

Town of Owasco
2 Bristol Avenue
Auburn, New York 13021

J. Patrick Doyle
Code Enforcement Officer
Email: codes@owascony.gov

Office Phone: 315-253-9021

Fax: 315-253-2683

Cell Phone: 315-729-3921

Application No. _____

Date: _____

Fee: \$ _____

Application for Building/Zoning Permit
(Not a Permit)

IMPORTANT INSTRUCTIONS. PLEASE 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 Owasco Town Clerk with appropriate fee before review process can begin.
3. Application must be supported with the following documents:

MINOR PROJECT: A. Plot plan (see attached sample)
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 licensed professional engineer.
C. One (1) copy of approval from developer, if in Planned Development District.

PLEASE COMPLETE:

Location of property: _____
(Street or Firelane No., Lot No., Nearest Road)

Tax Map No.: _____

Name of Owner: _____

Address: _____

Phone, Email _____
(Phone) (Cell) (Email)

Application for Building/Zoning Permit (continued)

A. PROJECT CONTACTS:

Builder (If self, so indicate) _____

Address _____

Phone / Cell / Email _____

Architect or Engineer _____

Address _____

Phone / Cell / Email _____

B. NATURE OF WORK

(CHECK ALL APPROPRIATE CATEGORIES BELOW):

Existing Structure(s)

- 1. Repair (structural) _____
- 2. Addition _____
- 3. Alteration _____

- 4. Removal _____
- 5. Demolition _____
- 6. Other (specify) _____

New Structure(s)

- 1. Single Family _____
- 2. Accessory Buildings:
Garage: _____ Attached _____ Detached _____
Shed _____

- 3. Two Family _____
- 4. Deck: _____ Covered _____ Open _____
- 5. Swimming Pool: _____ Above _____ Below _____
- 6. Other (specify) _____

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED:

- 1. Wood _____
- 2. Brick _____

- 3. Block _____
- 4. Other (Specify) _____

D. TYPE OF FOUNDATION:

- 1. Cellar _____
- 2. Slab _____
- 5. Other (Specify) _____

- 3. Basement _____
- 4. Crawlspace _____

E. COMPLETE THE FOLLOWING:

1. **Water Source:** Public _____ Private Well _____ Other _____

2. **Sewage:** Public _____ Private* _____ None _____

* If private, has sewage disposal permit been applied for Yes _____ No _____

3. Will the project involve plumbing? Yes _____ No _____

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

5. 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 (Circle One)

1. Residential 2. Agricultural/Residential 3. Lakeshore

H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (Circle One)

1. Residential 2. Agricultural/Residential 3. Lakeshore

4. Other (Specify) _____

I. PRINCIPAL USE OF THIS PROPOSED PROJECT. (Describe) _____

J. DIMENSIONS OF TOTAL PROPERTY (If applicable)

Lot size: Length _____ (X) Width _____ (=) Total sq. ft. _____

Existing Buildings:

Length _____ (X) Width _____ (=) sq. ft. _____

Length _____ (X) Width _____ (=) sq. ft. _____

Length _____ (X) Width _____ (=) sq. ft. _____

Total square footage – Existing buildings _____

K. DIMENSIONS OF PROPOSED PROJECT (If applicable)

Length _____ (X) Width _____ (=) Total sq. ft. _____

Height _____ Number of stories _____

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

Front lot line setback _____ ft.

Side lot line setback _____ ft.

Rear lot line setback _____ ft.

Side lot line setback _____ ft.

M. ENCLOSED LIVING AREA. (If applicable)

Total sq. Ft. _____

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

This application will be reviewed by the Code Enforcement Officer and/or the Town Consulting Engineer. If disapproved, a letter of denial explaining reason(s) for denial will be issued to applicant. If approved, a BUILDING/ZONING PERMIT 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 twelve (12) months from the date of issuance. Construction under the PERMIT must be substantially complete within twelve (12) months 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, publicly visible, throughout the progress of work.

Application for Building/Zoning Permit (continued)

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, not limited to the following, would be:

<u>Project Involvement</u>	<u>Agency</u>
1. Land division, SEQR, etc.	Owasco Planning Board
2. Zoning matters, SEQR	Owasco Zoning Board of Appeals
3. Public water, sewer	Owasco Water, Sewer Departments(s)
4. Private septic system	Cayuga County Health Department
5. N.Y.S. Roads	NYS Dept. of Transportation
6. Floodplains, wetlands	NYS Dept. of Environmental Conservation
7. Streams, Lakes, etc.	U.S. Army Corps of Engineers

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 Town Code Enforcement Officer and/or Building Inspector, upon the display of proper credentials and in the discharge of his duties, shall be permitted to enter upon the premises covered by this application with out interference, for the 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 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, rules and regulations, as they pertain this APPLICATION.

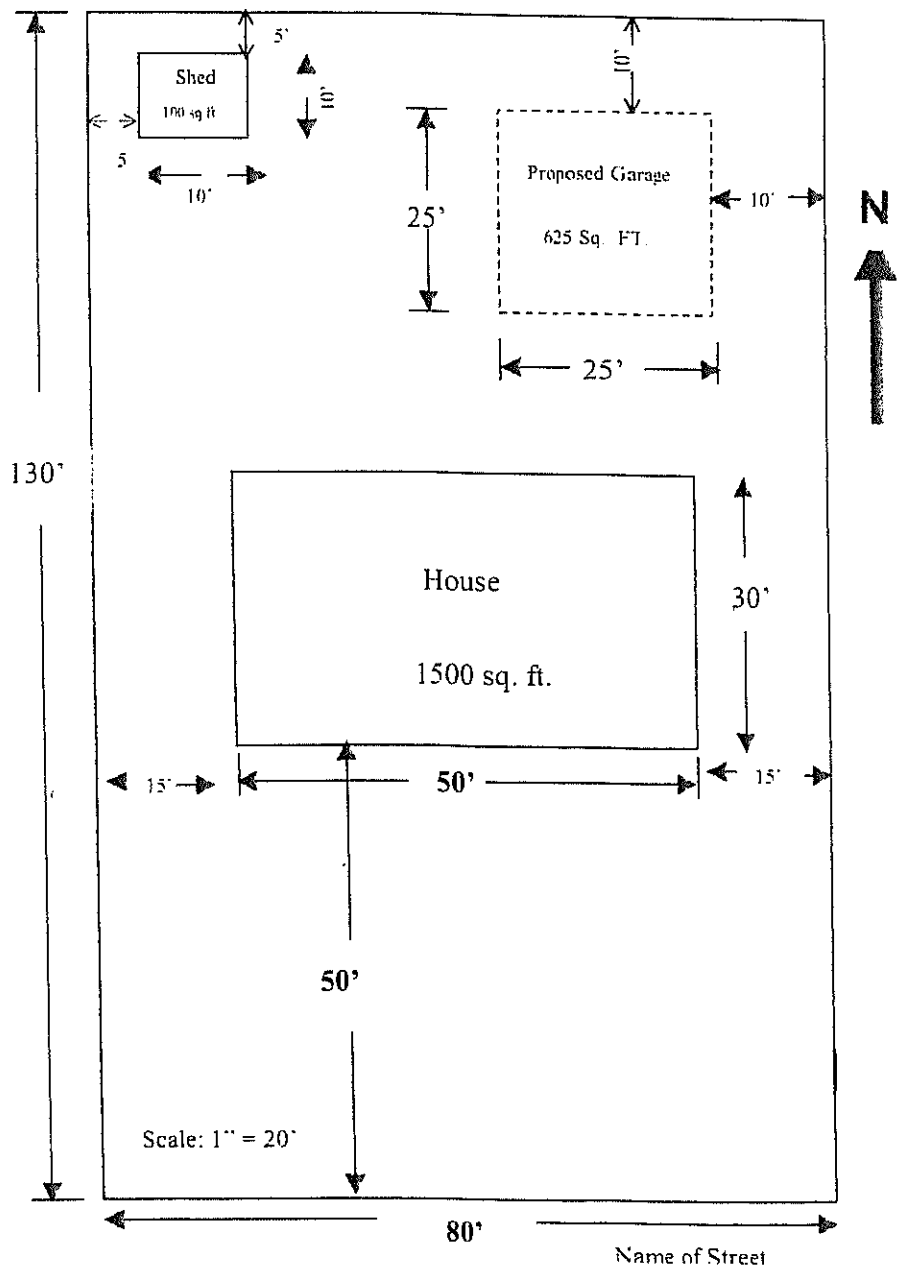
Signature: _____
(Owner or authorized agent)

TOWN OF OWASCO
2 Bristol Avenue
Auburn, New York 13021

PLOT PLAN SHOULD CONTAIN:

SAMPLE PLOT PLAN

- 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.
ie; Street, Lake, neighbors by name.



ZONING

150 Attachment 1

Town of Owasco
Table of Dimensional Requirements
[Amended 9-9-2004 by L.L. No. 2-2004; 6-11-2009 by L.L. No. 2-2009]

Zoning District	Permitted Uses	Special Use	Minimum Lot Size (acres)	Minimum Lot Width	Principal Building Lot Line Setbacks			Detached Garage/Carports and Accessory Buildings With Floor Area Greater Than 120 Square Feet			Detached Accessory Buildings With Floor Area Less Than 120 Square Feet			Maximum Height		Maximum Building Coverage	Maximum Impervious Material Coverage ⁴	Minimum Green Space
					Front (feet)	Side (feet)	Rear (feet)	Rear ¹ (feet)	Side ¹ (feet)	Rear ² (feet)	Side ² (feet)	Principal Building (feet)	Accessory Buildings (feet)					
AR	Single-family farm dwellings		10	300	50	25	40	10	10	5	5	5	35	20 ⁴	10%	10%	80%	
AR	Barns and other farm buildings		10	300	50	25	40	10	10	5	5	5	35	50 ⁵	10%	10%	80%	
AR	Single-family dwellings		3	300	50	25	40	10	10	5	5	5	35	20	10%	10%	80%	
AR	Two-family dwelling		3	300	50	25	40	10	10	5	5	5	35	20	10%	10%	80%	
AR	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%	
AR	Private schools	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%	
AR	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%	
AR	Hospital/nursing home	X	3	300	100	100	100	100	100	100	100	100	50	20	40%	30%	30%	
AR	Riding academy		10	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%	
R	Single-family farm dwellings	X	10	300	50	15	50	10	10	5	5	5	35	20 ⁴	10%	10%	80%	
R	Barns and other farm buildings	X	10	300	50	25	40	10	10	5	5	5	50 ⁵	50 ⁵	10%	10%	80%	
R	Single-family dwellings ¹		1	100	50	15	40	10	10	5	5	5	35	20	10%	10%	80%	
R	Single-family dwellings ²		1/2	100	50	15	40	10	10	5	5	5	35	20	20%	20%	60%	
R	Two-family dwelling ¹		2	100	50	15	40	10	10	5	5	5	35	20	10%	10%	80%	
R	Two-family dwelling ²		1	100	50	15	40	10	10	5	5	5	35	20	20%	20%	60%	
R	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	30%	30%	40%	
R	Private schools	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%	
R	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%	
R	Hospital/nursing home	X	3	300	100	100	100	100	100	100	100	100	50	20	40%	30%	30%	
L	Single-family dwellings and cottages ¹		1	100	50	15	40	10	10	5	5	5	35	20	10%	10%	80%	
L	Single-family dwellings and cottages ²		1/2	100	50	15	40	10	10	5	5	5	35	20	10%	10%	80%	
L	Two-family dwellings ¹		2	100	50	15	40	10	10	5	5	5	35	20	20%	20%	60%	
L	Two-family dwellings ²		1	100	50	15	40	10	10	5	5	5	35	20	30%	30%	40%	
L	Churches	X	3	300	100	100	100	100	100	100	100	100	50	20	50%	25%	25%	
L	Private schools	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%	
L	Private club/lodge	X	3	300	100	100	100	100	100	100	100	100	35	20	30%	30%	40%	

NOTES:
¹ Property not served by sanitary sewer system.
² Property served by public sanitary sewer system.
³ Where the side or rear lot line is adjacent to a street, the distance from the accessory structure to the lot line shall be a minimum of 50 feet.
 Accessory structures attached to the principal structure shall be subject to the setback requirements for the principal structure.
⁴ Does not apply to barns and farm buildings.
⁵ Silos and grain elevators shall be exempted from these height restrictions.
⁶ Includes driveways, sidewalks, porches, patios without roofs and any area paved with asphalt, concrete, brick, or stone.

TOWN OF OWASCO

ATTACHMENT TO APPLICATION FOR BUILDING/ZONING PERMIT

APPENDIX E - EROSION & SEDIMENT CONTROL PLAN FOR SMALL
HOMESITE CONSTRUCTION

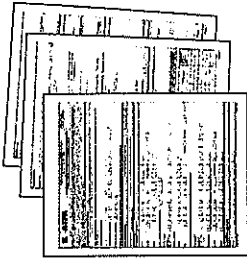
In accordance with the Town of Owasco Town Board Resolution 08-060 dated March 13, 2008, I acknowledge receipt of Appendix E - Erosion & Sediment Control Plan for Small Homesite Construction and agree to comply with the regulations set forth in said Appendix E. Failure to comply with these regulations will result in the issuance of a stop work order by the Code Enforcement Officer.

Signature: _____
(Owner or authorized agent)

Date: _____

10 Steps to Stormwater Pollution Prevention on Small Residential Construction Sites

Stormwater management on small residential construction sites need not be complicated.



- 9 Post Your NOI and Keep an Up-to-Date Copy of Your SWPPP on Site**

Post a sign or other notice of your permit coverage, including your NPDES tracking number and site contact information. Also, keep a copy of your complete and up-to-date SWPPP on site and easily accessible, including site maps showing where each BMP is or will be installed.

- 1 Protect Any Areas Reserved for Vegetation or Infiltration and Preserve Existing Trees**

If you will be installing infiltration-based features such as rain gardens or bioswales, make sure these areas are designated as off limits to avoid compaction.

Save time and money by preserving existing mature trees during construction. Preserving mature trees minimizes the amount of soil that needs to be stabilized once construction is complete, and minimizes the amount of runoff-during and after construction activity.

- 2 Stockpile Your Soil**

EPA's CCP requires operators to preserve native topsoil on site unless infeasible and protect all soil storage piles from run-on and runoff. For smaller stockpiles, covering the entire pile with a tarp may be sufficient.

- 3 Protect Construction Materials from Run-On and Runoff**

At the end of every workday and during precipitation events, provide cover for materials that could leach pollutants.

- 4 Designate Waste Disposal Areas**

Clearly identify separate waste disposal areas on site for hazardous waste, construction waste, and domestic waste by designating with signage, and protect from run-on and runoff.

- 5 Install Perimeter Controls on Downhill Lot Line**

Install perimeter controls such as sediment filter logs or silt fences around the downhill boundaries of your site.

- 6 Install Inlet Controls**

Sediment control logs, gravel barriers, and sand or rock bags are options for effective inlet controls. Make sure to remove accumulated sediment whenever it has reached halfway up the control.

- 7 Install a Concrete/Stucco Washout Basin**

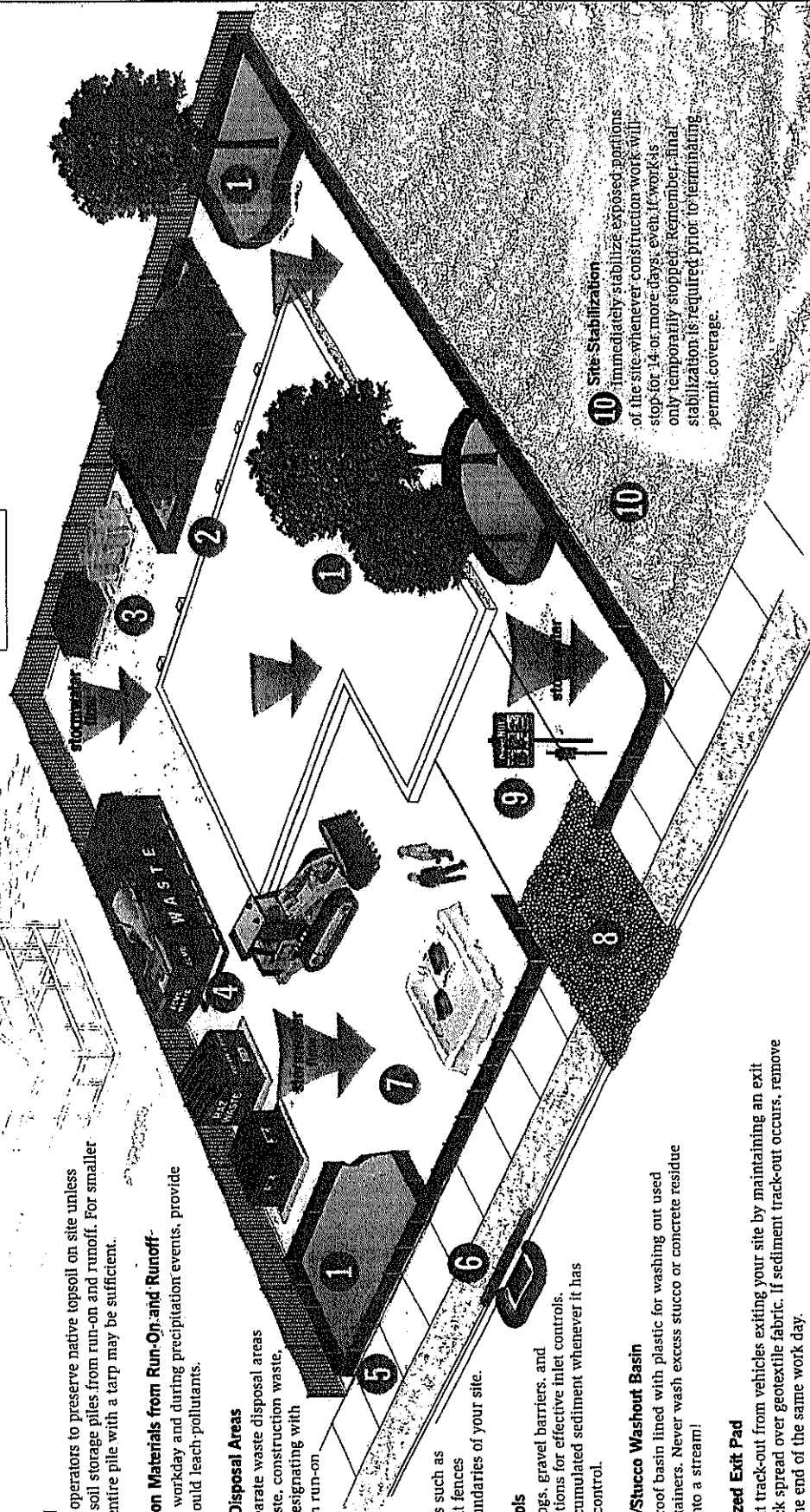
Designate a leak-proof basin lined with plastic for washing out used concrete and stucco containers. Never wash excess stucco or concrete residue down a storm drain or into a stream!

- 8 Maintain a Stabilized Exit Pad**

Minimize sediment track-out from vehicles exiting your site by maintaining an exit pad made of crushed rock spread over geotextile fabric. If sediment track-out occurs, remove deposited sediment by the end of the same work day.

- 10 Site Stabilization**

Immediately stabilize exposed portions of the site whenever construction work will stop for 14 or more days, even if work is only temporarily stopped. Remember, final stabilization is required prior to terminating permit coverage.



Requirements for businesses applying for government permits, licenses, or contracts

Workers' Compensation Law Requirements

Businesses must provide proof of insurance or exemption from workers' compensation and/or disability and Paid Family Leave benefits insurance coverage when requesting permits, licenses, or contracts from state or municipal entities. Certain forms must be provided to the government entity, as described below. The information on the form submitted must exactly match the name and federal identification number of the entity that is applying for a permit, license, or contract.

For workers' compensation insurance:

- **Insured businesses** must request a *Certificate of Workers' Compensation Insurance (Form C-105.2)* from their insurance carrier or licensed New York State insurance agent. The Board cannot issue insurance certificates directly to the business. Upon the business's request, the insurance carrier will send this form to the government entity. The State Insurance Fund uses its own version of this form (*Form U-26.3*).
- **Self-insured businesses** must request a *Certificate of Workers' Compensation Self-Insurance (Form SI-12)*, from the Board's Self-Insurance Office at (518) 402-0247. If the business needs a copy of their self-insurance certificate, the business can email the Board's Self-Insurance Office at selfinsurance@wcb.ny.gov. For a *Certificate of Participation in Workers' Compensation Group Self-Insurance (Form SIG-105.2)*, the business should contact their group self-insurance administrator.

For disability and Paid Family Leave benefits insurance:

- **Insured businesses** must request a *Certificate of Insurance Coverage under the New York State Disability and Paid Family Leave Benefits Law (Form DB-120.1)*. Upon the business's request, the insurance carrier will send this form to the government entity.
- **Self-insured businesses** must request a *Compliance with the Disability and Paid Family Leave Benefits Law (Form DB-155)* from the Board's Self-Insurance Office at (518) 402-0247. If the business needs a copy of their self-insurance certificate, the business can email the Board's Self-Insurance Office at selfinsurance@wcb.ny.gov.

Exempt businesses must obtain a *Certificate of Attestation of Exemption from New York State Workers' Compensation* and/or *Disability and Paid Family Leave Benefits Coverage (Form CE-200)*. To apply for this exemption, please visit New York Business Express at businessexpress.ny.gov.

Note: ACORD forms are not acceptable proof of New York State workers' compensation coverage under WCL §57.

WCB.NY.GOV



**Workers'
Compensation
Board**

Call Before You Dig!

Dig Safely New York

800-962-7962

www.digsafelynewyork.com

New York City & Long Island One Call Center

800-272-4480

www.nycli1calldsl.com

1. You must call for a location request at least 2 working days but not more than 10 working days before any excavation starts. (Excluding holidays & weekends).
2. You must call regardless of where the excavation is located. Even if it is on private property, out in the middle of a field, or on a street that has no name...you must call.
3. You must call even if you are only excavating a few inches or just surface grading. If you move material... you must call.
4. You must call even if the property owner tells you the site has no buried facilities, or they know where buried facilities are located.
5. Make sure you have a proper location request, don't rely on old marks, or another excavator's marks or stake out request.
6. Mark out the area you plan to excavate with White Paint, Flags, or Stakes. (See page 5 for details.)
7. When Investigators from the Public Service Commission (P.S.C.) inspect an excavation site or investigate damage, they will check to see if you have a proper location request.
8. Review the Location Request Information Sheet so you will know what you need when you call (see page 4).
9. Part 753 defines an emergency as: Any abnormal condition which presents immediate danger to life or property including discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare.
10. For emergency excavations notify your one call center with the location of the emergency excavation as soon as possible!



WATER DEPARTMENT

TOWN OF OWASCO, 2 BRISTOL AVE., AUBURN, NY 13021 253-9021

WATER SERVICE PIPE APPLICATION

I hereby request of the Town of Owasco, Water Department to supply water, through a _____ inch service connection, at the premises No. _____ Auburn, NY 13021.

Upon completion, in consideration of this privilege, I hereby agree to pay for all materials and labor for tapping the main, service pipe to curb, curb box and cock, at such rates as are, or may be established, and to receive the water subject to the conditions, rules and regulations of the Owasco Water Districts now in force, and such others as it may, from time to time adopt.

☐ \$1,500.00 Line tapping fee (same side of rd.) ☐ \$3500.00 Tap Fee (Opposite side of road)

Fees are a deposit only, any additional cost incurred by the town that exceed the deposit will result in an itemized bill to be paid by the homeowner.

☐ \$75.00 Inspection fee of Existing Tap

☐ To be paid when the completed application is submitted to the Town.

Payment Received: Date _____, 20____ Check No. _____ By _____

Present or New Owner: _____ Address: _____

Tax Map No. _____ Date: _____, 20____

PHONE: _____ CELL: _____

Sewer: YES NO Sewer District: 1 2 3

Water Turned on _____, 20____ Meter Installed: _____, 20____

Meter Out – Reading _____ S/N _____ Date: _____

Meter In – Reading _____ S/N _____ Date: _____

Remote _____ S/N _____

Comments: _____

For Office Use Only

This project was inspected on _____, 20____ in the presence of the Owner, Contractor or other (circle one) and was found to be:

Acceptable _____

Unacceptable _____

Reason: _____

Inspector _____

Water Inspector

PLEASE INITIAL ORIGINAL WITH TOWN CLERK

Original To: Town Clerk _____

Address Book _____

Copies To: Assessor _____

Bookkeeper _____

Code Enforcement Officer _____

Water Superintendent _____

Water billing Clerk _____

SEWER DEPARTMENT

TOWN OF OWASCO, 2 BRISTOL AVE., AUBURN, NY 13021 253-9021

SEWER APPLICATION

I hereby request permission from the Town of Owasco to connect an _____ inch sewer lateral to the existing public sewer system. It is further understood that I will be responsible for notifying the Sewer Superintendent when the service is being installed prior to backfilling same.

Additionally, I agree that all costs associated with the sewer connection will be at my expense and that said installation will be in conformance with all Federal, State and Local Rules & Regulations applicable to this project.

☐ \$1,500.00 Sewer Tap Fee (Same side of road) ☐ \$4000.00 Sewer Tap Fee (Opposite side)
Fees are a deposit only, any additional costs incurred by the town that exceed the deposit will result in an itemized bill to be paid by the homeowner.

☐ \$75.00 Inspection Fee of Existing Tap

☐ SS1- ☐ SS2- ☐ SS3- ☐ Paid for Pump

Grinder Pump Used: FLYGT _____ EONE _____ PUMP COST: _____

To be paid when the completed application is submitted to the Town.

Payment Received: Date _____, 20_____ Check No. _____ By _____

Property Address: _____, Auburn, NY 13021

Tax Map No. _____ Dated: _____, 20_____

Owner of Premises: _____ Address: _____

PHONE: _____ CELL: _____

Contractor: _____ Address: _____

PHONE: _____ CELL: _____

By: _____

Agent For Office Use Only

.....
This project was inspected on _____, 20_____ in the presence of the

Owner, Contractor or other (circle one) and was found to be:

Acceptable _____

Unacceptable _____

Reason: _____

Inspector _____ Date: _____

Original To: Town Clerk _____ Assessor _____
Copies To: Bookkeeper _____ Code Enforcement Officer _____
Sewer Superintendent _____ Water Billing Clerk _____

PLEASE INITIAL ORIGINAL COPY WITH TOWN CLERK