

Town of Sennett

6931 Cherry Street Road
Auburn, NY 13021

Phone: (315) 253-3712

Fax: (315) 253-7739

Application No. _____

Date _____

**APPLICATION for
BUILDING / ZONING PERMIT
(Not a Permit)**

IMPORTANT INSTRUCTIONS, READ CAREFULLY.

1. Application must be complete. Please type or clearly print in ink, all necessary information.
2. Completed Application must be submitted to the Town of Sennett Clerk before review process can begin.
3. Application must be supported with the following documents:

MINOR PROJECT:

- A. Plot Plan (see sample at the end of this document)
- B. Sketch of project and/or specifications/materials list

MAJOR PROJECT:

- A. Three (3) copies of plot plan signed.
- B. Three (3) copies of design drawings signed and sealed by a licensed architect or a licensed professional engineer.
- C. One (1) copy of letter of approval from developer, if in Planned Development District.

PLEASE COMPLETE:

Location of property:

Tax Map # _____

Street, Nearest Road

Name of Owner: _____

Address: _____

Telephone # / Cell # _____

Telephone

Cell

**APPLICATION for BUILDING / ZONING PERMIT
(Continued)**

A. PROJECT CONTACTS:

Builder (if self, so indicate) _____

Address _____

Telephone Number _____

B. NATURE OF WORK (CHECK APPROPRIATE CATEGORIES BELOW):

Existing

1. Repair (structural)

2. Addition

3. Alteration

4. Removal

5. Demolition

6. Other (*specify*) _____

New Structure(s)

1. Single Family Dwelling

2. Accessory buildings:

Garage:

Attached

Detached

Shed

3. Two Family Dwelling

4. Deck: Covered Open

5. Swimming Pool: Above Ground Inground

6. Other (*specify*) _____

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED:

1. Wood

2. Brick

3. Block

4. Other (*specify*) _____

D. TYPE OF FOUNDATION:

Celler

Basement

Slab

Crawlspace

E. COMPLETE THE FOLLOWING:

1. Will the project involve plumbing? Yes No

2. Will the project involve H.V.A.C.? Yes No

3. Will the project involve electrical? Yes No

F. COST OF THIS PROJECT: (*all labor* and materials*)

*estimate your labor, if applicable

\$

APPLICATION for BUILDING / ZONING PERMIT (Continued)

G. ZONING DISTRICT OF PROPERTY (check one)

1. Residential
 2. Agricultural
 3. Commercial/Light Industrial
 4. Agricultural/Residential

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

1. Residential
 2. Agricultural
 3. Commercial/Light Industrial
 4. Agricultural/Residential

I. PRINCIPLE USE OF THIS PROPOSED PROJECT (describe)

J. DIMENSIONS OF TOTAL PROPERTY (if applicable)

Lot size:	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet
Existing Buildings	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet
	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet
	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet
	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet

K. DIMENSIONS OF PROPOSED PROJECT (if applicable)

	_____	X	_____	=	_____
	Length (ft)		Width (ft)		Total Square Feet
	_____		_____		
	Height		Number of Stories		

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

Front lot line setback	_____	Side lot setback	_____
	Feet		Feet
Rear lot line setback	_____	Side lot setback	_____
	Feet		Feet

M. ENCLOSED LIVING AREA (if applicable)

Total Square Feet

**APPLICATION for BUILDING / ZONING PERMIT
(Continued)**

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

The Code Enforcement Officer will review this application. If approved, a **BUILDING/ZONING PERMIT** will be issued to the Applicant. If disapproved, a letter of denial explaining reason(s) 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 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** (issued by the Town) must be kept on the premises, publically visible, throughout the progress of work.

This project may involve work, requiring approval of various outside agencies. Certain outside agency approvals may be required prior to the issuance of a Permit. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of a Certificate of Occupancy or Compliance. Examples are, but not limited to, the following:

<u>Project Involvement</u>	<u>Agency</u>
1. Land division, SEQR, etc.	Sennett Planning Board
2. Zoning matters, SEQR	Sennett Zoning Board of Appeals
3. NYS Roads	NYS Department of Transportation
4. Floodplains, Wetlands	NYS Department of Environmental Conservation
5. Streams, Creeks, etc.	US Army Corps of Engineers
6. Skaneateles Lake	City of Syracuse, County Health Department
7. Owasco Lake	NYS Department of Environmental Conservation, County Health Department

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 a Certificate of Occupancy or Compliance.

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

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

I certify that the answers to the questions set forth in the **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, as they pertain to this **APPLICATION**.

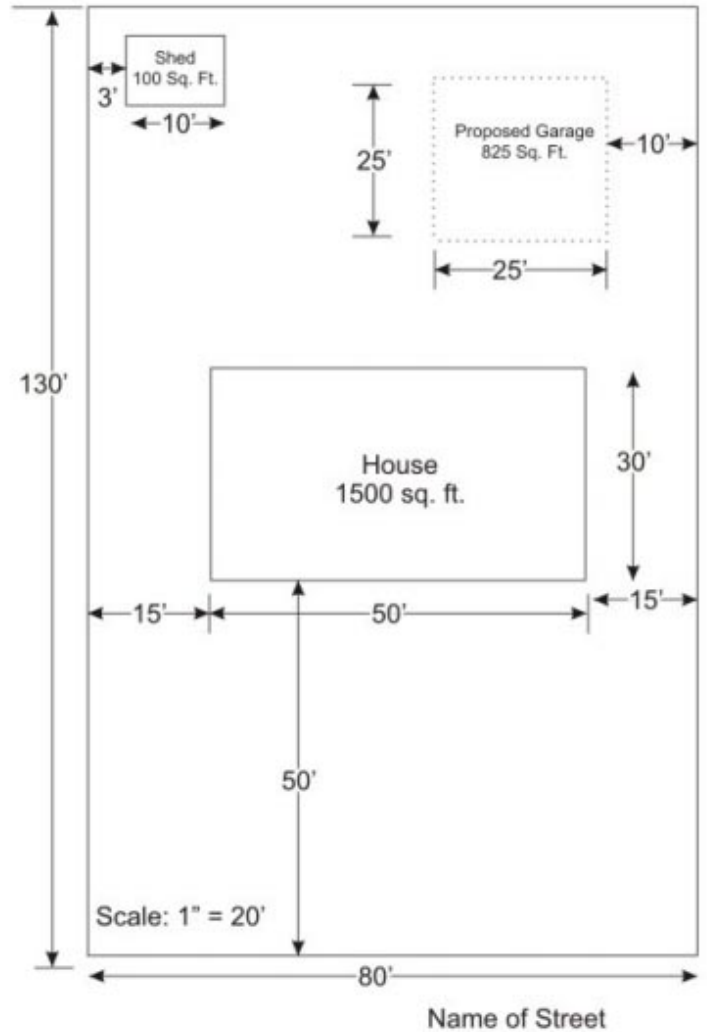
Signature (Printed): _____
(Owner or Authorized Agent)

Signature (Signed): _____
(Owner or Authorized Agent)

PLOT PLAN SHOULD CONTAIN:

- A. Name of Owner.
- B. Address of Property.
- C. Tax Map No.
- D. Dimensions of lot to scale.
Indicate north per compass.
- E. Draw existing structures on lot to scale.
Draw with solid lines.
- F. Draw proposed structures to scale.
Draw with dotted lines.
- G. Indicate square footage of all structures.
- H. Distance from all structures to lot lines.
- I. Identification of adjoining property.
i.e., Street, Lake, Neighbors by name.

SAMPLE PLOT PLAN



Contact your CEO or refer to the Code for setback requirements.