



# TOWN AND VILLAGE OF ELLICOTTVILLE ENGINEERING DEPARTMENT



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## PERMITS / APPLICATIONS: EXPLANATIONS & FEES *Revised through January 20, 2021*

*Any questions regarding the following permits and rates should be directed to the Code Enforcement Officer or Town & Village Engineer*

### **EXPLANATIONS:**

#### **Zoning Permit**

WHAT/WHEN: A zoning permit is a permit issued by the Code Enforcement Officer that allows an owner to proceed with the intended use of a property. It is required for new construction, alteration or change of use of buildings, structures, and property within Town & Village limits.

VARIATIONS / ADDITIONAL PERMITS THAT MAY BE REQUIRED AFTER REVIEW:

**Master Planned Development (MPD)**

**Special Use Permit**

**Site Plan Review**

**Modification to previously approved Site Plan**

**Zoning Ordinance/Zoning Map Petition to Amend**

**Historical District/Architectural Design Review**

**Appeal for Use or Area Variance.**

WHY: Zoning permits are required in order to ensure an application for construction or to change the use of a property or meets the. Ensuring that projects conform to the applicable zoning protects the community and ensure that the intended use of a property or structure fits within the Town or Village "Vision" as expressed in the comprehensive plans and zoning laws of the Town and Village. It regulates items such as property setbacks, types of land use, height, parking requirements, and design.

#### **Special Use Permit**

WHAT/WHEN: A special use permit is a permit approved by the Planning Board that authorizes land and property uses that are not listed as permitted "by right" in that applicable zoning district.

WHY: The special use permit procedure is intended to provide greater flexibility in land uses while at the same time preserving neighborhood characteristics and assuring compatibility between the special permitted uses and uses on surrounding properties.

### **Variance – ZBA Application**

WHAT/WHEN: A variance application is heard by the Zoning Board of Appeals when a zoning or building permit is denied. Once denied, a land owner has the right to seek relief from the stick administrative application of zoning requirements by the Code Enforcement Officer.

WHY: A public appeal process is required in order for the Zoning Board of Appeals (ZBA) to review and take into consideration the benefit to the applicant if the variance were accepted, and weigh that against the detriment to the health, safety, and welfare of the neighboring community. Requirements for Use and Area Variances differ and the Town/Village Planner should be consulted before an application for appeal is filed.

### **Building Permit**

WHAT/WHEN: A building permit is a permit issued by the Code Enforcement Officer that allows an owner to proceed with their proposed project. It is required for all new buildings, additions, reconstruction projects, and projects that generally involve any alteration, improvement, or demolition of structural, electrical, mechanical, and/or plumbing systems within, or outside of a building or structure.

WHY: Building permits are required in order to protect the community and individuals from bodily harm. The building permit application review ensures that all proposed construction adheres to generally accepted building codes and engineering standards.

### **Public Improvement Permits**

WHAT/WHEN: Public Improvement Permits are permits issued by the Town and Village Engineer and the Code Enforcement Officer that allows an owner to proceed with their proposed public improvement project. They are required whenever improvements are going to be made that are ultimately to be dedicated to the Town or Village after completion.

WHY: Public Improvement Permits are required in order to ensure that the proposed construction meets all applicable building codes and engineering standards. The permit fee and required surety bond covers the Town and Village expense of construction inspection and provides a guarantee in case construction is delayed, terminated, or not completed properly.

### **Floodplain Development Permit**

WHAT/WHEN: Floodplain Development Permits are issued by the Code Enforcement Officer or Town/Village Engineer and allow an owner to proceed with their intended construction within the floodplain. They are required whenever construction or other development is to be undertaken in areas of special flood hazard within the Town or Village.

WHY: Floodplain Development Permits are required in order to protect Town and Village citizens from increased flood hazards and to ensure that new development is constructed in a manner that minimizes its exposure to flooding.

### **Sign Permit**

WHAT/WHEN: Sign Permits are issued by the Code Enforcement Officer and allow an owner to proceed with the construction of a permanent sign on their property. They are required whenever a permanent sign is to be built or erected on a property within the Town or Village limits.

WHY: Sign permits are designed to set forth the minimum requirements for design, erection, and display. They help protect the public by reducing hazards caused by signs that project into public rights-of-way, and by signs that impede or distract traffic.

### **Tent, Stage, Canopy Permit**

WHAT/WHEN: Tent/Stage/Canopy permits are issued by the Code Enforcement Officer and allow an owner to erect on tent on their property. They're required when any tent greater than 400 square feet (with sides) or 700 square feet (without sides) is going to be erected within the Town or Village limits and be intended for public occupancy.

WHY: Tent permits protect the public by ensuring that the tent is erected properly and is structurally sound for all applicable loading conditions.

### **Driveway Permit**

WHAT/WHEN: A driveway permit is a permit issued by either the Code Enforcement Officer, Town Highway Superintendent, or Village Public Works Supervisor that allows an owner to proceed with the construction of a driveway across the public right of way to access their property. It is required whenever a driveway is being constructed within the Town or Village limits.

WHY: Driveway permits are required in order to protect the community, individuals, and neighboring property owners from bodily harm and/or property damage and loss. The permit application review process ensures that the construction of the driveway will be done in accordance with Engineering Department standards, and that the proper size and type of culvert pipe is being used if one is required under the driveway entrance apron.

### **Logging Operations Permit**

WHAT/WHEN: A logging operations permit is a permit issued by the Code Enforcement Officer, Town Highway Superintendent, or Village Public Works Supervisor that allows a company to conduct logging operations within Town or Village limits.

WHY: Logging Permits are required in order to protect the natural environment within the Town and Village limits and to ensure that our roadways and bridges are protected from the heavy truck loading.

### **Water Tap Application**

WHAT/WHEN: A water tap application is issued by the Code Enforcement Officer, Town/Village Engineer, or Water Division Supervisor and allows an owner or contractor to connect a service line to the existing water main.

WHY: Water tap applications are required in order to protect the public water supply from potential contamination and to ensure that the connection is completed in accordance with applicable engineering and construction standards. Water tap applications are commonly required during the building permit application and the construction of a new residential or commercial structure.

### **Sewer Tap Application**

WHAT/WHEN: A sewer tap application is issued by the Code Enforcement Officer, Town/Village Engineer, or Sewer Division Supervisor and allows an owner or contractor to connect a service line to the existing sewer main.

WHY: Sewer tap applications are required to ensure that the connection is completed in accordance with applicable engineering and construction standards. Sewer tap applications are commonly required during the building permit application and the construction of a new residential or commercial structure.

### **Significant User Discharge Permit**

WHAT/WHEN: A significant user discharge permit is required in accordance with the Town and Village Sewer Law. It applies whenever a user will be discharging more than 25,000 gallons/day of wastewater into the sewer system, or whenever a user has the reasonable potential of adversely affecting the sewer plant's operation, sludge quality, effluent quality, or air emissions.

WHY: Discharge permits are required in order to protect the public and the publicly owned sewer treatment system. In addition, the discharge permit application process helps ensure that all pretreatment standards and environmental regulations are being met and followed by the applicable users.

### **Storm Sewer Tap Application**

WHAT/WHEN: A storm sewer tap application is issued by the Code Enforcement Officer, Town/Village Engineer, or the Public Works Division Supervisor and allows an owner or contractor to connect a storm drainage service line to the main storm sewer conveyance owned by the municipality.

WHY: Storm sewer tap applications are required in order to ensure that the connection is completed in accordance with applicable engineering standards and construction methods. They're commonly required during the building permit application process.

## **APPLICATION AND PERMIT FEES:**

### **General Notes**

1. *Permit & Application Fees are NON-REFUNDABLE.*
2. *If proposed work has commenced prior to application/permit process being followed, the fee rate may be doubled.*
3. **BUILDING PERMITS:**

- a. All residential building permits include the base fee below plus additional \$30 per inspection required and any additional at-cost charges for inspection stickers needed.*
- b. All non-residential permits include the base fee below plus additional \$55 per inspection required and any additional at-cost charges for inspection stickers needed.*
4. *Please see the latest versions of the Water and Sewer law documents for any other applicable water and sewer charges.*
5. *Schedules of fees for all permits and applications are established by the Town Board and Village Board, which may change the fee schedule from time to time.*
6. *Additional Fees may be charged for SEQR reviews, and additional legal/consulting/planning/engineering labor that takes place before and during the review/approval process. These charges will be “at-cost” i.e. what the Town and Village get charged will be what is charged back to the applicant. Hourly rates for extra-ordinary time are provided in a separate table. Costs above and beyond the typical project review that may be charged back to the applicant include, but are not limited to:*
1. Repeat Pre-application Conference(s) requested by the Applicant with the Planning Board for a Site plan Review, Special use Permit, Architectural Design Review, Historic District Review, Major Subdivision or Master Planning Development, Telecommunications Facility, Solar Energy System, or Wind Energy Conversation System.
  2. Additional Public Hearing(s) on the same application, or additional meeting(s) for public hearings that were adjourned at the request of the Applicant in order to give the applicant additional time to revise plans, delaying action by the Planning Board or ZBA.
  3. Typically, a Site Plan and/or Special Use Permit application takes 2-3 regular meetings of the Planning Board (inclusive of the public hearing. The costs for Planning Board, ZBA, C.E.O. Engineer and Planner for additional reviews and to review revisions to plans initiated by the applicant. This doesn't include time to review plans revised at the Planning Board's request.
  4. Project of atypical complexity and/or controversy that requires an extraordinary amount of review time by the Town/Village C.E.O., Engineer and/or Planner, or by the Town or Village Attorney.

<b><u>Application/Permit Type</u></b>	<b><u>Cost</u></b>	<b><u>Notes</u></b>
Zoning Permit Application	\$46	
Subdivision – Between 2-4 lots	\$345	Minor Subdivisions
Subdivision – Between 5-10 lots	\$612	
Subdivision – Greater than 11 lots	\$1,228	
Master Planned Developments	\$1,228	
Site Plan Review – Single-Family Residential, Residential Accessory Uses/Structures	\$350 (new) \$200 (modification)	
Site Plan Review – Commercial, Industrial, Multi-Family	\$1,000 (new) \$350 (modification)	
Site Plan Review – Tier 2 (non-residential) and Tier 3 Solar Energy System	\$2,000 (new) \$1,000 (modification)	Includes NYS Article 10 applicable projects
Site Plan Review - Utility Scale Wind Energy Conversion Systems	\$2,000 (new) \$1,000 (modification)	Includes NYS Article 10 applicable projects
Site Plan Review – Telecommunication Facilities	\$2,000 (new) \$1,000 (modification)	
Architectural Design Review, Historic District Review	\$250	For stand-alone reviews.

	\$150	For each re-submittal on applicant's initiative. Not applicable for design changes requested by Planning Board.
Zoning Map or Ordinance Amendment	\$ 750	
Appeal for Area Variance – ZBA Application	\$275	
Appeal for Use Variance – ZBA	\$500	
Special Use Permit – Residential	\$306	Within a 1, 2, or 3 dwelling unit
Special Use Permit – Non-Residential	\$382	Includes multi-family dwellings greater than 3 units
Building Permit – Residential (Less than 500 SF)	\$46	Includes minor construction – Pole Barns, Decks, Porches, Swimming Pools, Chimneys, minor demolition, Tier 1 solar projects
Building Permit – Residential (501 SF – 1,500 SF)	\$262	Includes Tier 2 solar projects
Building Permit – Residential (1,501 SF +)	\$589	Small-Scale wind energy conversion projects
Building Permit – Non-Residential (Less than 500 SF)	\$92	Includes Tier 1 solar projects
Building Permit – Non-Residential (501 SF – 5,000 SF)	\$589	Includes Tier 2 solar projects
Building Permit – Non-Residential (5,001 SF +)	\$994	Includes Tier 3 solar projects, Small-Scale wind energy conversion projects, and Telecommunication Facility projects
Demolition Permit – Residential	\$46	
Demolition Permit – Non-Residential	\$92	
Public Improvement Permits (PIP's):  Value of Work:	Based on Value of Work	Value of Work must be mutually agreeable between owner and Town/Village Engineer.

Less than \$50k: 8% \$50,001-\$250k: 6% \$250,001-\$500k: 5% Greater than \$500,001: 4.5%		In addition – performance bond is required for 100% of work value & maintenance bond is required for 25% of work value
Floodplain Development Permit	\$340	
Sign Permit – Less than or equal to 32 SF	\$46	Includes temporary signs
Sign Permit – Greater than 32 SF	\$161	
Tent, Stage, Canopy Permit	\$92	
Temporary Storage Unit Permit	\$46	
News Rack Permit	\$46	
Short Term Rental Permit/License	See CEO for Rates	
Driveway Permit	\$285	Add additional cost of culvert pipe if Town or Village purchase - \$350 Typical: Owner purchases, Town/Village installs
Logging Operations Permit	N/A	
Water Tap Application	\$1,739	Includes cost of residential size meter – additional cost for non-residential meters shall apply - 1” meter – Add \$235 - 1.5” meter – Add \$777 - 2” meter – Add \$1,194
Sewer Tap Application	\$1,661	
Significant User Discharge Permit	\$2,500	
Storm Sewer Tap Application	\$170	
Drawing Copies – Plotter/Printer Charge	\$1.00/page	