

## **ZONING PERMIT REQUIREMENTS ELLCOTTVILLE, NEW YORK**

All persons desiring to undertake any new construction, structural alteration, or change in the use of a building or lot shall apply to the Zoning Official for a Zoning Permit. Construction includes the substantial improvement of any building, structure, or lot as well as any physical alteration of a property and/or land preparation, such as clearing, grading and filling, installation of roads, streets or walkways; excavation for a basement, footings, piers, or foundations or the erection of temporary forms. Construction also includes the placement and/or installation on the property of accessory buildings, storage trailers, and building materials.

A Zoning Permit is issued by the Zoning Official that allows a property owner to proceed with the intended use of a property and is not an authorization to begin construction. Building Permits are required to ensure compliance with the New York State Uniform Fire Prevention and Building Code. An application for a zoning permit may be combined with the application for a building permit, but a zoning permit must be issued before a building permit.

### **Submittal Requirements**

An application for a zoning permit may be combined with the application for a building permit. All applications for a zoning permit shall contain the following information:

1. Complete construction drawings for the structure
2. A minimum of two copies of a plot plan, drawn to scale, showing the lot dimensions and the location of all proposed structure(s), driveways, and other improvements on the lot. A certified survey done by a land surveyor licensed by the State of New York may be required on projects with structures on or near the lot lines or when the lot lines are difficult to determine from existing plats and monuments. Topographic data may be required when the site is sloping or when the building height cannot be readily determined from the elevations.
3. The location and size of adjacent utility lines and a statement regarding the type of sewage disposal and water supply facilities to be provided.
4. The name, address and telephone number of the owner or responsible agent. If the applicant is not the owner of the property, the applicant shall submit a statement from the property owner that gives him/her permission for the application to be submitted.
5. Street address of the lot.
6. Tax map number of the lot.
7. Any other information required by the Zoning Official that is necessary to make a determination pursuant to the Town of Ellicottville Zoning Law or Village of Ellicottville Zoning Law.
8. All required fees.

### **Application Review**

The Zoning Official shall review the application to determine if the proposal:

1. Is a permitted use or special permitted use within the zoning district in which the site is located; and
2. Complies with all the dimensional requirements of the Zoning Code; and
3. Complies with all other requirements of the Zoning Code; and
4. Requires site plan review pursuant to the Zoning Code.

Upon finding that the proposal complies with the requirements of the zoning code, or upon order by the Planning Board or Zoning Board of Appeals, the Zoning Official shall issue a Zoning Permit. If the Zoning Permit is denied because the proposal does not comply with the Zoning Code, the applicant may appeal to the Zoning Board of Appeals for a reversal of the Zoning Officials decision.

**APPLICATION FOR ZONING PERMIT  
ELLCOTTVILLE, NEW YORK**

**Applicant Information**

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information**

Project Address (or location): \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_  Town of Ellicottville  Village of Ellicottville  
Purpose of Application:  New Construction  Structural Alteration  Change of Use  Demolition  
Estimated Cost of Proposed Construction: \_\_\_\_\_

Proposed Work and/or Intended Use (attach additional information if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Building Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_ Height (ft): \_\_\_\_\_ Stories: \_\_\_\_\_  
Dimensions Building Footprint (sf): \_\_\_\_\_ Gross Floor Area (sf): \_\_\_\_\_  
Area to be Developed (sf or acres): \_\_\_\_\_ Current Open Space (sf or acres) \_\_\_\_\_  
Method of Water Supply: \_\_\_\_\_  
Method of Sanitary Sewerage Disposal: \_\_\_\_\_  
Building Setbacks: Front (ft): \_\_\_\_\_ Rear (ft): \_\_\_\_\_ Side (ft): \_\_\_\_\_ Side (ft): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Lot Size: Area (sf/acres): \_\_\_\_\_ Frontage (ft): \_\_\_\_\_ Width (ft): \_\_\_\_\_ Depth (ft): \_\_\_\_\_  
Flood Hazard Area?  No  Yes Firm Zone: \_\_\_\_\_ Base Flood Elevation: \_\_\_\_\_

**The applicant agrees to comply with all applicable laws, ordinances, and regulations.**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Property Owner Date

**For Official Use Only:**  
Date Rec'd: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Zoning Permit Number: \_\_\_\_\_  
Signature of Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_