

PLEASE FOLLOW THE FOLLOWING ROUTINE PRIOR TO COMMENCING ANY PROJECT
READ & FOLLOW THESE INSTRUCTIONS CAREFULLY, IT WILL EXPEDITE THE ISSUANCE OF YOUR PERMIT

- 1) **Complete** the Zoning Permit Application. (available from the Clerk or Townofdarienny.com)
- 2) **Submit** the application to the Zoning Enforcement Officer for review.
An appointment may be scheduled for project review and coordination with the Building Inspector.
Note: The Zoning Enforcement Office will explain procedures/requirements necessary for obtaining a *Variance, Special Use Permit, or Site Plan Review*.
- 3) **Building Inspector** will review the construction plans for **ALL** projects. An appointment may be scheduled for project review. **Note:** A schedule and number of inspections will be determined by the Building Inspector.
- 4) **After** review/approval of Zoning or Building Application, submit payment of fees to the Town Clerk.

FEE SCHEDULE:

ZONING FEES:

1. Appeals for Area or Use Variance	\$100.00
2. Site Plan Review	\$100.00
3. Land Separation	\$100.00
4. Special Use Permit	\$100.00
5. Public Hearing Fee	\$60.00
6. Subdivision	\$500.00
7. Planned Unit Development	\$500.00
8. Items requiring Zoning Permit only	\$35.00

BUILDING FEES:

Residential Structures:

1. New construction – Building Inspections additional (Examples: Homes, Additions, Porches, Decks, Renovations)	\$75.00
2. Roofs – (ex. Metal, asphalt)	\$75.00
3. Demolition (fee waived if new building permit issued)	\$75.00
4. Swimming Pools (in/above ground) or Hot Tubs	\$75.00
5. Shed – Pre-manufactured	\$50.00
6. Shed – Stick built, per new construction	\$75.00
7. Solar Panels (residential – ground or roof)	\$75.00
8. Generator	\$35.00
9. Pond/lagoons (Special Use Permit required)	\$35.00
10. Signs (without foundations)	\$35.00

Commercial Structures – Determined on a case by case bases

Inspection fee (determined during plan review)	\$35.00 each
Operating Permits (Stand-alone)	\$50.00

If you have any questions pertaining to the actual construction of your project, building or fire codes, contact the Building Inspector. If you have any other questions, contact the Zoning Enforcement Officer.

Zoning Enforcement Officer	Jerry Yoder	585-547-2274	Ext. 1027
Building Inspector	Joe Kowalik	585-547-2274	Ext. 1022
	Jerry Yoder	585-547-2274	Ext. 1027

Prior to beginning your new build, please contact the **Highway Superintendent at 585-547-9411** to discuss installation of a culvert pipe if necessary & to get your house number.

The applicant is responsible to present all applicable attachments to the ZEO. The project in question cannot be started until an approved Zoning Permit has been issued, the Building Inspector contacted and if required, the Town Clerk has issued the Building Permit.

Please be advised that you may contact the following if you have any questions or concerns with regard to procedures:

- ***ZEO** – Filling out or filing Zoning Permits, Zoning Regulations, appointments for Zoning Permit approval, Variance & Special Use Procedures.
- ***Building Inspector** – Construction, Plan review, Code requirements and inspections
- ***Town Clerk** – Forms, Fees (payable to Town Clerk), Building Permit, General Information & who to contact.

ATTACHMENTS:

*A Site Plan (Plot Diagram) is **mandatory** and shall consist of an accurate map (survey or plot diagram on graph paper) showing all structures and/or buildings on the parcel. All dimensions of project, property lines and rights-of-way shall also be indicated.

Please contact the ZEO regarding which of the following attachments will be required for the project or use in question:

- Residential or Commercial NYS Code Plan Review and Energy Code Compliance Certificate
- Copy of current Genesee County Health Department approval for an individual sewer disposal system and plans for such.
- Graphic material showing traffic circulation, parking spaces, pedestrian walks, topography and landscape plans, open space & buffer zone.
- Preliminary engineering plans showing street improvements, storm drainage, water supply and sanitary sewer facilities.
- A drawing of any signs which the applicant wishes to post. This drawing shall include dimensions, characters, shape, and illumination (if any, show source of power & location of illumination).
- Elevation drawings with applicable height dimensions.
- Description of the nature of existing use.
- Freshwater wetland determination and/or permit, from NYS Dept of Environmental Conservation.
- Certification indicating specific elevations in relation to the Federal Flood Hazard Area.
- Letter of review from the Department of Soil and Water Conservation when applying for a pond.
- Insurance:** [CE-200 Certificate of Attestation of Exemption](#) if you are a homeowner or if your contractor has no employees or is a partnership; OR Certificate of Workers' Compensation Insurance (C105.2 or U26.3) AND a Certificate of Disability Benefits Compensation Insurance (DB120.1) Liability Insurance is NOT PROOF OF INSURANCE COVERAGE.

TOWN OF DARIEN APPLICATION FOR ZONING PERMIT (revised 2/01/2021)

Today's Date: _____ Application Number: _____

Owner's Name: _____ Tax Map #: _____

Owner's Phone: _____ Owner's 2nd Phone: _____

Owner Address: _____

Address of Project: _____

Owner's Email: _____ Builder Email: _____

Builder Contact: _____ Builder Phone: _____

INSTRUCTIONS:

Fill out the application completely. Submit the application & required attachments to the Zoning Enforcement Officer (ZEO) prior to commencing this project or use.

***THIS APPLICATION IS NONTRANSFERABLE AND IS VALID FOR ONE YEAR PERIOD ONLY**

1. Zoning District property located in: RESIDENTIAL (___ Low or ___ Medium Density)
 ___ Industrial ___ Commercial ___ Recreational
2. Permit Application for: ___ New Construction ___ Demolition ___ Addition ___ Alteration ___ Relocation
 ___ Roof ___ Solar Panels ___ Generator ___ Swimming Pool ___ Signs ___ Fence ___ Kennel
 ___ **SPECIAL USE** ___ **VARIANCE** ___ **SITE PLAN** ___ **HOME OCCUPATION**
3. Is this parcel: ___ Corner Lot ___ Water District ___ Sewer District
4. Dimensions of this lot: _____ length X _____ width and/or area _____
5. What is the front set back (in feet) from the project to the street right-of-way (Check Survey for ROW);
 _____ ft and what is the set back (in feet) from project property line Side A _____ Side B _____
 Back _____ (Also depict on plot diagram).
6. Total percentage (%) of coverage of all buildings on lot (including proposed): _____%
7. Total Dwelling Units: _____
8. Project Cost: _____ Actual _____ Estimated _____

PROPOSED PROJECT	HEIGHT	LENGTH	WIDTH	SQUARE FEET	
House					# Bathrooms: _____
Garage/Pole Barn					# Bedrooms: _____
Accessory Structure					Rec Room: _____
Commercial					Family Room: _____
Industrial					Fireplace: _____
Signs					

Describe proposed project and/or use:

Attachments required & verified by ZEO:

Action taken by ZEO: **APPROVED:** **DENIED:** Reason:

Referral To: Town Planning Town Appeals County Planning Building Inspector

Requires: Zoning Permit Zoning/Building Permit Operating Permit Temporary Use Permit
 Emergency Housing Permit Certificate of Compliance

Date of Signature

Signature of ZEO

Date of Signature

of Inspects

Signature of Building Inspector

Date Fee Received

Fee

Indicate Fees Paid/Town Clerk Use Only

Date of Signature

Renewal Approval / ZEO Signature

CERTIFICATION: I hereby certify that I have read the instructions, examined this application and supporting attachments and know them to be true & correct. All provisions of Laws and Ordinances covering this type of work or use will be complied with, whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other State or Local Law/Ordinance regulating construction, performance, or use.

Designation of Representative to act in my stead form required? _____ (attach form if required)

APPLICANT SIGNATURE

PROPERTY OWNER SIGNATURE (If other than applicant)

Office Use Only:

Total Square Footage: _____

Average Sq. Footage Cost: _____

Valuation: _____

Reference Year: _____

