

ZONING PERMIT REQUIREMENTS ELLCOTTVILLE, NEW YORK

All persons desiring to undertake any new construction, structural alteration, or change in the use of a building or lot shall apply to the Zoning Official for a Zoning Permit. 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 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.

A Zoning Permit is issued by the Zoning Official that allows a property owner to proceed with the intended use of a property and is not an authorization to begin construction. Building Permits are required to ensure compliance with the New York State Uniform Fire Prevention and Building Code. An application for a zoning permit may be combined with the application for a building permit, but a zoning permit must be issued before a building permit.

Submittal Requirements

An application for a zoning permit may be combined with the application for a building permit. All applications for a zoning permit shall contain the following information:

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.
3. The location and size of adjacent utility lines and a statement regarding the type of sewage disposal and water supply 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 him/her permission for the application to be submitted.
5. Street address of the lot.
6. Tax map number of the lot.
7. Any other information required by the Zoning Official that is necessary to make a determination pursuant to the Town of Ellicottville Zoning Law or Village of Ellicottville Zoning Law.
8. All required fees.

Application Review

The Zoning Official shall review the application to determine if the proposal:

1. Is a permitted use or special permitted use within the zoning district in which the site is located; and
2. Complies with all the dimensional requirements of the Zoning Code; and
3. Complies with all other requirements of the Zoning Code; and
4. Requires site plan review pursuant to the Zoning Code.

Upon finding that the proposal complies with the requirements of the zoning code, or upon order by the Planning Board or Zoning Board of Appeals, the Zoning Official shall issue a Zoning Permit. If the Zoning Permit is denied because the proposal does not comply with the Zoning Code, the applicant may appeal to the Zoning Board of Appeals for a reversal of the Zoning Officials decision.

**APPLICATION FOR ZONING PERMIT
ELLCOTTVILLE, NEW YORK**

Applicant Information

Applicant Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____
Property Owner: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Site Information

Project Address (or location): _____
Tax Parcel Number: _____ Town of Ellicottville Village of Ellicottville
Purpose of Application: New Construction or Alteration Demolition Change of Use of Premises
Estimated Cost of Proposed Construction: _____

Proposed Work and/or Intended Use (attach additional information if necessary):

Building Width (ft): _____ Depth (ft): _____ Height (ft): _____ Stories: _____
Dimensions Building Footprint (sf): _____ Gross Floor Area (sf): _____
Area to be Developed (sf or acres): _____ Current Open Space (sf or acres) _____
Method of Water Supply: _____
Method of Sanitary Sewerage Disposal: _____
Building Setbacks: Front (ft): _____ Rear (ft): _____ Side (ft): _____ Side (ft): _____
Zoning District(s): _____
Lot Size: Area (sf/acres): _____ Frontage (ft): _____ Width (ft): _____ Depth (ft): _____
Flood Hazard Area? No Yes Firm Zone: _____ Base Flood Elevation: _____

The applicant agrees to comply with all applicable laws, ordinances, and regulations.

Signature of Applicant Date

Signature of Property Owner Date

For Official Use Only:
Date Rec'd: _____ Application Fee: _____ Rec'd By: _____
Approved: _____ Denied: _____ Zoning Permit Number: _____
Signature of Zoning Official: _____ Date: _____