

Village of Union Springs

**26 Chapel Street
Union Springs, NY 13160
Office: (315)-889-7341
Fax: (315)-889-7342**

Mark Perry Date: _____

Code Enforcement Officer

(315)-406-2151

codes@unionspringsny.gov

APPLICATION FOR BUILDING/ZONING PERMIT

THIS IS NOT A PERMIT

INSTRUCTIONS, PLEASE READ CAREFULLY

1. Application must be complete. Please type or clearly print in ink all necessary information.
2. The completed application must be submitted to the Village of Union Springs Code Officer before the review process can begin.
3. Application must be supported with the following documents:
 - a. Plot Plan (See example on page six (6)
 - b. Sketch of project and/or specifications, and material list

PLEASE COMPLETE:

Location of Property: _____
(Street address or nearest street)

Name of Property Owner: _____

Property Owner Contact Information:

Mailing Address: _____

Phone: _____

Email: _____

A. Project Contacts:

Builder/Contractor (if self, please indicate):

Business Phone Number: _____

B. Nature of Work (Check appropriate categories below)

EXISTING

- Repair
- Addition
- Alteration
- Removal
- Demolition
- Other (specify) _____

NEW STRUCTURE(S)

- Single-Family
- Multi-Family
- Accessory Building
- Garage – Attached
- Garage – Detached
- Shed
- Fence
- Deck (*indicate covered or open*) _____
- Porch (*indicate covered or open*) _____
- Swimming Pool (*indicate above or below ground*) _____

Other (*specify*) _____

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED

Wood
 Brick
 Block
 Other (*specify*) _____

D. TYPE OF FOUNDATION

Cellar
 Basement
 Slab
 Crawlspace

E. WILL THE PROJECT INVOLVE THE FOLLOWING

Plumbing
 HVAC
 Electrical

F. COST OF PROJECT (estimate all labor and include material costs) \$ _____

G. ZONING DISTRICT OF PROPERTY (check one)

Agricultural/Residential
 Rural Residential
 Residential

- Lakeside Residential
- Highway Commercial
- Commercial
- Neighborhood Commercial
- Waterfront Commercial
- Park
- Historic Business

H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (check one)

- Residential
- Agricultural/Residential
- Commercial/Light Industry
- Agricultural/Industry
- Other _____

I. DESCRIBE PRINCIPAL USE OF THIS PROPOSED PROJECT

J. DIMENSIONS OF TOTAL PROPERTY (if applicable)

Lot size _____ x _____ = _____
Length _____ Width _____ Total sq. ft. _____

K. DIMENSIONS OF EXISTING BUILDING(S)

Building #1 _____ x _____ = _____
Length Width Total sq. ft.

Building #2 _____ x _____ = _____
Length Width Total sq. ft.

Building #3 _____ x _____ = _____
Length Width Total sq. ft.

L. DIMENSIONS OF PROPOSED PROJECT

_____ x _____ = _____
Length Width Total sq. ft.

M. PROPERTY LINE SETBACKS OF PROPOSED PROJECT (if applicable)

Front lot line setback _____ ft. Side lot setback _____ ft.

Rear lot line setback _____ ft. Side lot setback _____ ft.

N. ENCLOSED LIVING AREA (if applicable) _____ Total sq. ft.

This project may involve work requiring approval of various outside agencies prior to the issuance of a PERMIT. Examples of other agencies involved, but limited to, are the following:

Project Involvement

Agency

Land Division, SEQR, ect.

US Army Corps of Engineers

NYS Roads

NYS Department of Transportation

Floodplains, Wetlands

NYS Department of Environmental
Conservation

Streams, Creeks, ect.

Cayuga County Planning

Application for a **CERTIFICATE OF OCCUPANCY OR COMPLIANCE** is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain the certificate. Final approval of **all agencies** involved must be submitted to the Code Enforcement Officer prior to the issuance of the certificate.

I certify that the answers to the questions set forth in this **APPLICATION** are true, correct, and complete. Additionally, I agree that, in the event the **PERMIT** is approved, to comply with the provisions of all State of New York and Federal Government laws, as they pertain to this **APPLICATION**.

Signature: _____

Date: _____

(Owner or Authorized Agent)

Signature: _____

Date: _____

(Codes Officer)

No person shall make any changes to the plans herewith submitted or to the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

The Code Enforcement Officer will review this application. If approved, a **BUILDING PERMIT** will be issued to the applicant. If disapproved, a letter or denial explaining the reasons for denial will be issued to the applicant.

Work covered by this **APPLICATION** shall not commence prior to the issuance of a **PERMIT**.

The **PERMIT** shall be valid for a period of one (1) year from the date of issuance.

Construction under the **PERMIT** must be substantially complete within one (1) year or an extension must be obtained from the Code Enforcement Officer.

A **NOTICE OF PERMIT** must be kept on the premises, publicly visible, throughout the progress of work being completed.

The Code Enforcement Officer, upon the display of proper credentials and in the discharge of duties, shall be permitted to enter the premises covered by this application without interference, for the purpose of inspecting during normal working hours.

Sketch of Proposed addition, renovation, or new construction.

You may attach a separate piece of paper if more space is needed.

(Name of Street or Road) (Total Road Frontage in ft.) (Lot Size)

Using the line above as your road frontage, please draw a plot plan with the following information:

1. Name of Street or Road, show house number if assigned, if not, use tax map ID number.
2. Supply total road frontage in feet.
3. Supply total acreage, or fractions thereof.
4. Show existing buildings on the lot.
5. Show proposed location of structure and/or addition. Show location in feet from the road frontage and all lot lines.
6. Show distances in feet between the purposed structure or addition and any existing buildings.
7. Show location of existing well, septic, or prosed area if applicable.

The Village of Union Springs shall not be responsible for inaccurate or false information provided by the applicant. The applicant will fully and promptly defend, assure, and hold innocent the Village of Union Springs, its officer, agents, and employees from and against any and all claims, liability, judgements, damages, costs, and expenses (including without limitation reasonable legal fees, expenses, and court costs) which may arise from the failure of the applicant to provide complete, correct, and accurate information with regard to this application, to the fullest extent permitted by law.

Signature of Property Owner

Date

FOR OFFICE TO COMPLETE

LOCATION: _____ **TAX MAP #** _____

TAX MAP # _____

ZONING: _____ **VARIANCE:** _____

VARIANCE: _____

EXISTING USE: _____ **SITE PLAN:** _____

SITE PLAN: _____

PERMIT FEE: \$ _____ CHECK #: _____ CASH: \$ _____

COMMENTS:

