

ZONING PERMIT REQUIREMENTS

A zoning permit is issued by the Zoning Official that allows an owner to proceed with the intended use of a property. All persons desiring to undertake any new construction, structural alteration, or change in the use of a building or lot shall apply to the Planning and Code Enforcement Department for a Zoning Permit by filing the appropriate application form, submitting the required information, and paying the required fee.

Construction includes the substantial improvement of any building, structure or lot as well as any physical alteration of a property and/or land preparation, such as clearing, grading and filling, installation of roads, streets and/or walkways; excavation for a basement, footings, piers, or foundations or the erection of temporary forms. Construction also includes the placement and/or installation on the property of accessory buildings, storage trailers, and building materials.

MINIMUM CONTENT FOR A COMPLETE APPLICATION

All applications for a zoning permit shall contain the following information, in addition to the information required by the NYS Uniform Fire Prevention and Building Code.

1. Complete construction drawings for the structure.
2. A **minimum of two copies** of a plot plan, drawn to scale, showing the lot dimensions and the location of all proposed structure(s), driveways, and other improvements on the lot. A certified survey done by a land surveyor licensed by the State of New York may be required on projects with structures on or near the lot lines or when the lot lines are difficult to determine from existing plats and monuments. Topographic data may be required when the site is sloping or when the building height cannot be readily determined from the elevations without topographic data.
3. The location and size of adjacent utility lines and if applicable, a statement regarding the type of sewerage facilities to be provided.
4. The name, address and telephone number of the owner or responsible agent. If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives grants permission for the application to be submitted.
5. Street address of the lot.
6. Tax map number of the lot.
7. All required fees.

APPLICATION REVIEW

The Planning and Code Enforcement Department shall review the application to determine if the proposal:

1. Contains all necessary information for a complete application; and
2. Is a permitted use within the zoning district in which the site it is located; and
3. Complies with the physical and dimensional requirements of the zoning code; and
4. Complies with all other requirements of the zoning, building and fire codes; and
5. Does not require site plan review or other discretionary approvals by the Planning Board.

Upon finding that the proposal complies with the requirements of the zoning code and that the development can be adequately served by existing utility systems or lines, the plans shall be reviewed for Building Code Compliance. The Planning and Code Enforcement Department will then either issue or refuse the Zoning Permit or refer the application to the Planning Board. If the Zoning Permit is refused because the proposal does not comply with the zoning code, the applicant may apply to the Zoning Board of Appeals for a variance.



**TOWN AND VILLAGE OF ELLICOTTVILLE
PLANNING AND CODE ENFORCEMENT**

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ZONING PERMIT APPLICATION

APPLICATION NUMBER: _____

GENERAL INFORMATION

Project Address: _____

Tax Parcel Number: _____ Town of Ellicottville Village of Ellicottville

Purpose of this Permit: New Construction Structural Alteration Change of Use Intent to Subdivide

APPLICANT

Name(s): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Is the applicant the property owner? Yes No (*proof of ownership or authorization must be provided*)

PROPERTY OWNER (if different than the applicant)

Name(s): _____

Mailing Address: _____

Phone Number: _____ Email: _____

APPLICANT'S REPRESENTATIVE (if different than the applicant)

Company Name: _____

Company Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Check all that apply: Architect Contractor Designer Engineer Attorney Other

DESCRIPTION OF PROJECT OR USE (attach additional pages if necessary)

Provide a detailed and complete description of the proposed work to be completed and/or the intended use(s)

SITE INFORMATION

Current use of the property including any buildings or structures on the lot (attach additional pages if necessary):

Zoning District(s): _____ Historic District? Yes No

Current Lot Size (sq. ft./acres): _____ Area to be Developed (sq. ft./acres): _____

Current Lot Coverage (sq. ft./acres): _____ Proposed Lot Coverage (sq. ft./acres): _____

Method Sanitary Sewerage Disposal: _____

Method of Water Supply: _____

Flood Hazard Area? Yes No FIRM Zone: _____ Base Flood Elevation: _____

STRUCTURE INFORMATION

Dimensional Requirements		Principal Structure		Accessory Structure	
		Existing	Proposed	Existing	Proposed
Building Footprint	sq. ft.	_____	_____	_____	_____
Gross Floor Area	sq. ft.	_____	_____	_____	_____
Structure Height	feet	_____	_____	_____	_____
Structure Height	stories	_____	_____	_____	_____
Dwelling Units	number	_____	_____	_____	_____
Front Yard Setback	feet	_____	_____	_____	_____
Side Yard Setback (near side)	feet	_____	_____	_____	_____
Side Yard Setback (far side)	feet	_____	_____	_____	_____
Combined Side Yard	feet	_____	_____	_____	_____
Rear Yard Setback	feet	_____	_____	_____	_____

SIGNATURES

Applicant and Property Owner(s) (if different) must sign the application.

I hereby certify that I have examined this application and know the same to be true and correct. All provisions of the laws and ordinances covering this type of work will be complied with whether specified herein or not. The acceptance or approval of this application does not presume to give authority to violate or cancel provisions of any other state or local law regulating construction, land use or the performance of construction. I have read and am familiar with the Town and Village of Ellicottville Zoning Law that is relevant to this application. By signing this form, the owner or the owner's authorized representative is giving their consent for the Building, Planning and Code Enforcement Division to inspect the site as necessary and related to this application even if the property has been posted against trespassing.

Applicant

Signature of Applicant

Date

Property Owner

Signature of Property Owner

Date

OFFICIAL USE ONLY

Application Fee: _____ Received By: _____ Date: _____

Zoning Permit Review

- APPROVED – This permit complies with the Zoning Ordinance and may obtain a building permit.
- REFERRAL – This permit is not valid until the following approvals have been obtained from the Planning Board.
- DENIED – This permit is not in conformance with the following provision(s) of the Zoning Ordinance.

Signature of Zoning Enforcement or Code Enforcement Official

Date