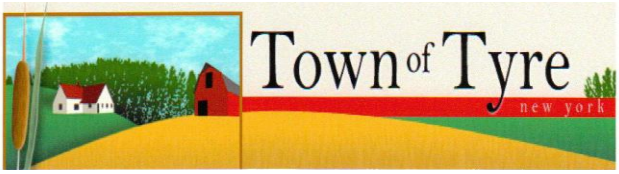



Zoning/Planning Department
1082 Gravel Road, Seneca Falls NY 13148

# ZONING CODE ENFORCEMENT APPLICANT INFORMATION FORM INITIAL CONTACT

DATE: _____

**PLEASE PRINT:**

Name:

_____

Address:_____
(Street) (Town/Zip)

Phone: _____ Fax: _____ Cell: _____
Email:_____

Contractor Name:

_____

Contractor Address/Phone/Email:

_____

Architect/Engineer Name:

_____

Architect/Engineer Address/Phone/Email:

_____

**TYPE OF APPLICATION: (check one)**

☐ Standard Zoning Application

**DESCRIPTION OF PROJECT**

Property Owner: _____ Tax Map # _____

Location of Project: _____

Between _____ and _____
(Cross Street) (Cross Street)

Total Acreage of Project: _____ Zoning District: _____

If this parcel is within 500' of a municipal boundary, please specify the municipality (if applicable): Town of _____.

Will this project be used as a business or in support of a business? ☐ Yes ☐ No

Is this parcel in a flood plain, agricultural district and/or wetlands, or does it contain features of archaeological or historical significance? ☐ No ☐ Yes (please specify):_____
_____.

**Section III: TYPE AND COST OF BUILDING – All applicants complete Parts A-D**

| | |
|---|---|
| A. TYPE OF IMPROVEMENT<br>☐ New building<br>☐ Addition (if residential, enter number of new housing units added, if any, in Part D)<br>☐ Other (specify)<br>_____<br><br>B. OWNERSHIP<br>☐ Private (individual, corporation, nonprofit institution, etc.)<br><br>☐ Public (Federal, State, or local government) | C. COST (omit cents)<br>Cost of Improvement<br>$_____<br><br>D. PROPOSED USE – (For demolition, most recent use):<br><br>☐ Residential<br>☐ Commercial<br>☐ Industrial<br><br>Other<br>(specify)_____<br>_____ |

**DETAILED DESCRIPTION OF PROJECT** (Please use drawing attached to show property lines, setbacks, bordering properties, and adjacent roads (with names). Please include accurate measurements (in feet) and include detailed narrative as needed. Please be sure to include tax map number and date of application on all attachments.)

_____
_____
_____
_____
_____
_____
_____

**Section IV. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts A-E**

| | |
|---|---|
| A. PRINCIPAL TYPE OF FRAME<br>☐ Masonry (well bearing)<br>☐ Wood frame<br>☐ Structured steel<br>☐ Reinforced concrete<br>☐ Other (specify)<br>_____<br><br>B. TYPE OF SEWAGE DISPOSAL<br>☐ Public or private company<br>☐ Private (septic tank etc.)<br><br>C. TYPE OF WATER SUPPLY<br>☐ Public or private company<br>☐ Private (well, cistern) | D. DIMENSIONS<br><br>Number of stories: _____<br><br>Total square feet, all floors, based on exterior dimension<br>_____<br><br>E. NUMBER OF OFF-STREET PARKING SPACES<br><br>Enclosed _____<br>Outdoors _____ |

**FENCE (Please use attached MAP to draw location of fence in relation to lot lines and roads.)**

Fence Size: _____ Long _____ Wide _____ High
Estimated cost: $_____

Describe materials to be used to construct fence (wood, vinyl, metal, etc.):

---

**NOTE: FINISHED OR "GOOD SIDE" OF FENCE (if applicable) MUST FACE THE ROAD OR ADJACENT PROPERTY.**

**SIGN (Please use attached MAP to draw location of sign in relation to buildings, lot boundaries and roads. Please provide a photo or drawing of the sign with any proposed lighting designs.)**

Size of sign: _____ by _____ by _____ (feet in height)
Estimated cost: $_____

Describe materials to be used to make the sign:

---

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

_____
Signature of Applicant

_____
Mailing Address

_____
Application Date

***For Zoning Officer Use:*** ☐ Approved ☐ Denied

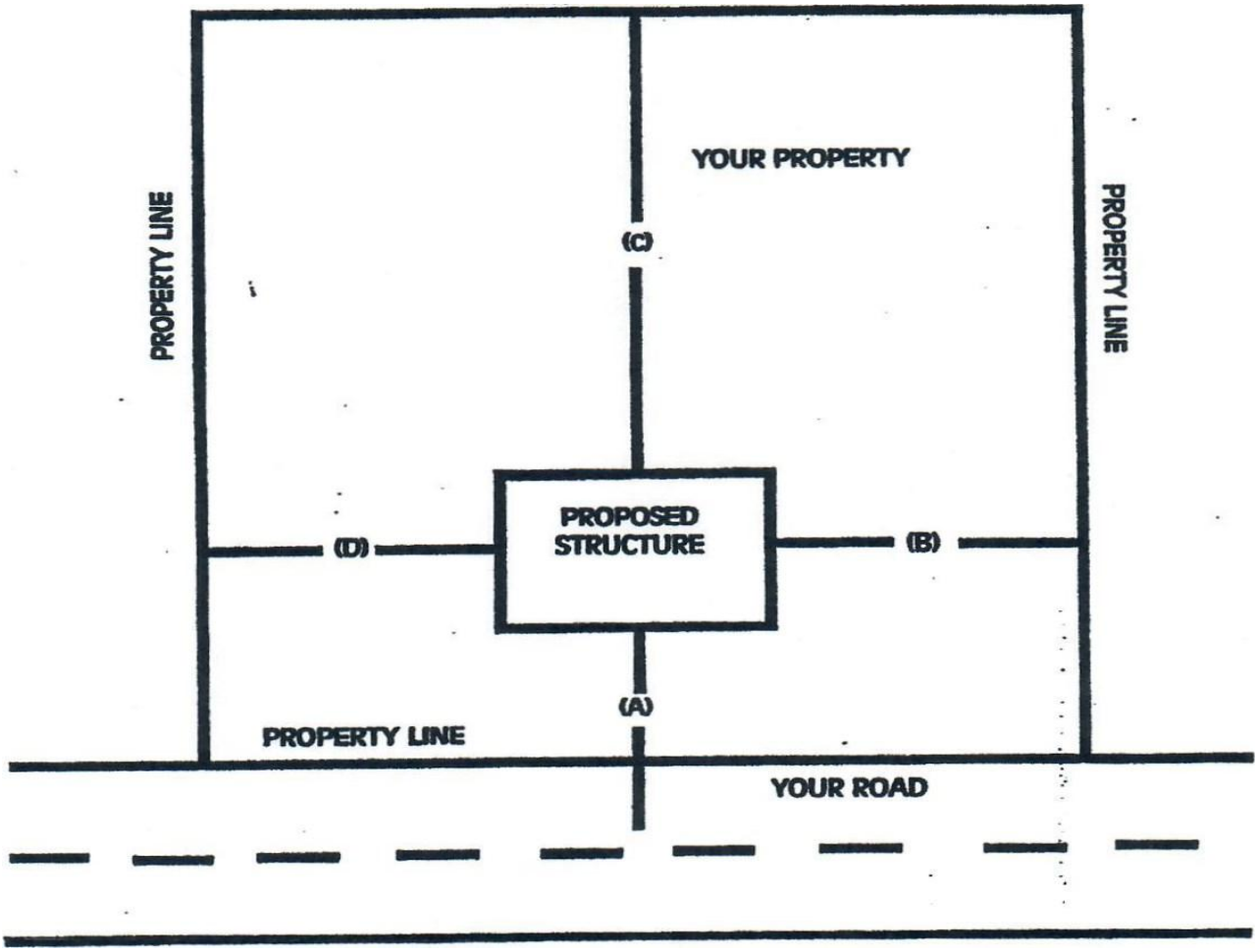
Cost of Permit: $_____ DATE: _____

Permit # _____

**SITE OR PLOT PLAN** – For Applicant Use (use separate sheet if necessary – please note tax map number and date of application on all additional sheets). **If a Special Permit is for a business use, indicate how the business will be access from the road and include current and proposed off-street parking plan.**

Site Map Requirements - (All measurements to be made in feet)

1. TOTAL LAND AREA OF YOUR PROPERTY IN ACRES.
2. DIMENSION OF YOUR PROPERTY LINE LENGTH IN FEET.
3. DIMENSION OF YOUR PROPOSED STRUCTURE (LENGTH, HEIGHT, WIDTH, IN FEET)
4. (A) FRONT YARD SETBACK: DISTANCE FROM STRUCTURE TO CENTER OF ROAD.
5. (B) SIDE YARD SETBACK: DISTANCE FRO STRUCTURE TO SIDE PROPERTY LINES.
6. (C) REAR YARD SETBACK**:** DISTANCE FROM STRUCTURE TO REAR PROPERTY LINE.



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