

TOWN OF LEYDEN

Application for Land Use/Zoning Permit

Instructions

Please fill in all of the information requested on the permit. Return the completed Land Use Applications application to the Town Clerk.

If you have questions or need help please call the Zoning Enforcement Officer, Joseph Pfeiffer, Jr. at 315-942-5705 Weekdays 7 – 8:00 A. M., any evening after 8:00 or my cell phone at 315-681-8689. You may also email me at inspectorjoep@aim.com if that's more convenient.

You will need an approved Land Use Permit in order to obtain a Town Building Permit (to build the structure).

There shall be no more than one dwelling unit on a single lot except upon site plan approval, except where two dwelling units are contained within the same structure. Such site plan approval may be issued where it can be demonstrated that any future subdivision of the lot which would result in the dwellings being located on separate lots, can be accomplished in such a way that the resulting dwellings will have front and side yards in accordance this law, the resulting lots will have areas in accordance with this law, and all sewage disposal and wastewater systems will be in accordance with the NYS Sanitary Code. If there is an existing residence on the property it must be removed as soon as a Certificate of Occupancy is issued.

The landowners name and address should also be on the permit if different from the applicants.

Location of development is the address of the location being developed or where the building is going. Please use the new 4 or 5 digit number assigned to your location by the Lewis County 911 Data Processing Office. If you don't know your 4 or 5 digit number, please call 315-376-5294.

Please provide the correct Tax ID number from your tax bill; it will look like 384.00-01-02.300

Please provide a complete description of your project.

An accurate and complete plot plan is required as explained on the application; applications will not be processed without a completed plot plan.

Thank you

Joseph Pfeiffer, Jr.
Code Enforcement Officer

TOWN OF LEYDEN LAND USE APPLICATION

Date: _____ Permit Number (Issued by Town Clerk): _____

Tax Map Number: Example (111.00-01-01.100)

Section: _____ Block: _____ Lot: _____

Construction Start Up Date: _____

Application Fee: \$ 50.00

Applicants Name: _____ Phone: _____

Applicants Mailing Address :(Street, Town, Zip) _____

Property owner's name _____ Phone: _____

Property owner's address _____

Type of Road your property abuts to **CIRCLE ALL THAT APPLY** (Regularly Maintained Road, Seasonal Road, Minimum Maintenance Road, Private Road, Town Road, County Highway, State Highway).

Designated Minimum Maintenance Roads in The Town of Leyden will never be plowed unless the Town agrees to change the Designation of the Road.

Exact location of property to be developed (911 address) _____

Provide directions: _____

Describe the proposed development or use applied for (Single Family, Mobile Home, Storage Building, Garage, Home Occupation, Commercial, Retail, etc) _____

Size of Existing Building _____ Size of New Building/Structure _____

Size of Addition added to Existing Building _____ Closest Distance to Lot Lines Right Side _____ ft.

Left Side _____ ft. Rear Lot Line _____ ft To Easement of Road _____ ft.

Size of Road / Highway Easement _____ ft Road Frontage _____ ft.

Depth of Lot _____ ft. Total Acreage _____

CIRCLE YES OR NO IN EACH SECTION.

Is this project located in a Flood Zone – Yes or No

Is this project located in a Wet Land – Yes or No

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.
NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

OWNERS
NAME
LEFT
SIDE

LOT
DEPTH

NAME OF ADJACENT LAND OWNER _____

YOUR PROPERTY LINES

REAR LOT WIDTH _____

OWNERS
NAME
RIGHT
SIDE

LOT
DEPTH

FRONT LOT WIDTH _____

ROAD NAME _____

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT, SHOW DRIVEWAY

To apply for a Land Use Permit you **MUST** provide this Land Use Application filled out(RETURN ALL PAGES), a check payable to the Town of Leyden for the application fee and Two (2) copies of a Plot Plan drawn to scale (read directions on plot plan sheet).

The undersigned hereby makes application for Land Use Permit for the purposes and site describes herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws, Ordinances, and requirements of the Town of Leyden, Lewis County New York.

Signature of Applicant: _____ Date: _____

Signature of Property owner: _____ Date: _____

FOR ENFORCEMENT OFFICERS USE ONLY

PERMIT NUMBER: _____

Application approved (YES, NO) WORK MAY MAY NOT COMMENCE

Signature of Enforcement Officer: _____ Date: _____

Applications approved with conditions (YES, NO) SEE ATTACHED

Signature of Enforcement Officer: _____ Date: _____

WORK MAY NOT COMMENCE REASON PERMIT WAS REFUSED : _____

Signature of Enforcement Officer: _____ Date: _____

Application referred to: Town Planning Board, ZBA or County Planning Board Date: _____.

Decisions rendered by ZBA, County Planning Board, Town Planning Board:

Town Planning Board (Approval, Denial) Date: _____ Restrictions: _____

ZBA: (Approval, Denial) Date: _____ Restrictions: _____

County Planning Board: (Approval, Denial) Date: _____ Restrictions: _____

Application approved/ not approved based on decision of above board(s) (YES, NO) Date: _____

WORK MAY/ MAY NOT COMMENCE

Signature of Enforcement Officer: _____

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. Pictures of the structures have been taken on this date as proof of compliance.