

**INSTRUCTIONS
TOWN OF HORICON
APPLICATION FOR ZONING COMPLIANCE CERTIFICATE
(Land Use Permit)**

READ CAREFULLY

**A ZONING COMPLIANCE CERTIFICATE (Land Use Permit) MUST BE OBTAINED
BEFORE BEGINNING CONSTRUCTION**

**A WARREN COUNTY BUILDING PERMIT AND WARREN COUNTY PERMIT
to work in County Right of Way MAY ALSO BE REQUIRED
BEFORE BEGINNING CONSTRUCTION**

Requirements: INCLUDE with the completed application:

1) Copy of plot plan drawn to scale showing: example provided

- A) All structures on lot
- B) Dimensions of the lot to be built upon
- C) The size and location of the building to be erected or altered

The Plot Plan must include street names, overhang setbacks, yard dimensions, fences, walls, signs or streams.

2) Batter boards must be placed showing proposed new construction location(s).

3) Complete construction drawings to scale must be provided. Submit Three (3) sets.

The County will need two (2) of these drawings signed and stamped by the Zoning Administrator.

A) Driveway/Road Disturbance on a **Town Road**: See application and instructions.

B) Driveway/work **County Right-of-Way or County Road**: Request the application from this office.

4) Please include your deed(s) or any other helpful information with this application.

5) For new homes or bedroom additions to existing homes a Septic permit with complete perc test will be required before a Zoning Compliance will be issued.

6) Appropriate Fee(s). See Fee Schedule

7) Return all three (3) copies of the three (3) part application to Town of Horicon Planning and Zoning Office.

- A) If Application is granted you will be issued a Zoning Compliance Certificate.
- B) If Application is denied you will be referred to the Zoning Board of Appeals (ZBA).

8) Review the list of State Agencies - A permit may be required. It is the property owner's responsibility to secure any and all permits needed for your project.

***The Applicant hereby applies for a Certificate of Compliance to do the following work
in accordance with the description, plan, specifications and special conditions
as stated on attached application.***

Town of Horicon

Fee Schedule

Effective: August 22, 2014

PO Box 90

Brant Lake, NY 12815

Phone: (518) 494-4245

Fax: (518) 494-5240

email: zoningplanning@horiconny.gov

All Fees may or may not be included on this schedule

and are all subject to change without notification.

Make checks payable to: TOWN OF HORICON

If a Warren County Building Permit is not required for your project, a Town of Horicon Land Use Permit (Zoning Compliance Certificate) may be required for Intensity Regulations. Re: Setbacks, minimum lot size and frontages. You may also need to obtain permits from other Agencies APA, DEC, etc.

Contact Town of Horicon Zoning Administrator with any and all questions.

Structure(s): Up to 600 Square Feet - \$36.00

Over 600 Square Feet - \$36.00 PLUS \$6.00 per 100 Square feet or portion thereof above 600 Square feet. - Including, but not limited to: Homes (including Modular and Mobile), Additions, Dormers, Commercial Building, Garages, Barns, Pole Barns, Sheds (greater than 144 Square feet), Decks, Porches (covered, enclosed, screened, etc.), Carports, Boathouses, Ground Mounted Solar Panels, etc. (A WARREN COUNTY BUILDING PERMIT MUST ALSO BE OBTAINED)

Shed (144 Sq. Ft. or less): \$10.00 - A Structure used for storage. A Warren Co. Building permit is not required if SHED is 144 square feet or less. If Shed is 144 square feet or more a Warren County Building Permit will be required.

Dock: \$25.00 - See Section 11.60 of Zoning Ordinance for Dock Regulations.

Sign, Fence, Roof Mounted Solar Panels, Swimming Pool (including required fence): \$15.00

Septic Permit: \$80.00 - Installation or Major Repair

ZA Site Review: \$35.00 (Special Circumstance only)

Boundary Line Adjustment, Conditional Use (Site Plan): \$100.00 (Planning Board)

Variance (Area or Use): \$100.00 (A ZCC must be applied for and denied) (Zoning Board of Appeals)

Subdivisions:

Total number of parcels being created including remaining parcel, open space, roads, etc.:

Pre-Application for Minor or Major Subdivision: No fee

Preliminary Application for Major Subdivision: \$100.00

To be deducted from total fee if/when a Major Final Subdivision application is submitted.

Minor Final Plat: 2 - 4 Lots: 2 lots = \$100.00 3 lots = \$150.00 4 lots = \$200.00

Major Final Plat: 5 - 20 Lots: \$250.00 initial fee + \$25.00 Per Subdivision Lot being proposed

5 lots = \$375.00 6 lots = \$400.00 7 lots = \$425.00 8 lots = \$450.00 9 lots = \$475.00 10 lots = \$500.00

11 lots = \$525.00 12 lots = \$550.00 13 lots = \$575.00 14 lots = \$600.00 15 lots = \$625.00 16 lots = \$650.00

17 lots = \$675.00 18 lots = \$700.00 19 lots = \$725.00 20 lots = \$750.00

21 + Lots: \$500.00 initial fee + \$25.00 Per Subdivision Lot being proposed.

21 lots = \$1,025.00 22 lots = \$1,050.00 etc.

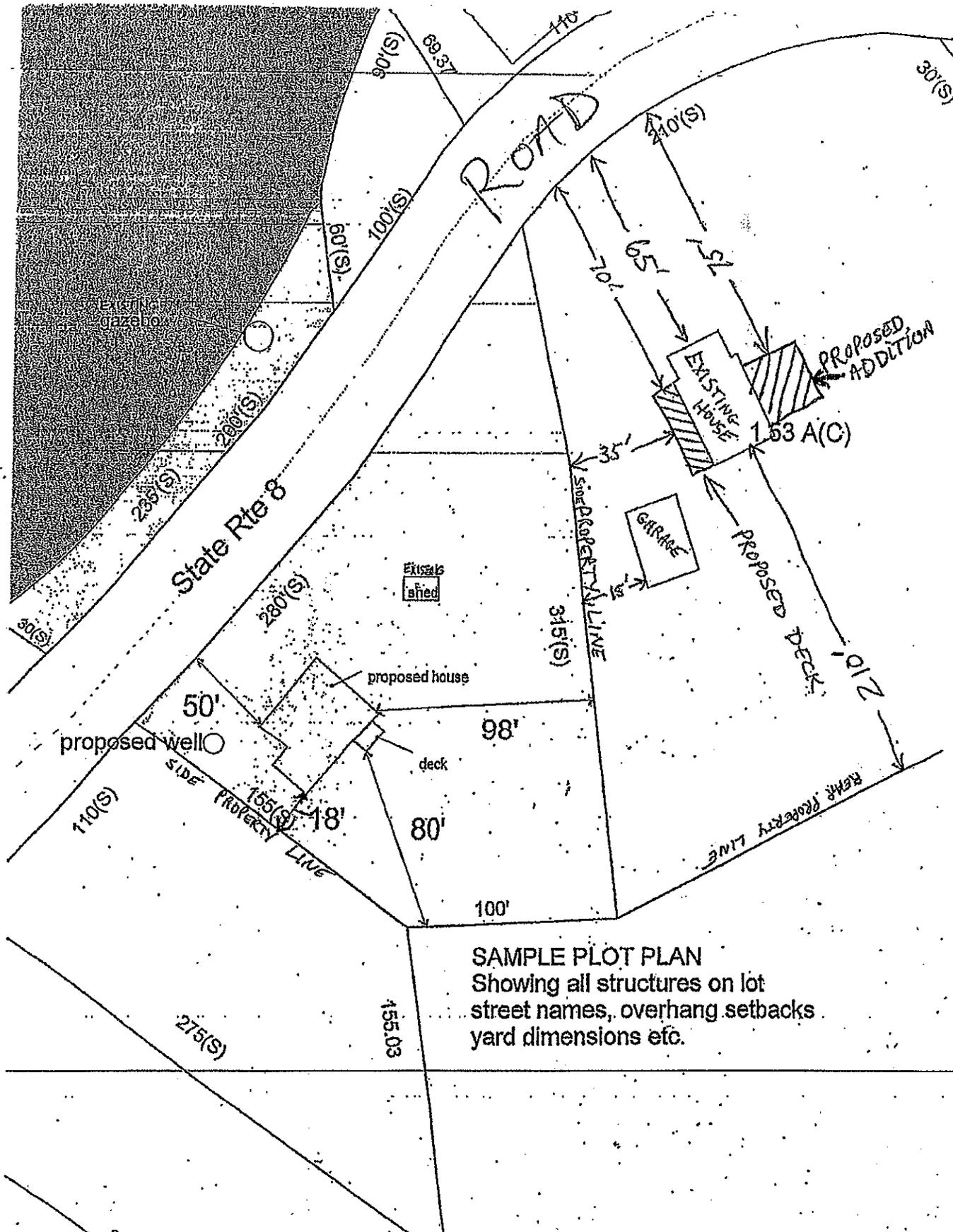
SCHEDULE OF INTENSITY REGULATIONS

| District Symbol | Intensity: Lot Size per Principal Building | Minimum Frontage | Minimum Front Yard | Minimum Side Yard | Minimum Rear Yard |
|---|--|------------------|--|-------------------|-------------------|
| R1 - 20,000 CR - 20,000 | 20,000 sq. ft. | 100 feet | 40 feet, or 55 feet from centerline of road | 10 feet | 20 feet |
| RI - 1.3 ac | 1.3 acres | 100 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| RI - 2 ac R2 - 2ac | 2 acres | 200 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| R1 - 3.2 ac RIA - 3.2 ac R2 - 3.2 ac RRD - 3.2 ac CR - 3.2 ac | 3.2 acres | 250 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| R1A - 5 ac R2 - 5ac RRD - 5 ac | 5 acres | 300 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| R1 - 10 ac R2 - 10 ac RRD - 10 ac LC - 10 ac | 10 acres | 400 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| LC - 42.6 ac | 42.6 acres | 500 feet | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |
| I—Industrial | none | none | 50 feet, or 65 feet from centerline of road | 15 feet | 50 feet |

SHORELINE DIMENSIONAL REQUIREMENTS

| Intensity | Minimum Shoreline Lot Width | Minimum Shoreline Structure Setback (a) |
|----------------|-----------------------------|---|
| 20,000 sq. ft. | 50 | 50 |
| 1.3 acres | 100 | 50 |
| 2.0 acres | 100 | 75 |
| 3.2 acres | 125 | 75 |
| 5.0 acres | 125 | 75 |
| 10.0 acres | 150 | 100 |
| 42.6 acres | 200 | 100 |

(a) In Recreational River Districts, minimum shoreline building setback is 150 feet



SAMPLE PLOT PLAN
 Showing all structures on lot
 street names, overhang setbacks
 yard dimensions etc.

In addition to a local building or subdivision permit, please be aware that you may also need a separate permit from one or more of these State Agencies. Federal Agency permits may also be required for some projects, particularly if they involve wetlands. Please contact them about your plans:

| | |
|--|--|
| <p><u>NYS ADIRONDACK PARK AGENCY</u> Jurisdictional Inquiry Office PO Box 99 Ray Brook, NY 12997 (518) 891-4050</p> <p><u>APA Permits may be needed for:</u></p> <ul style="list-style-type: none"> • Construction of dwellings • Subdivisions of land • Activities in or affecting wetlands • Change in use of certain buildings • New or expanded commercial & industrial uses • Shoreline development, disturbance or vegetative cutting along lakes & rivers • Towers & other structures over 40' in height • Waste disposal areas • <u>And other activities – please contact APA</u> <p>Ask for a Citizen's Guide and a jurisdictional determination</p> | <p><u>NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION</u> Regional Permit Administrator DEC Region 5 Hdqtrs (Clinton, Essex, Franklin, Hamilton Counties) Ray Brook, NY 12977 (518) 897-1234</p> <p>DEC Warrensburg Office (Warren, Washington, Fulton, Saratoga Counties) (518) 623-1200</p> <p>DEC Region 6 Hdqtrs (Herkimer, Jefferson, Lewis, Oneida & St. Lawrence Counties) (315) 785-2245</p> <p><u>DEC Permits may be needed for:</u></p> <ul style="list-style-type: none"> • Disturbance of bed or banks of streams, lakes, rivers - may include bridges, boathouses, shoreline stabilization • Large wastewater systems • Floating objects in navigable waters • Public water supplies • Storm water discharge for construction sites 1 acre or larger • Solid waste & hazardous waste disposal • <u>And other activities – please contact DEC</u> |
| <p><u>NYS DEPARTMENT OF HEALTH</u> NYS DOH District Offices</p> <p>Glens Falls Office (518) 793-3893</p> <p>Saranac Lake Office (518) 891-1800</p> <p>Canton Office (315) 386-1040</p> <p>Herkimer Office (315) 866-6879</p> <p>Watertown Office (315) 785-2277</p> <p><u>DOH Permits may be needed for:</u></p> <ul style="list-style-type: none"> • Realty subdivisions of five or more lots, each five acres or less in size • Alternative septic systems • Shared ("community") household water supplies • Food service establishments • <u>And other activities – please contact DOH</u> | <p><u>NYS DEPARTMENT OF TRANSPORTATION</u> NYS DOT Regional Offices</p> <p>Region 1 Office (Essex, Saratoga, Warren, Washington Counties) Schenectady, NY 12305 (518) 388-0388</p> <p>Region 2 Office (Fulton, Hamilton, Herkimer Counties) Utica, NY 13501 (315) 793-2447</p> <p>Region 7 Office (Clinton, Franklin, Jefferson, Lewis, St. Lawrence Counties) Watertown, NY 13601 (315) 785-2333</p> <p><u>DOT Permits may be needed for:</u></p> <ul style="list-style-type: none"> • Work in State Highway ROWs including new driveway access, underground & overhead utilities • <u>And other activities – please contact DOT</u> |

APAjc May 2003

Other Agencies depending on location of project:

Lake George Park Commission (for docks, moorings & marinas on Lake George) Tel: (518) 668-9347

NYS Office of General Services (for activities on submerged lands owned by the State of NY) Tel: (518) 474-2195

Hudson River/Black River Regulating District Tel: (518) 661-5335

(activities on land under the jurisdiction of the regulating district)

AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, _____, the owner of record of the property described in this application hereby empower, _____ to act as my agent and representative in conducting presentations to the necessary board(s) and in deliberations with the board(s) pertaining to my application.

As my agent, he/she is empowered to act on my behalf in full. In so doing I, the owner applicant, understand that I am bound by any conditions imposed on my project and agreed to by my agent or by conditions or restrictions imposed by my agent as part of the presentation.

Signature of Owner/Applicant

Signature of Owner/Applicant

Date

Date

Notary

Notary

Signature of Agent/Representative

Signature of Agent/Representative

Notary

Notary

Town of Horicon Application for Zoning Compliance Certificate (Land Use Permit)

PO Box 90 Brant Lake, NY 12815
(518) 494-4245 Fax (518) 494-5240

Fee \$ _____
Cash _____ Check # _____

Property Owner: _____ Phone No(s) _____

Mailing Address: _____

Contractor/Agent:(if applicable) _____ Phone No(s) _____

Location of Property: (911 address) _____

Tax Map Number: _____ Parcel Size (acreage or sq. ft) _____

Zoning (District Symbol): _____ Example: (CR-20,000, R1-1.3, R2-5, RRD-3.2, LC-10 acres)

Shoreline? Yes or No -If Yes indicate frontage (in feet) _____ Flood Plain/zone? Yes or No _____ Wetlands? Yes or No _____

Indicate Size of Structure(s) to be built, in feet; example (24' x 24'): Use separate sheet(s) if necessary.

New Home will this new home include any decks, porches etc? YES NO - please indicate sizes below - attach plans (3 sets).

Addition to existing home's SFLA explain: bathroom, bedroom /1-story/2-story, etc) _____

Alterations to structure, other than additions (explain) _____

Deck(s) or Porch(es) describe (enclosed, screened etc) _____

Shed Barn describe: _____

Garage Stories: 1 1.5 2 Will garage have a Bathroom, Kitchen, and/or Living Space? YES NO

Boathouse Def: Single story structure - no bathroom or kitchen facilities, not used for lodging or residency.

Demolition (explain what will be demolished) _____

OTHER - not listed above (Fence, Sign, Change in Use, etc.): _____

Height of structure(s) _____ Structures are not to exceed 40' from lowest point of grade to the highest point of the structure.

*******What ARE the setbacks (in feet) from the overhang of the proposed structure(s),*******

please include any proposed steps, porches/deck(s).

Take accurate measurements from the proposed structures, refer to the Schedule of Intensity Regulations for the required minimums.

Front (street side) _____ E or CL Right _____ Left _____ Rear or Shoreline _____

Indicate if your FRONT measurement is from either the EDGE (E) or the CENTER LINE (CL) of the road.

The undersigned hereby applies for a Certificate of Compliance to do the following work in accordance with the description, plan, specifications and such special conditions. I, We hereby authorize The Town of Horicon, it's employees and authorized agents access to the property for purpose of inspection.

Applicant's Signature _____

Date _____

For Office Use Only - If Application is granted you will be issued a Zoning Compliance Certificate, if denied you will be referred to the ZBA.

Denied _____ Reasons: _____

Granted _____ Zoning Administrator: _____ DATE: _____

White copy: Applicant/Owner

Yellow Copy: Assessor

Pink Copy: Town Zoning Office