



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

7660 North State Street  
Lowville, NY 13367  
[lewiscountyny.gov](http://lewiscountyny.gov)

## Application for Town of Osceola Land Use/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 Osceola 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: \_\_\_\_\_

# TOWN OF OSCEOLA LAND USE APPLICATION

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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

Construction Start Up Date: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Mailing Address: (Street, Town, Zip) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property owner's address: \_\_\_\_\_

\_\_\_\_\_ Zone: \_\_\_\_\_

Exact location of property to be developed (911 address) \_\_\_\_\_

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

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

Size of Existing Building \_\_\_\_\_ Size of New Building/structure \_\_\_\_\_

Size of Addition Added to Existing Building \_\_\_\_\_ Closest Distance to Lot Lines, Right Side \_\_\_\_\_

Left Side \_\_\_\_\_ Rear Lot line \_\_\_\_\_ To Centerline of Road \_\_\_\_\_

Road Frontage \_\_\_\_\_ Depth of Lot \_\_\_\_\_ Total Acreage \_\_\_\_\_

To apply for a Land Use Permit, you MUST provide this Land Use Application filled out, a check payable to the Lewis County Clerk for the application fee, and One (1) copy of a Plot Plan (read directions on plot plan sheet).

The undersigned hereby makes application for a land use permit for the purpose and site described herein and agrees that such work will be undertaken in accordance with all applicable laws, ordinances, and requirements of the Town of Osceola, Lewis County New York

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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## FOR ENFORCEMENT OFFICERS USE ONLY

**Application approved (YES, NO)**

**WORK MAY COMMENCE**

Signature of Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications approved with conditions - SEE ATTACHED**

Signature of Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**WORK MAY NOT COMMENCE**

**REASON ATTACHED**

Signature of Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

WIDTH OF LOT AT REAR

EXAMPLE

210'

50'

50'

EXISTING GARAGE

SEPTIC FIELD

105'

110'

50'

30'

NEW HOME

110'

100'

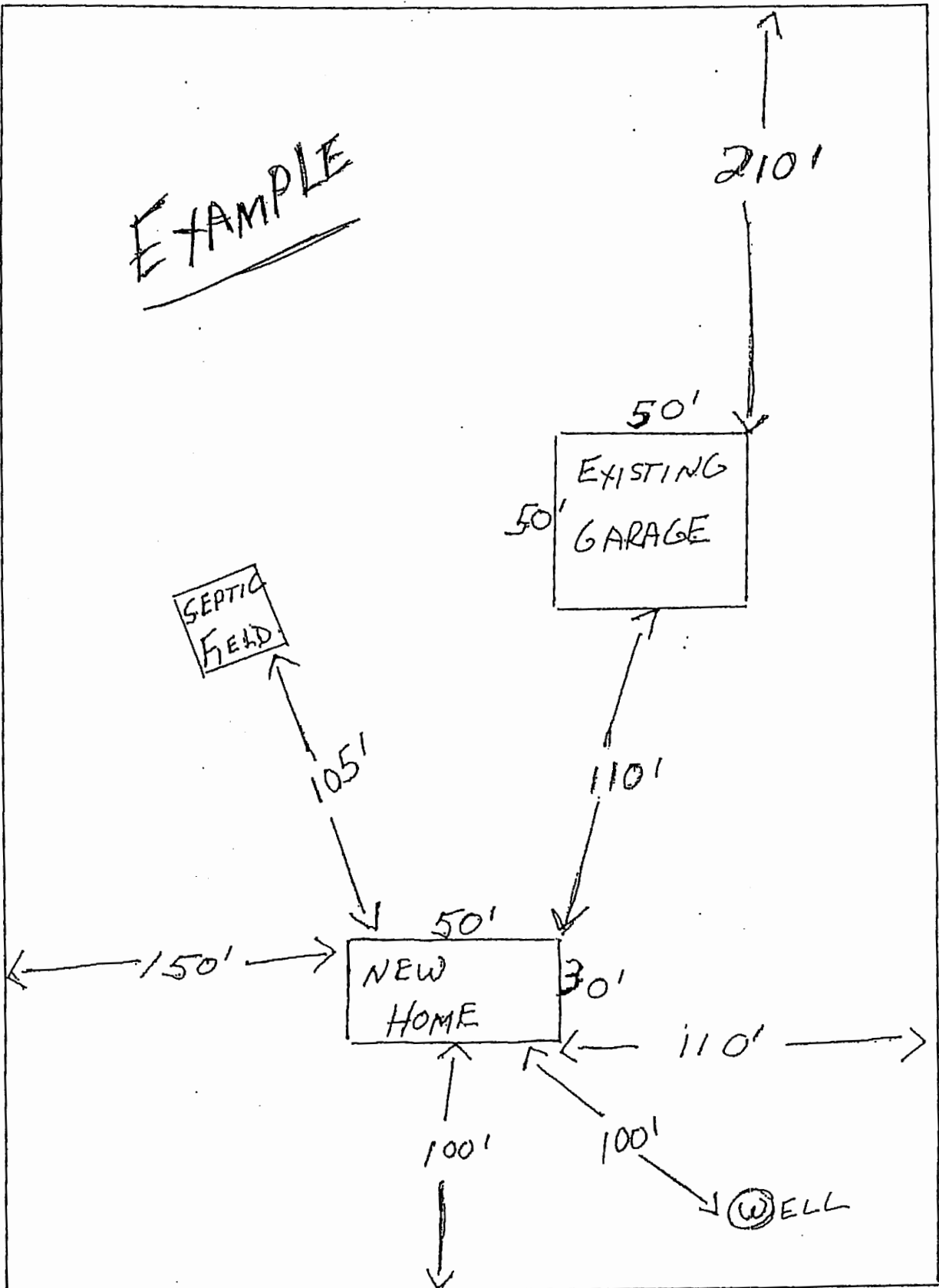
100'

WELL

DEPTH OF LOT 500 FEET

WIDTH OF LOT AT FRONT

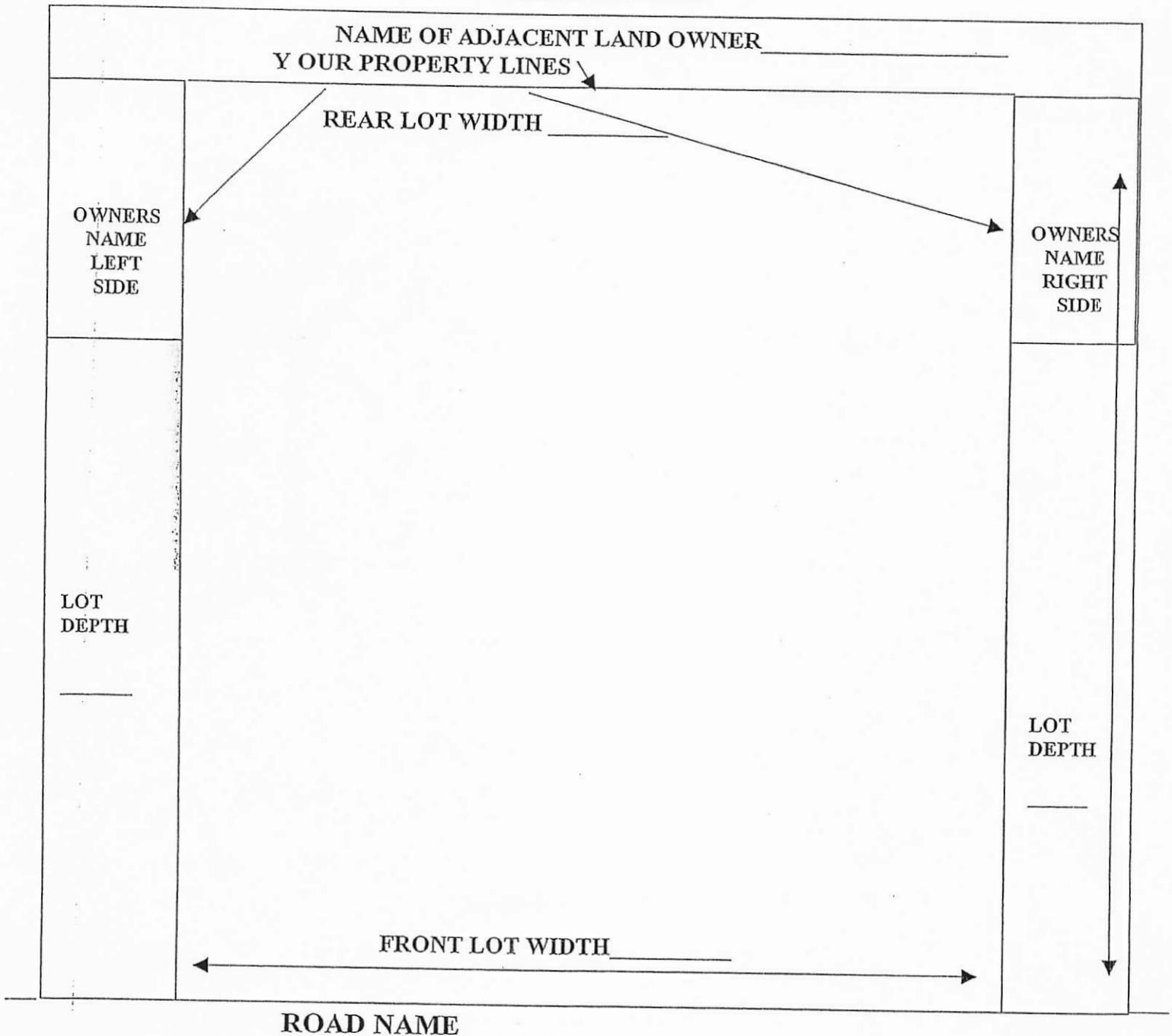
ROAD NAME



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



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

## Town of Osceola

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>		
Accessory Structures Under 150 square feet – Permit not required but setbacks must meet town code		N/C
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, Zoning Board of Appeals or 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.**