

APPLICATION FOR ZONING PERMIT

INSTRUCTIONS

- A. This application **must** be typewritten or completed in ink and submitted to the Town Hall or the Code Enforcement Officer.
- B. All applications must include a site plan. Use survey map where possible. Locate clearly and distinctly all buildings whether existing or proposed and indicate all setbacks with dimensions from property lines. Give lot dimensions according to deed and show location and name of address and street. Show the location of the waste water treatment system (septic) and the water source (well).
- C. Any commercial or industrial application is required to have site plan approval from the planning board.
- D. For construction less than 1500 sq. ft., Licensed Design Professional seal is preferred but not required. Plans must show the dimensions of the building, and dimensions to the property lines. The site plan must provide enough information that the proposed construction complies to the Town of Lenox or Village of Wampsville zoning regulations.
- E. The Codes Department will approve or disapprove the plans within 10 business days.
- F. THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED BEFORE THE ISSUANCE OF A ZONING PERMIT. A Zoning Permit shall be effective to authorize the commencement and completion of work in accordance with this application, with a valid Building Permit, plans and specifications on which it is based for a period of 12 months after the date of issuance. For good cause the enforcing officer may allow such extension of time, as he may deem reasonable. Where the work described in the application, plans and specifications is not completed within the period allowed by the permit or performed according to this application and any extension thereof, the enforcing officer may order the owner of the premises to remove any structure and fill any excavation which he shall deem detrimental to public health, safety or welfare.
- H. Upon the approval of the application, the Code Enforcement Officer will issue the zoning permit to the applicant together with other required permits.
- I. Notify the Code Enforcement Officer when work is ready for inspection. Refer to inspection schedule with permit.

Note: If you have questions call:
Scott Henderson
Code Enforcement Officer
Town of Lenox/Village of Wampsville
205 S. Peterboro St.
Canastota, New York 13032
697-5575 Office
Email: tolscott@cnyemail.com

Office Hours
Monday thru Friday
7:30 a.m. To 4:00 p.m.

ZONING PERMIT

APPLICATION NUMBER: _____	ISSUED DATE: _____
APPROVED BY: _____	ISSUED BY: _____
SIGNED: x _____ Zoning Officer	SIGNED: x _____ Administration
VARIANCE DATE: _____	ZONING DISTRICT: _____
OFFICIAL USE	

DATE: _____	TAX MAP NUMBER: _____
ADDRESS OF JOB SITE:	

NATURE OF WORK:

PROPOSED USE:

EXISTING USE:

PROPERTY OWNERS NAME: _____
ADDRESS: _____
PHONE NUMBER:

APPLICANTS NAME: _____
ADDRESS: _____
PHONE NUMBER, EMAIL:

APPLICANTS SIGNATURE: x _____

When was the last time you tested your smoke or carbon monoxide detector??