

**APPLICATION FOR ZONING PERMIT  
OR CERTIFICATE OF  
ZONING COMPLIANCE**

**Form: ZEO-1**

**Zoning Enforcement Office  
Town/Village of \_\_\_\_\_, NY**

***WHEN TO USE THIS FORM: This form is to be used by an individual who proposes an activity for which a local permit, certificate of license is required under the provision of Section \_\_\_\_\_ of the local zoning ordinance. If granted, this permit signifies compliance with that portion of the local zoning ordinance only. This office may also require compliance with other sections of this ordinance including, but not limited to, signs (form PB-1), mining (form ZEO-7) and temporary uses (form TVB-5). Certain building and change-in-use activities are also required to comply with the New York State Uniform Building Construction and Fire Prevention Code. Consult with the zoning enforcement office about application procedures required for this and other laws that may apply to your proposed activity.***

Instructions: Fully complete this application. Write "NA" when "non-applicable". Applications, complete with fees, shall be filed with the Zoning Enforcement Officer or Town Clerk. The activity covered by the application may not be commenced before the issuance of a zoning permit.

OFFICE USE ONLY
<input type="checkbox"/> permit to build <input type="checkbox"/> permit to use <input type="checkbox"/> permit for occupancy <input type="checkbox"/> permit for the extension or enlargement of a non-conforming use
Application No: _____ Date Received: ____/____/____

Applicant name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

Builder name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

Application is hereby made to:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> erect    | a structure or land located at _____                |
| <input type="checkbox"/> repair   | _____   |
| <input type="checkbox"/> alter    | at a cost of \$_____ for:                           |
| <input type="checkbox"/> extend   |   |
| <input type="checkbox"/> remove   | <input type="checkbox"/> residence                  |
| <input type="checkbox"/> demolish | <input type="checkbox"/> commercial business        |
| <input type="checkbox"/> use      | <input type="checkbox"/> industry                   |
| <input type="checkbox"/> occupy   | <input type="checkbox"/> other use _____            |
|                                   | <input type="checkbox"/> with accessory building(s) |

Description of use:

- Existing use: \_\_\_\_\_
- Intended use: \_\_\_\_\_
- Is existing use permitted? \_\_\_\_\_
- Is proposed use permitted? \_\_\_\_\_
- Total number of dwelling units both existing and proposed \_\_\_\_\_
- Is a special permit required? \_\_\_\_\_
- Is site plan approval required? \_\_\_\_\_

Description

- Total number of employees for all uses both existing and proposed :
- If the existing or proposed use is allowed under an existing special permit or if a change in zone, site plan, variance or interpretation of the zoning ordinance is involved, please describe:

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Description of lot:

- Site location: \_\_\_\_\_
- Tax Map No.: \_\_\_\_\_ (attached copy of tax map section)
- Zoning district classification: \_\_\_\_\_
- Attach a sketch showing the following:
  - a. location of existing and proposed building(s) or structure(s)
  - b. distances to all property lines from these buildings
  - c. distance to nearest building within 100• of the property
  - d. statement or drawing describing the proposed structure as to its height, floor area, use and any information necessary to determine off-street parking and loading requirements
  - e. proposed parking and loading areas, driveways, anchors, tie-downs, and required landscaped buffer areas
- Percentage of lot covered by buildings and structures: \_\_\_\_\_%
- Percentage of lot covered by buildings, structure, parking lots, storage areas, loading and travel areas: \_\_\_\_\_%

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

NOTE: The Zoning Enforcement Officer will notify you of his action in writing (form ZEO-2) within \_\_\_\_\_ days of his receipt of this application.

NOTICE OF ACTION

For Town/Village Use Only

Form: ZEO - 2

Zoning Enforcement Office
Town / Village of \_\_\_\_\_, NY

WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to express his response to •ZEO-1• applications for zoning permits or certificates of compliance.

Reference: ZEO Application No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

ACTION OF THE ZONING ENFORCEMENT OFFICE OF THE TOWN / VILLAGE OF \_\_\_\_\_, NEW YORK

To: \_\_\_\_\_, Applicant

This office has considered your application and the action indicated below was taken on your request for a (check one):

- ( ) permit to build
( ) permit to use
( ) permit of occupancy
( ) permit for the extension or enlargement of a non-conforming use

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( ) 1. Permit to build is hereby:

- ( ) approved
( ) contingent upon ( ) approval of the site plan and/or ( ) issuance of a special permit by the ( ) ZBA or ( ) planning board pursuant to Zoning Ordinance Section \_\_\_\_\_
( ) denied

( ) 2. Permit to use is hereby:

- ( ) approved
( ) contingent upon ( ) approval of the site plan and/or ( ) issuance of a special permit by the ( ) ZBA or ( ) planning board pursuant to Zoning Ordinance Section \_\_\_\_\_
( ) denied

( ) 3. Permit for occupancy is hereby:

- ( ) approved
( ) contingent upon ( ) approval of the site plan and/or ( ) issuance of a special permit by the ( ) ZBA or ( ) planning board pursuant to Zoning Ordinance Section \_\_\_\_\_
( ) denied

( ) 4. Certificate for continuation of a non-conforming use is hereby:

- ( ) approved
( ) denied

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ZEO-2

Check one of the following:

( ) If your application is hereby approved, the following conditions, if any, are attached: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attached to this notice is a Zoning Permit Placard (form ZEO-3) to be posted on the premises.

( ) If your application is hereby contingent upon ( ) approval of the site plan and/or ( ) issuance of a special permit, you must complete application form No.(s) **PB-3 and / or PB-8** which are available from the zoning enforcement officer and submit it (them) to the zoning enforcement officer by the date of \_\_\_\_/\_\_\_\_/\_\_\_\_ in order for the application to appear on the agenda of the planning board meeting scheduled for the date of \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ o'clock held at \_\_\_\_\_

\_\_\_\_\_ (place).

( ) If your application is hereby denied, the following provision(s) of the zoning ordinance would have been violated and serve(s) as the basis for this denial:

Section No. \_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Section No. \_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

Date of Final Action: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Filing with

Town/Village Clerk: \_\_\_\_/\_\_\_\_/\_\_\_\_

# PERMIT

For Town/Village Use Only

Form: ZEO-3

**ZONING PERMIT PLACARD**  
**Zoning Enforcement Office**  
Town / Village of \_\_\_\_\_, NY

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to show, through posting in a conspicuous location on the subject property, that permission to build, extend or enlarge is hereby granted as indicated on "form ZEO-2".*

PERMIT NO. \_\_\_\_\_

Permission is hereby granted to:

Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

to undertake activities as specified in Zoning Permit Application No. \_\_\_\_\_.  
PERMITEE, in accepting this permit, agrees to conform with all rules and regulations of the zoning ordinance. A certificate of zoning compliance (form ZEO-4) must be issued before said premises may be occupied following the completion of said activities.

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Expiration Date

This card must be placed on the building during construction work, and shall be posted in a conspicuous place upon the premises referred to above within five (5) days after the permit is granted. This card shall be removed only after due notice has been given to the Zoning Enforcement Officer that the work has been completed.

**CERTIFICATE OF ZONING ORDINANCE**

**For Town / Village Use Only**

**Form: ZEO-4**

**Zoning Enforcement Office**  
**Town / Village of \_\_\_\_\_, NY**

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to show that the permitted activity described on the zoning permit placard "form ZEO-3" has been completed in compliance with the zoning ordinance and that permission to occupy said premises is hereby certified.*

CERTIFICATE NO. \_\_\_\_\_

Certification is hereby granted to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Site Location: \_\_\_\_\_

stating that I have examined the premises described in the Zoning Permit No. \_\_\_\_\_ and find the activity performed is in compliance with the activity described in the approved permit. Therefore, the premises may be occupied and used for the purposes described in said permit.

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**ORDER TO REMEDY VIOLATION**

**For Town / Village Use Only**

**Form: ZEO-5**

**Zoning Enforcement Office**  
**Town / Village of \_\_\_\_\_, NY**

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to order a person, alleged by the officer to be responsible for a violation of the zoning ordinance, to remedy the violation.*

To the Owner or Reputed Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Date of Violation \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE TAKE NOTICE** that there exists a violation of the local zoning ordinance described as follows:

Nature of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In violation of zoning ordinance section no. (s): \_\_\_\_\_

\_\_\_\_\_

**YOU ARE THEREFORE DIRECTED AND ORDERED** to comply with the ordinance and to remedy the condition as follows:

Recommended remedial action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedial action should occur by the date of: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE TAKE FURTHER NOTICE** that before remedial action is taken, you have the right to apply to the Zoning Board of Appeals for a variance to the zoning ordinance (form ZBA-3) or for an interpretation of the Zoning Enforcement Officer's decision (form ZBA-1), whichever is applicable. If you choose to apply for a variance or an interpretation, the application should be completed and submitted to the Zoning Enforcement Officer by the date of \_\_\_\_/\_\_\_\_/\_\_\_\_.

Otherwise, if no application for a variance or interpretation is made, then failure to remedy the conditions described above and to comply with the applicable provisions of the zoning ordinance may constitute an offense punishable by fine or imprisonment or both.

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

NOTICE OF RECEIPT

For Town / Village Use Only

Form: ZEO-6

SITE PLAN REVIEW APPLICATION  
Zoning Enforcement Office  
Town / Village of \_\_\_\_\_, NY

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to express his response to "PB-3" applications for site plan review by informing the applicant of the completeness of the site plan review application. This form shall be completed and returned to the applicant within seven (7) days of the ZEO's receipt of form "PB-3".*

Reference: PB Application No.: SPR - \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACTION OF THE ZONING ENFORCEMENT OFFICER OF THE TOWN/VILLAGE OF \_\_\_\_\_,  
New York

To: \_\_\_\_\_, Applicant

This office received your application for site plan review on \_\_\_\_/\_\_\_\_/\_\_\_\_ and finds the application to be (check one):

( ) COMPLETE: The site plan has been referred to the planning board and will appear on the agenda of its meeting scheduled for \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) at \_\_\_\_\_ o'clock held at \_\_\_\_\_ (place). Your attendance at this meeting is encouraged.

( ) INCOMPLETE. Before the application can be referred to the planning board for its review, the following information must be supplied to this office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

APPLICATION FOR MINING PERMIT

Form: ZEO-7

Zoning Enforcement Office
Town / Village of \_\_\_\_\_, NY

WHEN TO USE THIS FORM: This form is to be used by an individual who proposes an excavation, mining or drilling activity for which a local permit is required under the provisions of Section \_\_\_\_\_ of the local zoning ordinance. If granted, this permit signifies compliance with that portion of the local zoning ordinance only. Certain excavation, mining and drilling activities are also required to comply with the New York State "Mined Land Reclamation Law" (Article 23 of the Environmental Conservation Law). State mining permit applications are available from the NYS Dept. of Environmental Conservation office in Schenectady (515/ 382-0680).

Instructions: Fully complete this application. Write "NA" when "non-applicable". applications, complete with fees, shall be filed with the Zoning Enforcement Officer.

OFFICE USE ONLY
Application No. : M- \_\_\_\_\_
Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Bond Amt. Required: \$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Date of Final Action \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Date of Filing Decision with Town Clerk \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant Name: \_\_\_\_\_
Address: \_\_\_\_\_
Tel. No.: \_\_\_\_\_

Excavator Name: \_\_\_\_\_
Address: \_\_\_\_\_
Tel. No.: \_\_\_\_\_

- 1. Application is (check one): ( ) initial or ( ) renewal.
2. Location of mining operation: \_\_\_\_\_
3. Attached a copy of the tax map of the area.
4. Attach a sketch showing the following:
a. location of operations with distances to all property lines, buildings, streets and other improvements both on-site and within 100 feet of such property lines
b. location of all access roads, buildings and structures to be used in the operation of such facility
5. Approximate yield anticipated/estimated either in terms of gallons or cubic yards per day: \_\_\_\_\_
6. Estimated drilling or excavation depth: \_\_\_\_\_
7. Type of equipment to be used: \_\_\_\_\_
8. Attach a reclamation plan describing:
a. final grading plan
b. type of ground cover
c. removal of all hazards to public safety as may be necessary
9. Attach a completed Part I of the Environmental Assessment Form (EAF) using the (check one):
( ) short form or ( ) long form. Forms are available from the zoning enforcement officer.
10. Attach a signed, written agreement with the owner of the property.
11. Attach a copy of an approved DEC Mining Permit for this operation or a statement from DEC stating that no state permit is required.

Signature of Applicant

Date

- NOTE:
1. Pursuant to Section \_\_\_\_\_ of the local zoning ordinance, this Zoning Enforcement Officer may require that a performance bond be posted as a condition of permit approval.
  2. Parts II and III of the EAF and the entire SEQR (State Environmental Quality Review) process must be completed by the Zoning Enforcement Officer before the application can be considered complete.
  3. The Zoning Enforcement Officer will notify you of his action in writing (form ZEO-8) within \_\_\_\_\_ days of the completion of this application.

**NOTICE OF ACTION  
MINING PERMIT APPLICATION**

**For Town/Village Use Only**

**Form ZEO-8**

**ZONING ENFORCEMENT OFFICE  
Town / Village of \_\_\_\_\_, NY**

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to express his response to "ZEO-7" applications for mining permits.*

Reference: ZEO Application No.: M-\_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACTION OF THE ZONING ENFORCEMENT OFFICER OF THE TOWN/VILLAGE OF \_\_\_\_\_, NY

To: \_\_\_\_\_, Applicant

This office has considered your application and the action indicated below was taken on your request (check one):

- ( ) 1. APPROVAL to operate a mining/drilling operation commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ and expiring \_\_\_\_/\_\_\_\_/\_\_\_\_ according to the plans and specifications described in the application.

The following conditions, if any, are attached:

- a. post a performance bond in the amount of \$ \_\_\_\_\_
- b. other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ( ) 2. DISAPPROVAL on the basis of the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which would violate local zoning ordinance section no.'s:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**NOTICE OF RECEIPT**

**For Town/Village Use Only**

**Form: ZEO-9**

**MOBILE HOME PARK  
LICENSE APPLICATION  
Zoning Enforcement Office  
Town/Village \_\_\_\_\_, NY**

*WHEN TO USE THIS FORM: This form is used by the Zoning Enforcement Officer to express his response to "PB-6" applications for a mobile home park license by informing the applicant of the completeness of the application. This form shall be completed and returned to the applicant within seven (7) days of the Zoning Enforcement Office's receipt of form "PB-6".*

Reference: PB Application No.: MH-\_\_\_\_\_ Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACTION OF THE ZONING ENFORCEMENT OFFICER OF THE TOWN/VILLAGE OF \_\_\_\_\_  
TO: \_\_\_\_\_, Applicant

This office received your application for a mobile home park license on \_\_\_\_/\_\_\_\_/\_\_\_\_ and finds the application to be (check one):

( ) COMPLETE. The application has been referred to the planning board and will appear on the agenda of its meeting scheduled for \_\_\_\_\_ (date) at \_\_\_\_\_ o'clock held at \_\_\_\_\_ (place). Your attendance at this meeting is encouraged.

( ) INCOMPLETE: Before the application can be referred to the planning board for its review, the following information must be supplied to this office: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Enforcement Officer

\_\_\_\_\_  
Date