

ARTICLE III: PERMITS AND PROCEDURES

SECTION 300 PERMITS REQUIRED

No building or structure shall be erected, enlarged, structurally altered or moved, no new use shall be established, and no building permit shall be granted pursuant to the Codes of New York State, until a zoning permit therefor has been issued by the Zoning Enforcement Officer. No alterations to an existing building shall be made without a zoning permit, unless such alterations are exempt from a building permit pursuant to the Codes of New York State. No zoning permit, nor any certificate of occupancy or compliance pursuant to the Codes of New York State, shall be issued for any building where said construction, addition, alteration, moving or use thereof would be in violation of any of the provisions of this Local Law, or where any necessary Village Planning Board Subdivision approval has not been granted.

SECTION 301 PREAPPLICATION CONFERENCES

Pre-application conferences with the Village Planning Board are encouraged for all applications for zoning permits for all uses that may require a special use permit or site plan review.

SECTION 302 APPLICATION PROCEDURE AND REQUIRED INFORMATION

- A. Applications for zoning permits shall be filed with the Zoning Enforcement Officer on forms approved by the Village Board of Trustees. Application forms shall be made available to the public at the offices of the Zoning Enforcement Officer and the Village Clerk.
- B. Information
1. Completed Application - All information on the application form shall be completed.
 2. Property Map - Two copies of a property map shall be submitted with all applications. The map shall be either:
 - a. Sketch Map - A sketch map is required with all applications for a zoning permit for one or two family dwellings, their customary accessory uses, or farm use. The sketch map shall be drawn to scale and show the dimensions and location of the lot, exact size and location of all existing and proposed buildings on the lot, proposed location of water and sewage disposal systems, parking areas and driveway location, natural water courses, ponds, surface drainage patterns or location of existing or proposed easements.
 - b. Site Plan - A site plan is required with applications for all other uses. The requirements and procedures for site plan approval are set forth in Article X of this Local Law.

- C. Approval of Water and Sewage Disposal Systems - Evidence of approval of the water supply and the sewage disposal system plans by the Orleans County Health Department or its agent, or design plans signed by a licensed engineer, shall be submitted at the time of application. Applications lacking such information shall not be accepted.
- D. Approval for Driveway Drain Pipes or Culverts - Evidence of the approval by the Village Superintendent of Public Works for the installation of any driveway pipes or culverts in Village street rights-of-way.
- E. Evidence of Property Ownership or Intent to Purchase - Copies of deeds, titles, purchase agreements or other proof of ownership or intent to purchase shall be attached to an application before it will be accepted.
- F. Licenses - Any use currently licensed by Federal, State, County or Village Agencies and already operating within the Village shall present evidence of currently valid licenses before any expansion permits are considered.
- G. Fee - The appropriate non-refundable fee established by the Village Board in its fee structure shall be collected at the time of application. This fee structure shall be filed and posted in the Offices of the Zoning Enforcement Officer and Village Clerk.

SECTION 303 ZONING PERMIT TYPES

Under the terms of this Local Law, the following types of Zoning Permits may be issued:

- A. Permitted Use - A zoning permit for a permitted use may be issued by the Zoning Enforcement Officer on his own authority.
- B. Site Plan Approval - A zoning permit for a permitted or special permit use that requires Site Plan Review may be issued by the Zoning Enforcement Officer after special permit and/or site plan approval from the Village Planning Board, as more fully described in Article X.
- C. Zoning Permit after a Request for Variance - A Zoning Permit for a use or structure which requires a variance may be issued by the Zoning Enforcement Officer upon order of the Zoning Board of Appeals, after a public hearing, as more fully described in Article VIII of this Local Law.

SECTION 304 ZONING PERMIT ISSUANCE

When all requirements of this Local Law have been met, the Zoning Enforcement Officer shall issue a Zoning Permit and return one approved copy of the map to the applicant no later than fifteen (15) days after approval. The Zoning Enforcement Officer shall file one copy of the approved permit in the office of the Zoning Enforcement Officer.

SECTION 305 TERMINATION OF PERMIT

- A. Any zoning permit for which construction or use has not commenced one (1) year after issuance shall be become null and void.

- B. The Zoning Enforcement Officer may grant an extension of time for completion. Unless such an extension is requested and approved, further work as described in the null and void permit shall not proceed until a new permit has been issued.

- C. If a project is not initiated within six (6) months of the issuance of the extension, the permit issued shall become null and void.

SECTION 306 CERTIFICATE OF ZONING COMPLIANCE

The applicant shall notify the Zoning Enforcement Officer when the structure or use is ready for final inspection. The Zoning Enforcement Officer shall then make a final inspection and, if satisfied that the regulations pertaining to the project have been complied with and that the project has been completed as specified on the approved application, the Zoning Enforcement Officer shall issue a Certificate of Compliance. The issuance of a Certificate of Occupancy by the Code Enforcement Officer in accord with the Codes of New York State is required before a building or structure may be occupied or used. The Certificate of Zoning Compliance may be issued at the same time, and may be administered using the same form as the Certificate of Occupancy.