

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     Special Permit Application     Fence/Sign Application
- Area Variance Application     Use Variance 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:  
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 II: TYPE AND COST OF BUILDING – All applicants complete Parts A-D**

<p>A. TYPE OF IMPROVEMENT</p> <ul style="list-style-type: none"><li><input type="checkbox"/> New building</li><li><input type="checkbox"/> Addition (if residential, enter number of new housing units added, if any, in Part D)</li><li><input type="checkbox"/> Other (specify) _____</li></ul> <p>B. OWNERSHIP</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</li><li><input type="checkbox"/> Public (Federal, State or local government)</li></ul>	<p>C. COST (omit cents) Cost of Improvement \$_____</p> <p>D. PROPOSED USE – (For demolition, most recent use):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Residential</li><li><input type="checkbox"/> Commercial</li><li><input type="checkbox"/> Industrial</li></ul> <p>Other (specify) _____ _____</p>
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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.)

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

<p><b>E. PRINCIPAL TYPE OF FRAME</b></p> <p><input type="checkbox"/> Masonry (well bearing)</p> <p><input type="checkbox"/> Wood frame</p> <p><input type="checkbox"/> Structured steel</p> <p><input type="checkbox"/> Reinforced concrete</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>	<p><b>H. DIMENSIONS</b></p> <p>Number of stories: _____</p> <p>Total square feet, all floors, based on exterior dimension</p> <p>_____</p>
<p><b>F. TYPE OF SEWAGE DISPOSAL</b></p> <p><input type="checkbox"/> Public or private company</p> <p><input type="checkbox"/> Private (septic tank etc.)</p>	<p><b>I. NUMBER OF OFF-STREET PARKING SPACES</b></p> <p>Enclosed _____</p> <p>Outdoors _____</p>
<p><b>G. TYPE OF WATER SUPPLY</b></p> <p><input type="checkbox"/> Public or private company</p> <p><input type="checkbox"/> Private (well, cistern)</p>	

**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.):

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**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:

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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: \$\_\_\_\_\_

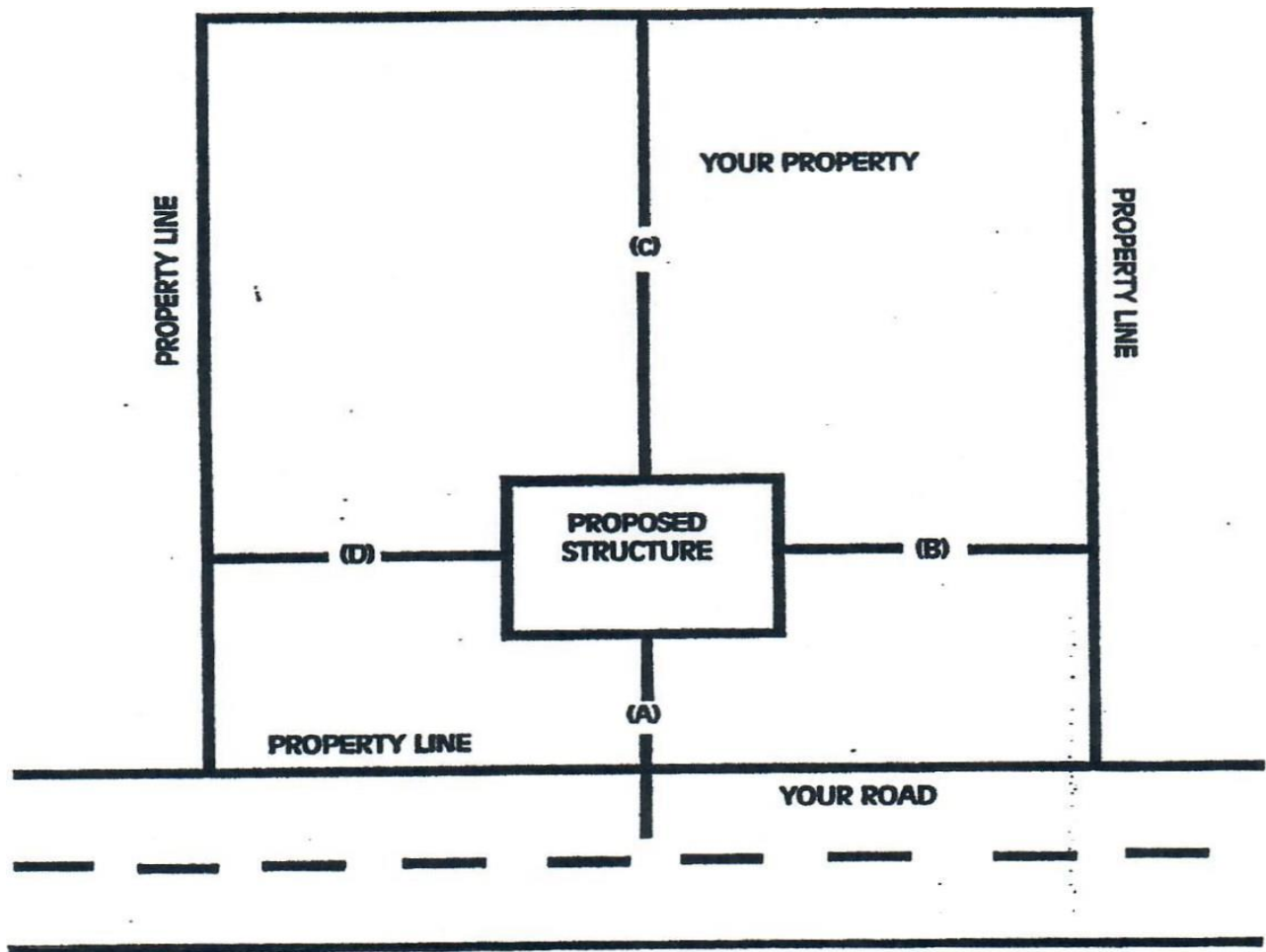
DATE: \_\_\_\_\_

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)

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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