



Planning Department

<u>Director of Planning</u>	<u>Ray Burger</u>
<u>Code Enforcement Officer</u>	<u>David Sprout</u>
<u>Code Enforcement Officer</u>	<u>Shelley Knickerbocker</u>
<u>Code Enforcement Officer</u>	<u>William Knickerbocker</u>
<u>Zoning Officer</u>	<u>Dillon Shults</u>
<u>Stormwater Manager</u>	<u>David Sprout</u>
<u>Administrative Coordinator</u>	<u>Joy Foster</u>

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Dryden, NY 13053

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www.dryden.ny.us

General Permit Application – Sheet 1 General Information

Date: _____ Tax Parcel #: _____ Zoning District: _____

(COMPLETE)

Project Address: _____

Project Description: _____

Estimated project cost: _____

Principal Use: Residential _____ Commercial: _____ Other: _____

Permit(s) Required: ☐ Building ☐ Zoning ☐ Special Use ☐ Site Plan Review ☐ Subdivision ☐ Pool
☐ Heating ☐ Demolition ☐ Pre-built Shed

Permit Application - Contact Information

Owner - Print name: _____

Owner Signature required & dated: _____

COMPLETE MAILING address, PRINT : _____

E-mail: _____ Telephone No: _____

Agent / Applicant - Print

: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

General Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

Mason Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

Electrical Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

HVAC Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

Plumbing Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

Surveyor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone No: _____

Note: The Town of Dryden will keep your contact information private.

To be completed by Planning Department personnel:

Worksheets / sections required:

___ Site Plan Sketch Fee : \$250

___ Driveway or Roadcut Compliance

___ Site Plan Review (See Fee Schedule)

___ Notices and Disclaimer Acknowledgement

___ Special Use Permit (See Fee Schedule)

___ Agricultural Data Statement

___ Notice of Ground Disturbance

___ County Review

___ Zoning Permit Fee : \$25

___ Minor Subdivision Fee : \$25

___ Varna Compliance Worksheet

___ Major Subdivision (See Fee Schedule)

___ Residential Design Guidelines Compliance

___ Demolition

___ Commercial Design Guidelines Compliance

___ Lot line Adjustment

___ Sign Compliance Worksheet

Notes:

Permit Application Worksheet # - Building Permit Application

Instructions

All building permit plans should have the following materials filed with the application:

- A) Floor Plan: An overall floor plan of proposed structure indicating the position of all windows and doors and the location of the garage. Basic dimensions must be included also.
- B) Plans must also include the type of framing to be used in this structure. (Such as wood, masonry, etc.)
- C) Plans must include the roof and roof rafter dimensions as well as the percent of slope or the pitch of the finished roof.
- D) Plans should include an elevation view of the various faces of the structure with height measurements included on the drawing.
- E) Plans should provide a wall section which is representative of the load bearing walls of the structure. Such sections shall show the footers, foundation, floors, exterior walls, soffits, and roof assembly.
- F) The plans should include the size and type of heating system as calculated on the required need of the proposed structure.
- G) A copy of the TOMPKINS COUNTY HEALTH DEPARTMENT approved septic system for the proposed site is required prior to the issuance of a building permit. It would be best to include either a copy or the original or the approved septic system plan. (Tompkins County Health Dept. 274-6688, 8:30 am – 4:30 pm Monday – Friday)
- H) Workers Compensation Form or sign off with an approved Form.

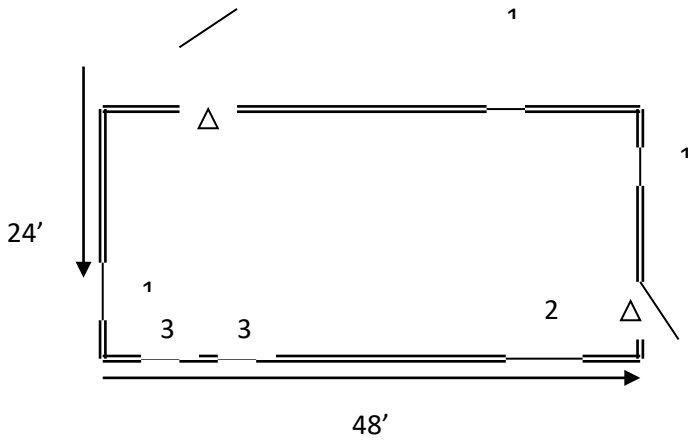
If there are any questions or concerns regarding the application procedure, you may call the Planning Department for clarification 844-8888 ext. 216 daily 8:00 am – 4:30 pm M-F except holidays or by appointment.

SAMPLE SKETCH

(Showing the type of information that is required from an applicant for residential service)

It is very important that these plans permit this office to determine that the proposed structure is in compliance with the New York State Building Code requirement set forth by the

“STATE FIRE PREVENTION AND BUILDING CODE COUNCIL”, January 1st, 1984



FLOOR PLAN

Required for each floor

WINDOW SCHEDULE			
MARK	NO.	SIZE	TYPE
1	3	3½ x 4	Dbl Hung
2	1	6 x 4	casement
3	2	3½ x 2	awning

DOOR SCHEDULE			
MARK	NO.	SIZE	TYPE
△	2	3' X 6'8"	insulated metal

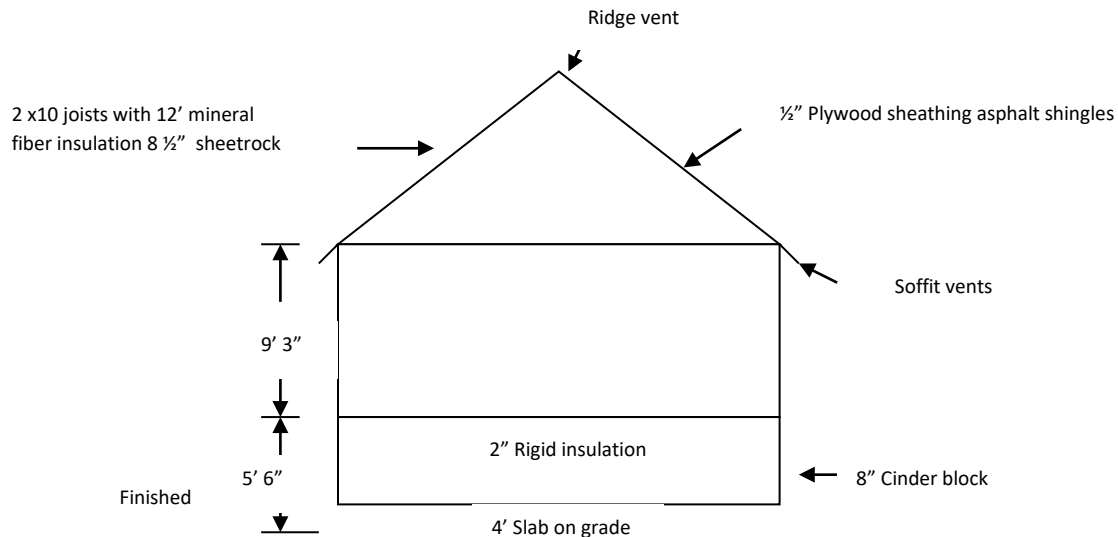
*****PLEASE NOTE*****

All plans that are for commercial structures or structures that have more than **1500 SQUARE FEET** of usable space, must be **STAMPED** by a **NYS LICENSED Engineer of Architect**.

OTHER REQUIREMENTS

Ceiling Height must be 7' 6". There are exceptions for basements and habitable attic areas.

Effective Dec. 28, 2010 NYS Energy Code requirements have increased. Call for new requirements.



Building Permit Information

Type of Construction: Wood _____ Steel _____ Masonry _____ Other _____

Number of Stories _____

Type of Heat & Fuel Source _____

Number of dwelling units: circle Single Duplex Multi Commercial N/A

Number of Baths: _____ Number of Bedrooms: _____

Site-built: _____ Modular: _____ Manufactured: _____

Square Footage: First Floor: _____ Second Floor: _____

Basement: _____ Garage: _____

Project Cost: _____

Fee: _____

Basic Building Information

Is this an Existing Building? _____, Current Occupancy: _____ New Occupancy _____

Is this a New Building? _____, Zoning Permit Needed? _____

Number of Dwelling Units: _____, Proposed Change: _____

Zoning Permit Information

Zoning District: _____, Subdivision Plat: _____, Lot Area: _____, Height of Building: _____

Zoning Use: _____, Site Plan Review and/or Special Use Permit on file: _____

Other Permit(s) Required: Special Use, Site Plan Review, Sign: _____

ZONING COMPLIANCE

Site Plan: Please complete the Site Plan Worksheet

Principal Use: _____

New or Change of Use: Y/N _____ Zoning Permit Required (New use and building)? _____

Required Setbacks: Front _____ Side _____ Rear _____ Frontage _____

Does this project comply with Zoning Regulations? Y/N _____ Project cost: _____

Building Permit Approved _____ Building Permit Denied _____

Under Section _____ (of the NYS Building Code)

Signature of Code Enforcement Officer _____ Date _____

Zoning Permit Approved _____ Zoning Permit Denied _____

Building Permit # _____ Zoning Permit # _____

Pre-built Shed

Dimensions _____ Electric Yes / No Plumbing Yes / No Heat Yes / No

Placed on _____

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

Does this project comply with Zoning Regulations? Yes / No Project cost: _____

Heating Appliance

Type of Appliance: Boiler _____ Forced Air _____ Freestanding _____ Insert _____ Fireplace _____
Type of Fuel Source: Oil _____ Propane _____ Nat. Gas _____ Coal _____ Wood _____ Biomass _____ Other _____
Chimney or vent type: Masonry _____ Metal _____ Other _____

Manufacturer and number _____

Provide manufactures specifications and location of appliance in the structure including location of vent or chimney. _____

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

Does this project comply with Zoning Regulations? Yes / No Project cost: _____

Demolition

Demolition of _____ Location _____

Debris buried and where _____ Debris removed and where _____

Required Disconnects Obtained - Date: Tompkins Co. Health Dept. _____ Electric Co. _____

Demolisher's Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

- Site Plan: where the demolished structure is now situated and where it is to be buried.
- **Copy of the receipts or the tipping fees** from the land fill if debris is removed from site.
- Asbestos survey of the structure to be demolished has to be submitted with this application. Single-family residence and farm building are exempt from this requirement if the owner is performing the work.
- Delineation of any DEC or Federal Wetlands, any streams or watercourses and any other water shall be noted on the site-plan submitted with this application

Swimming Pool

Aboveground pool Yes / No In-ground pool Yes / No Pool dimensions _____

Location site _____

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No Safety handout given Yes / No

Does this project comply with Zoning Regulations? Yes / No Project cost: _____

- Renters / Tenants must provide proof of owner approval for this project
- Barriers & Alarms are required. Pools with a deck need a building permit
- Inspection sheet will be mailed with permit
- A **final** inspection from the Town of Dryden Code Enforcement is **Mandatory** to close out permit and allow pool use

Permit Application Worksheet – Site Plan Sketch Worksheet

In the space below, or on an attached plan, please provide a simple site plan sketch showing the proposed and existing structures (building, garage, fence etc.) as well as any wells and septic systems, or water and sewer lines. You may show the information on a copy of a survey or tax map as long as it is accurate. You are encouraged to write a description of what you want to do in a letter to accompany the drawing, or on the drawing itself.

Please show the following as they apply to your project (see Zoning Section 1102):

- The lot, dimensions and features including road frontage.
- Location of proposed and existing structures, parking areas, stormwater management and other features as applicable.
- All existing and proposed driveway & road cuts.
- Topographical features (hills, ravines, etc.) and proposed changes.
- **Yard dimensions and setbacks** including nearby streets, buildings, rights of way and easements within 500 or so feet and names of adjoining property owners.
- Waterbodies and wetlands.
- Water and Sewer Facilities, and/or Well and Septic Facilities.
- Utilities (power lines, phone lines, gas lines etc.),
- Scale (estimate okay)
- North arrow

Notices and Disclaimers – Signature Required

1.) Right to Farm Law

Be advised:

“This property may border a farm, as defined in Town of Dryden Local Law #1 of the year 1992, a Local Law known as “Right to Farm Law.” Residents should be aware that farmers have the right to undertake good or acceptable farm practices which may generate dust, odor, smoke, noise, and vibration.”

Amendment #12, Local Law #1 of 1992, “Right to Farm Law” Adopted by Dryden Town Board July 14, 1992, Resolution #130. Local Law #1 of 1992. Effective July 20, 1992.

Enforcement

The Town of Dryden will strictly enforce all requirements and regulations of both the N.Y.S. Building & Fire Prevention Code and the Town of Dryden Zoning Ordinance. The following is the general policy of the Town of Dryden Planning Department.

- 1) No Building Permits will be issued to any applicant until such time that all other required permits, certificates and documents have been submitted to this office and found to be acceptable and complete.
- 2) No Public Hearings or Town Review will be scheduled for any purpose until this office has reviewed and found that all application and supporting documents are accurate and complete.
- 3) If at any time prior to the issue of an above permit or authority to proceed has been granted, it is found that construction or occupancy has begun or taken place, the violator, and property owner may be prosecuted in a court of law.
- 4) If after permits have been issued a permit holder takes occupancy, opens its doors to the public or uses a permitted device without obtaining a Certificate of Occupancy or Certificate of Compliance, the holder of that permit may be prosecuted in a court of law.
- 5) The Town of Dryden will not tolerate a violation of either the Dryden Town Zoning Ordinance or the New York State Building and Fire Prevention Code. Action will be taken against all violators.
- 6) **Inspections are required** per inspection sheet . A **mandatory final inspection** is required from the Town of Dryden Code Enforcement Officer, to close out permit and to allow use. Permits expire one year from date of issue and will need to be renewed by applicant and a fee of one-half of the permit fee at time of issue will be due. Demolition permits expire six months after issue.

Fees

- 1) FEES MUST BE SUBMITTED WITH THIS APPLICATION
- 2) You are responsible for complying with these terms and conditions.
- 3) All plans that are for Commercial Use or are more than 1500 Sq. Ft. of usable space in single-family construction must be stamped by a N.Y.S. Licensed Architect or Engineer as to code and construction compliance.

Escrow

Reimbursable Costs, fees and disbursements. The reasonable and necessary costs, fees or disbursements incurred by the Town or its officials for consultation or review by professionals including architects, landscape architect, engineers, surveyors, attorneys or others, on any Application for a Zoning Permit, Certificate of Occupancy, Appeal to the Zoning Board of Appeals, Application for Subdivision Approval, Application for a Planned Unit Development or application for a Special Permit or a Special Permit for a mobile home park shall be paid by the applicant.

Signature required

By signing you agree that you have read and understand and will be responsible for issued permits.

Owner or responsible party signature: _____ **Date:** _____

Print name: _____

Permit Application Worksheet - Road Cuts

- For all New York State Routes call NYS DOT in Cortland at 756-7072, 8:00 am -4:00 pm daily.
- For Tompkins County Routes, call Tompkins County Highway Dept. in Ithaca, NY at 274-0300 8:00 am – 4:00 pm daily.
- For Dryden Town Routes call Dryden Town Highway at 844-8888 ext.402, 7:00 am – 4:00 pm Monday – Thursday.