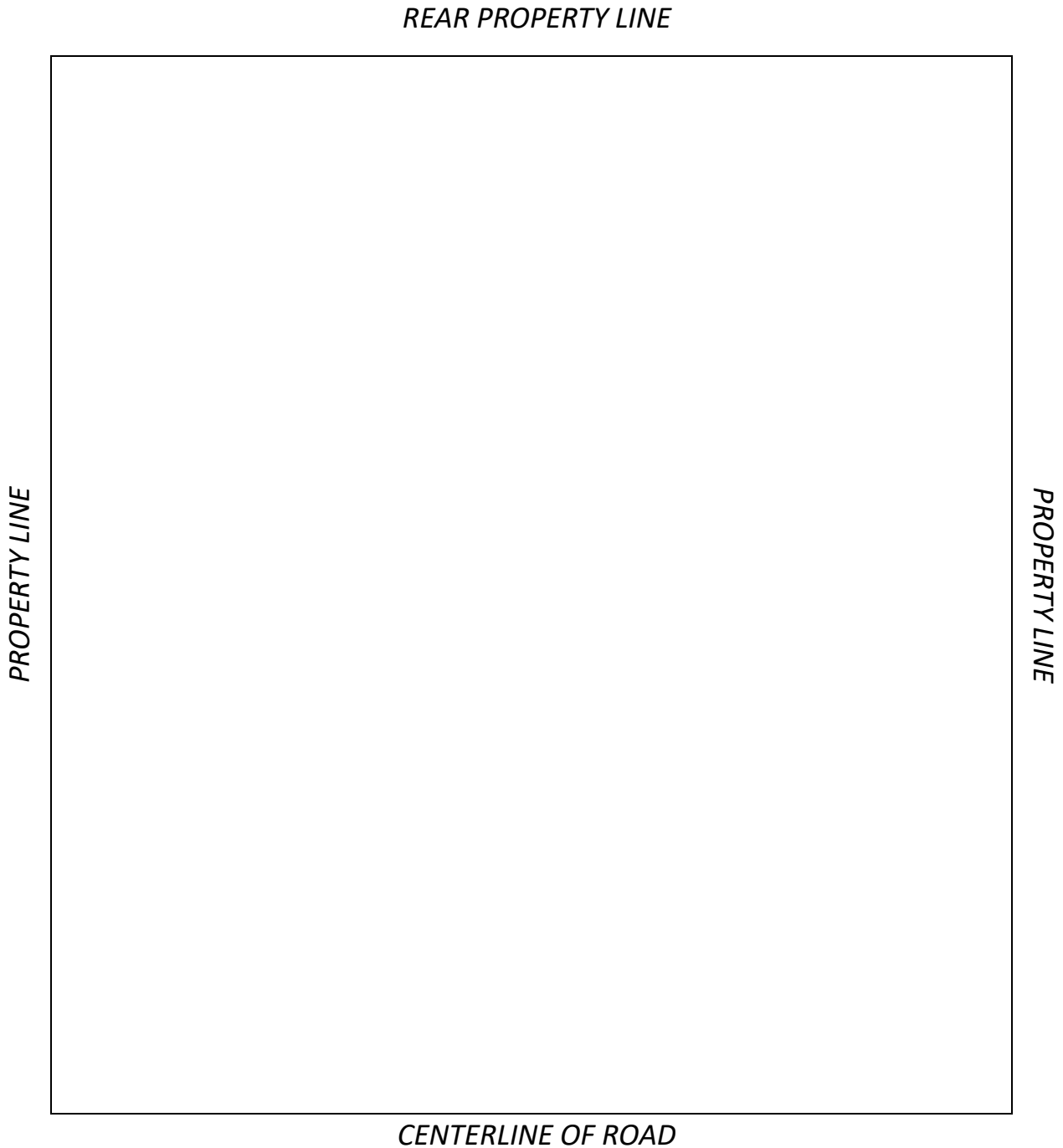
SENT TO: PLANNING BOARD DATE _____ BOARD OF APPEALS DATE _____

Date Paid:	_____
Amount:	_____
Clerk:	_____

PLOT DIAGRAM

TOWN OF ELBA, GENESEE COUNTY, NEW YORK

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all yard dimensions from property lines. Give identifying information or deed description, show street names and adjacent property owners names and any other information.



The plot diagram of this application and/or separate drawings, showing the location of all buildings, existing or proposed, together with dimensions from property lines, the surface elevation of the front yard at the front wall of the principal building as related to the surface of the street or highway, lot number, street names and type of lot (interior or corner lot) and lot description are a part of this application.

Signature of Applicant _____ Date _____

BUILDING PERMIT ATTACHMENT LIST

(Check the required Attachments)

The Zoning Enforcement Officer (ZEO) will inform you of which attachments will be required for your particular project and/or use.

Note: The building permit application will not be considered complete until all appropriate attachments have been supplied and accepted. The applicant is responsible to provide all applicable attachments to the ZEO. Your project **CANNOT** be started until a Zoning/Building Permit has been issued by the Town of Elba. The applicant is also responsible to make all necessary calls for inspections. Our current Town of Elba Inspector is **Mark Mikolajczyk (585)356-8851**. For specific questions regarding the permit application, please contact Mr. Mikolajczyk.

- Submit a site plan. This should be a scaled drawing (tape location, survey map, etc.) showing all structures and/or buildings on the parcel. Show ALL dimensions of proposed projects and dimensions to property lines and street right of ways (ROW).
- Submit a Certificate of Insurance showing a valid Workers' Compensation Insurance Policy in effect. Note: ACCORD Forms are not acceptable.
- Provide one set of prints (signed and stamped by a licensed architect or engineer).
- Submit supporting data (written form):
 - List construction sequence with time schedule for completion of each phase.
 - List description of proposed uses, hours of operation, expected number of employees and anticipate volume of traffic that this project will generate.
- Submit a Petition to the Zoning Board of Appeals. Form is available at the Town Clerk's office.
- Graphic material showing traffic circulation, parking spaces and pedestrian walks. Also, topography and landscape plans, open space and buffer zones.
- Preliminary engineering plans showing street improvements, storm drainage, water supply and sanitary sewer facilities.
- Provide a copy of a current Genesee County Health Department approval for an individual sewage disposal system and the plans (required for new dwelling construction, bedroom additions, etc.)
- Describe the nature of the existing use.
- Identify adjoining parcels and owners within 500' of property lines.
- Drawing of the sign, clearly showing the dimensions, characters and shape and; if illuminated, show source of power and location of illumination.
- Provide a copy of an energy audit.
- Freshwater wetlands determination/permit from the NYS Department of Environmental Conservation (NYSDEC).
- Certification indicating specific elevation in relation to the Federal Flood Hazard area.
- Describe extent of proposed mining operation. Valid NYSDEC permit.
- Other: _____