



BUILDING AND CODES
P: 315-376-5377 | F: 315-377-3137

7660 North State Street
Lowville, NY 13367
lewiscountyny.gov

Application for a Town of New Bremen Site Plan Review and Zoning Permit

INSTRUCTIONS

Permits are available at the Town Clerks Office for the town you are building in, or at the Lewis County Building Codes Office.

Please fill in all of the information requested on the permit that pertains to your project.

If you have questions or need help, please call the Lewis County Codes Office.

You will need an approved Town of New Bremen Land Use Permit (from this office) in order to obtain a Lewis County Building Permit (for the structure).

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, call 315-376-5294.

Please provide the correct Tax ID number from your tax bill: it will look like: 348.00-01-02.300

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. Plot plan example attached.

Driveways may be subject to regulation; applicant is responsible to contact entity that controls Right of Way prior to installation.

Please be advised that if you build on a road designated as a seasonal or minimum maintenance road, you cannot expect the road to be maintained or the snow to be plowed.

Application Fee _____
Permit Number _____
Date Received _____

**TOWN OF NEW BREMEN
APPLICATION FOR SITE PLAN REVIEW AND ZONING PERMIT**

The undersigned hereby makes application for a:

- | | |
|----------------------------------|----------------------|
| _____ Mobile Home Park | _____ Commercial Use |
| _____ Campground | _____ Industrial Use |
| _____ Non-exempt Home Occupation | |

as described herein, and agrees that such purpose shall be undertaken in accordance with all applicable laws and requirements of the Town of New Bremen, County of Lewis, State of New York.

Signature (applicant) _____
Date

Address _____
Telephone

Ownership Intentions, (i.e. purchase options): _____

Location of Site: _____

Tax Map Description:

Section: _____ Block: _____ Lot: _____

County, State, and Federal permits needed (list types, status, and appropriate department): _____

Total Site Area (square feet or acres): _____

Is proposed Development/Use within a FEMA Designated Flood Zone? **Yes** ____ **No** ____

TOWN OF NEW BREMEN
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Anticipated construction time: _____

Will development be staged? _____

Current land use of site (agriculture, commercial, undeveloped, etc.): _____

Current condition of site (buildings, brush, etc.): _____

Character of surrounding lands (residential, agriculture, wetlands, woodlands, etc.): _____

Estimated cost of proposed project: \$ _____

Anticipated number of residents, shoppers, employees, cabins, site, shelters, etc. (as applicable): _____

Financial plans for carrying out project: _____

All other supporting documentation as required by the Town of New Bremen site Plan Review Zoning Law, Article IV. Procedures.

ZONING OFFICER RECOMMENDATION: _____

Zoning Officer Signature Date

Approval_____ Temporary Approval_____ Denied_____

Town Board (By) Date

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

NAME OF ADJACENT LAND OWNER _____		
YOUR PROPERTY LINES ↘		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____ 	OWNERS NAME RIGHT SIDE
LOT DEPTH _____	FRONT LOT WIDTH _____	LOT DEPTH _____
ROAD NAME _____		
THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY		

ARTICLE IV. PROCEDURES

Section 410 General

Any person, before undertaking any new land use activity at any location within the town for which this law requires site plan review, shall submit a site plan together with appropriate supporting data to the Town Board for Review and approval in accordance with the standards and procedures set forth in this law. Upon the Town Board's approval and granting of a zoning permit, all conditions and restrictions imposed upon the site plan approval must be met in connection with the issuance of a zoning permit by the Town Board.

Section 420 Application for Site Plan Review

To apply for site plan review and zoning permit, an applicant shall complete a site plan application form and file it with the Town Clerk together with the application fee, as determined by resolution of the Town Board.

Section 430 Site Plan Submission Requirements

The site plan submitted for review and supporting documentation shall include the following information, as well as other information that may be requested by the Town Board:

- a. Title of a site plan, including name and address of applicant and person responsible for preparing such drawing.
- b. North arrow, scale and date.
- c. Boundaries of property plotted to scale.
- d. Location, size, and existing use of buildings on premises.
- e. Location and ownership identification of all adjacent lands as shown on the latest tax records.
- f. Location, name, and width of existing adjacent roads.
- g. Location, width, and identification of all existing and proposed rights-of-way, easements, setbacks, internal roads, reservations, and areas dedicated to public use on or adjoining the property.
- h. Grading and drainage plan, showing existing and proposed contours and water courses.
- i. Location, type of construction and exterior dimensions of all buildings and mobile home sites.
- j. Identification of the amount of gross floor area proposed for commercial/industrial facilities.
- k. Location, type of construction, and area of all parking and truck loading areas, showing access and egress.
- l. Provision for pedestrian access, including public and private sidewalks, if applicable.
- m. Location of outdoor storage, if any.
- n. Location and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences.
- o. Description of the method of sewage disposal and the location of such facilities.

- p. Description of the method of securing water, location of such facilities, and approximate quantity of water required.
- q. Location of fire lanes and other emergency zones, including the location of fire hydrants, if required.
- r. Location, design, and construction materials of all energy generation and distribution facilities, including electrical, gas, and solar energy.
- s. Location, size, design and type of construction of all proposed permanent signs.
- t. Location and development of all proposed buffer areas, including indication of existing and proposed vegetative cover.
- u. Location and design of existing and proposed outdoor lighting facilities.
- v. General landscaping and planting schedule.
- w. Record of applications and approval status of all necessary permits from federal, state, county, and local offices.
- x. Estimated project construction schedule.
- y. Other elements integral to the proposed development as may be specified by the Town Board.

Section 440 Specifications of Materials to be Submitted

- a. Site Plan Map: The site plan map shall be drawn at a scale of one hundred (100) feet to one inch or larger and shall show existing topography at a contour interval of not more than five (5) feet. This map shall show the site area and any pertinent natural features that may affect the proposed use such as watercourses, swamps, wetlands, wooded areas, areas subject to flooding, etc.
- b. Site Plan: The site plan for the proposed development shall be drawn to a scale of one hundred (100) feet to one inch or larger.
- c. Elevations and/or Sections: Elevations and/or sections, illustrating front, rear, and side profiles drawn to the same of smaller/larger scale as the site plan, may be required by the Town Board. The elevation and/or sections shall clearly delineate the bulk and height of all buildings and other permanent structures included in the proposal, including the dimensions and height of any proposed signs.
- d. Engineering Plans: The Town Board may require, as appropriate, engineering plans to illustrate and describe such development aspects as: road improvements, drainage system, grading plan, public or private utility systems, sewer and water facilities, and such other supporting data as may be necessary.

Section 450 Acceptance of Site Plan Review Application

The Town Board shall determine whether to accept the application as complete and begin the review process, or to reject the application as incomplete. Incomplete applications shall be returned to the applicant, without prejudice, with a letter stating the application deficiencies.

Town of New Bremen has established the following fee schedule for Site Plan Reviews

- | | |
|--|-----------------|
| 1. Use Change | \$50.00 |
| 2. New projects subject to Site Plan Review | \$75.00 |
| 3. Projects that require a <u>Use</u> or <u>Area</u> Zoning Variance | \$100.00 |

The Town Board by Resolution No. 69 of the year 2020 resolve that such a fee is to be paid to the Town Clerk upon application for the Site Plan Review.