



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 Croghan Land Use/Zoning Permit Manufactured Home

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 Croghan 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 315-376-5377.

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.



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Dear Applicant:

Attached is a Lewis County Zoning Application and Fee Schedule. This application is for use only in municipalities where the County of Lewis has an intermunicipal agreement with the municipality for the administration and enforcement of said municipality's local Zoning Law.

This application applies only to the Zoning Laws of said municipality. Applicant acknowledges having confirmed that no covenants, deed restrictions, or other local, state, or federal regulations exist that would prevent or restrict that which is being applied for. This application does not apply to anything unreferenced or undefined within the municipality's Zoning Law. Nor is this application an instrument establishing or defining property lines.

I hereby certify that I have read and examined this application, acknowledging the same to be true and correct. With signature applicant agrees to adhere with the parameters set forth within this application.

Signature of Applicant or Authorized Agent: _____

Date: _____

Application Fee: See attached fee schedule

(Check payable to: Lewis County Clerk)

Permit No. _____

Date Received _____

**TOWN OF CROGHAN
APPLICATION FOR MOBILE HOME PERMIT, TEMPORARY PERMIT**

The undersigned hereby makes application for a permit to – (circle one)

1. Locate, relocate or replace a mobile home
2. Erect, enlarge, or replace an accessory structure to the mobile home.

As described herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws and requirements of the Town of Croghan, County of Lewis, and the State of NY.

Name of Applicant (Please Print)

Date

Street/Physical Address

Telephone/Best Time To Be Reached

Mailing Address

911 Address for Building Site

Describe Activity: _____

Accessory building (s) (describe): _____

General data for mobile home/accessory structure: length _____ width _____

HUD Seal present () Yes () No Lot Size _____

Tax Map No. – Section _____ Block _____ Lot _____

County, State and Federal permits needs (list type and appropriate department):

Anticipated construction time _____

Attach site plan indicating: All property lines and dimensions; all existing or proposed structures; all existing roads, easements, or proposed driveways; all existing or proposed wells and sanitary facilities; all bodies of water, streams or wetlands.

Approved () Disapproved ()

Zoning Officer

Date

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

Set-backs: 25 feet from road right-of-way
30 feet from side-line
30 feet from rear line
One home - 20,000 sq. ft. lot minimum size
Two homes - one acre lot minimum size

* Additional Charges

- (1) The developer/applicant shall pay actual costs of professional review including, but not limited to, material costs (copying, etc.) consultant fees (legal, engineering, architectural, etc.) and recording costs.
- (2) Where final application departs from the preliminary application and further referral is determined necessary by the Town Board, such costs will be paid by the developer/applicant prior to final approval.

Additional Inspection Charges

Any additional inspection charges shall be paid prior to issuance of Certificate of Occupancy by the Enforcement Officer.

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 | OWNERS NAME RIGHT SIDE |
| LOT DEPTH _____ | LOT DEPTH _____ |
| FRONT LOT WIDTH _____ | |
| ROAD NAME _____ | |
| THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY | |

The Lewis County Building Codes Department enforces the Zoning and Land Use Laws as an accommodation to the towns and villages. The Zoning and Land Use Permit Applications may be obtained at the County Building Codes Department, Monday – Friday, 8:30 a.m. – 4:30 p.m.

ZONING / LAND USE PERMIT FEE SCHEDULE

| | | |
|--|------------------------------|---------|
| Principal Structure | | \$50.00 |
| Multi-family dwelling | \$15.00 per living unit plus | \$50.00 |
| Agricultural structure (new and new additions) | | \$25.00 |
| <i>(Where required by town law)</i> | | |
| Additions to Buildings and Structures | | |
| Under 144 square feet | | \$25.00 |
| Additions to Buildings and Structures and accessory structures | | |
| 144 square feet to 500 square feet | | \$25.00 |
| Additions to Buildings and Structures and accessory structures | | |
| Over 500 square feet | | \$50.00 |
| If attendance of the zoning official is required at a <i>Town Board</i> , <i>Zoning Board of Appeals</i> or <i>Planning Board</i> meeting, the applicant will pay a per hour charge of | | \$25.00 |

Questions on Subdivisions should be referred to the Town Clerk or Planning Board Chairman of the Town or Village.

The above fee schedule only covers Zoning and Land Use permits. Town law determines the regulations and fees.

Building permits are also required for most all construction in Lewis County and are governed by state law.