

TOWN OF WATERTOWN APPLICATION FOR ZONING PERMIT

For Zoning Enforcement Officer Use Only:

Tax Map Parcel No.: _____
 Application Number: _____ Received by: _____
 Zoning Permit Fee \$ _____ Date: _____

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. The Zoning Enforcement Officer stands ready to help you but you must furnish the information required by law before the Zoning Enforcement Officer can take action on your application.

Applicant:

Landowner (if not Applicant):

Name: _____ Name: _____
 Address: _____ Address: _____
 Phone No.: _____ Phone No.: _____

1. Application for Zoning Permit is hereby made:

to Erect; to Alter a Building(s); to Convert; to Demolish (*complete sections 1-4*) Other

2. The following:

Principal Use or Structure; Accessory Structure between 120 and 500 sq. ft.; Accessory Structure over 500 sq. ft.

3. The building(s) and land is to be used for the following purpose:

Residential; Business; Industrial

4. Description of project: _____

NOTE: For demolition projects, skip to signature section on next page.

5. The lot on which the building(s) or other structure(s) is located is on a:

Corner lot Interior lot

6. The lot on which the building(s) or other structure(s) is located is currently zoned:

R-1 R-2 R-3 R-4 R-5 R-6 R-7 B LM NP R-A

7. The lot on which the building(s) or other structure(s) is located has the following dimensions:

Lot Width: _____ Lot Depth: _____ Lot Area: _____

8. Buildings - The particulars regarding the building(s) or other structure(s) to be erected or altered are as follows:

	<u>Principal Bldg.</u>	<u>Accessory Bldg.</u>	<u>Other Structures</u>
Distance from Front Lot Line (in feet):	_____	_____	_____
Distance from Side Lot Lines (in feet):	_____	_____	_____
Distance from Rear Lot Lines (in feet):	_____	_____	_____
Floor Area (in square feet):	_____	_____	_____
Number of Families:	_____	_____	_____
Floor Area per Family (in square feet):	_____	_____	_____
Height: (in feet)	_____	_____	_____
Building Area (in square feet):	_____	_____	_____
Ratio of Building Area to Lot Area (in %):	_____	_____	_____
Parking Area (in square feet):	_____	_____	_____
Value of Construction:	\$ _____	\$ _____	\$ _____

- (1) No building, structure or land shall be used or occupied, and no building, structure or part thereof shall be erected, moved or altered (to expand the exterior physical dimensions) and no use shall be instituted on any parcel of land within the Town of Watertown unless in conformity with the regulations specified in the Town of Watertown Zoning Law for the district in which it is located and until a zoning permit therefore has been issued by the Zoning Enforcement Officer. A Zoning Permit issued shall expire one year from the date of issue if construction has not commenced or the use instituted.
- (2) There shall be submitted with all applications for Zoning Permits one copy of a layout or plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building(s) and accessory building(s) or structure(s) to be erected and such other information as may be necessary to determine full compliance with the Town of Watertown Zoning Law.
- (3) One copy of such layout or plot plan shall be returned when approved by the Zoning Enforcement Officer, together with such Zoning Permit to the applicant upon payment of a Zoning Permit Fee.
- (4) No application for a zoning permit shall be considered complete unless and until the applicant certifies to the Zoning Enforcement Officer that all real property taxes pertaining to the property on which the application is sought are fully paid.
- (5) The Zoning Enforcement Officer shall maintain a record of all applications for Zoning Permits and all Zoning Permits issued, and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the building or land affected thereby upon payment to the Town Clerk of the established charge for copies.

APPLICANT:

PLEASE NOTE: This is **NOT A BUILDING PERMIT**. If a Zoning Permit is GRANTED, you will then be required to submit all necessary applications for construction and copies of other required agency permits. Once those applications and permits are found acceptable, a BUILDING PERMIT may be ISSUED.

The undersigned hereby requests approval by the Town of Watertown Zoning Enforcement Officer of the identified application for a Zoning Permit. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Watertown Zoning Law. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant

Signature of Landowner

(If Applicant is not Landowner)

Date: _____

Date: _____

Sworn to before me this _____
day of _____, _____

Sworn to before me this _____
day of _____, _____

Notary Public

Notary Public

FOR ZONING ENFORCEMENT OFFICER USE ONLY

APPLICATION - APPROVED

Work May Commence

Permit No.: _____

Signature of ZEO: _____

Date: _____

APPLICATION - APPROVED WITH CONDITIONS

Work May Commence

Conditions Attached

Signature of ZEO: _____

Permit No.: _____
Date: _____

APPLICATION - DENIED

Work May NOT Commence

Reasons Attached

Signature of ZEO: _____

Date: _____

APPLICATION REFERRED TO:

Town Board

Planning Board

Zoning Board of Appeals

Decision rendered by:

Town Board Approved Denied - Date: _____

Signature: _____

Planning Board Approved Denied - Date: _____

Signature: _____

Zoning Board of Appeals Approved Denied - Date: _____

Signature: _____

APPLICATION APPROVED based on decision of board referred to above

Signature of ZEO: _____

Date: _____

APPLICATION DENIED based on decision of board referred to above

Signature of ZEO: _____

Permit No.: _____

Date: _____

CERTIFICATE OF COMPLIANCE

FINAL APPROVAL

I have examined the premises described above and found that the use or construction applied for is in compliance with the approved plans submitted, zoning and variance if granted.

Signature of ZEO: _____

Date: _____

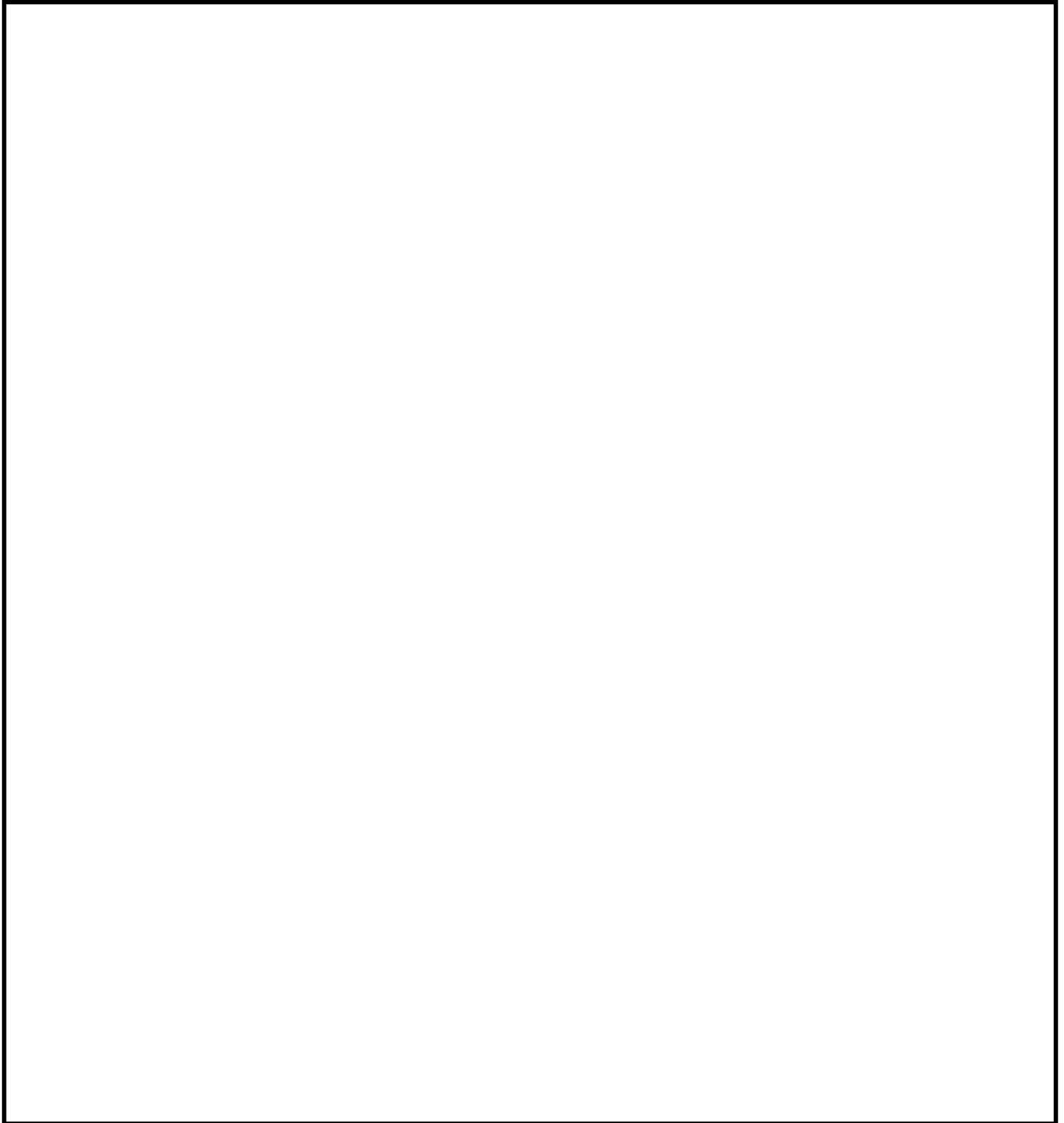
TOWN OF WATERTOWN
APPLICATION FOR ZONING PERMIT

For Zoning Enforcement Officer Use Only:

Tax Map Parcel No.: _____ Section _____ Block _____ Lot _____
Application Number: _____

INSTRUCTIONS TO APPLICANT:

Please Use the space below to draw your plot plan. **Please make your plot plan correspond to your individual property dimensions.** Place and label all existing buildings and identify new construction clearly.



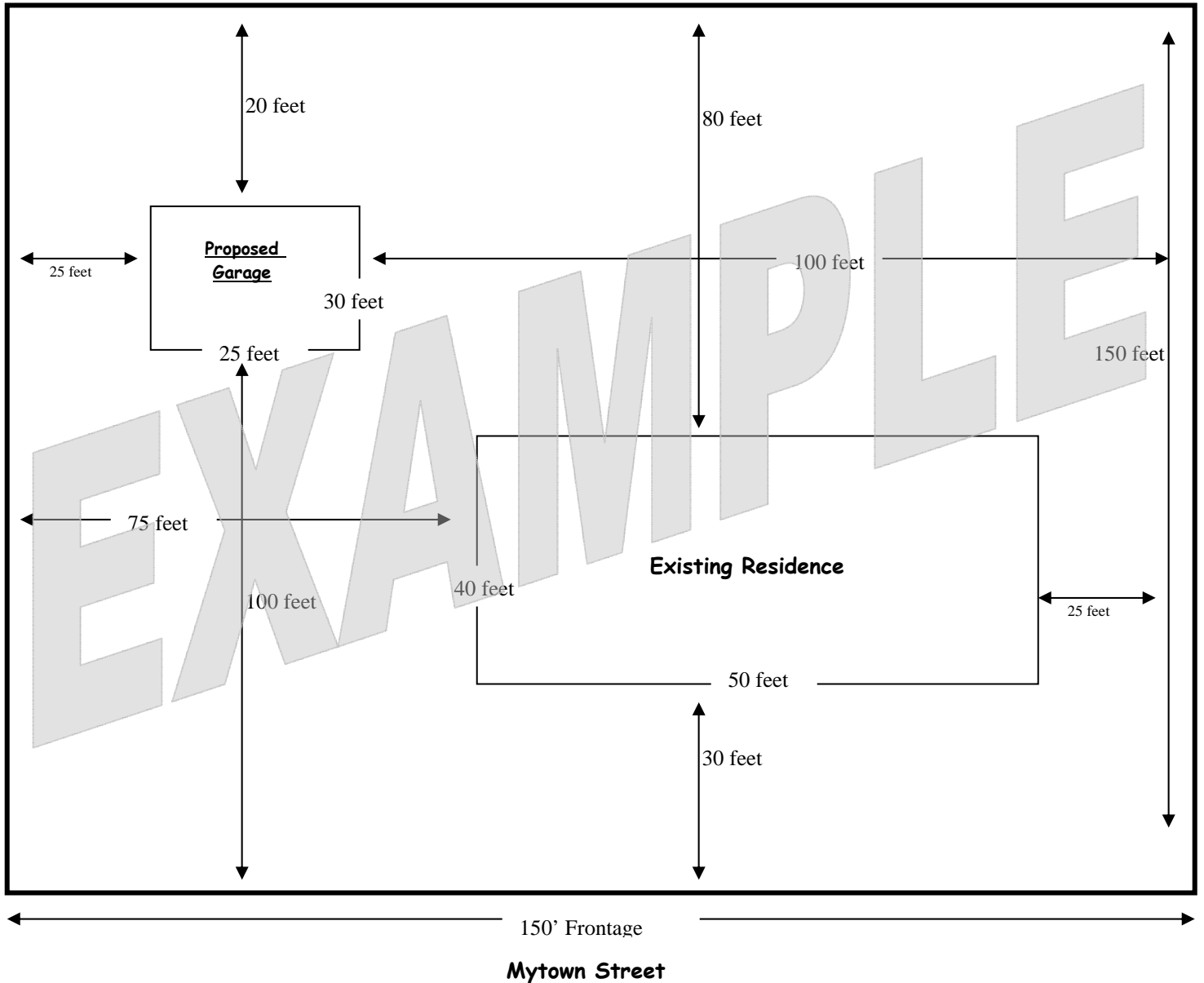
TOWN OF WATERTOWN
APPLICATION FOR ZONING PERMIT

INSTRUCTIONS TO APPLICANT:

There shall be submitted with all applications for Zoning Permits a copy of a layout or plot plan drawn to scale **showing the actual dimensions of the lot to be built upon**, the exact size and location on the lot of the building(s) and accessory building(s) or structure(s) to be erected and such other information as may be necessary to determine full compliance with the Town of Watertown Zoning Law.

A copy of such layout or plot plan shall be returned when approved by the Zoning Enforcement Officer, together with such Zoning Permit to the applicant upon payment of a Zoning Permit Fee.

Below is only an example of a plot plan. Please make your plot plan correspond to your individual property dimensions. Place and label all existing buildings and identify new construction clearly.



Required on all Plot Plans Submitted:

1. Lot dimensions or frontage plus acreage
2. Distance from front lot line
3. Distance from side lot line
4. Distance from rear lot line
5. Building dimensions