

Town of Warrensburg

Application for Commercial Land Use & Development Permit

1. Contact Information: Same as Applicant Same as Applicant

	Applicant	Owner	Contractor
Name			
Company			
Address			
City/State/Zip			
Telephone			
Email			

2. Zoning District (s): _____ 3. Estimated Project Cost: \$ _____

4. Description of Project: _____

5. Dimensions:

Type	Dimensions (ft)			Setbacks ¹ (ft)				
	Length	Width	Height	Front	Rear	Right ²	Left ²	Shoreline ³
Principal Building								
Accessory Structure:								
Porch								
Deck								
Addition/Alteration								
Demolition								
Sign #1								
Sign #2								

¹Setback is the distance measured from the property line to the closest edge of any structure ²Left/Right Side Setbacks are determined as viewed from the roadway
³Shoreline Setback is determined from mean high water mark

6. Signage (Circle applicable. If a space is provided, please fill in related information.)

Type	Sign #1					Sign #2				
	Wall	Projecting	Canopy	Free- Standing	Off- Premise	Wall	Projecting	Canopy	Free- Standing	Off- Premise
Material	Plastic	Metal	Wood	Other: _____		Plastic	Metal	Wood	Other: _____	
Color	Lettering: _____		Background: _____		Logo: _____	Lettering: _____		Background: _____		Logo: _____
Lighting	Internally Lit		Front Lit	None		Internally Lit		Front Lit	None	

Town of Warrensburg
 County of Warren ss: _____
 State of New York

Signature [Owner/Applicant]

I swear to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the Town of Warrensburg's Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and such work is authorized by the owner.

Sworn to before this _____ day
 of _____, _____

Notary Public

-----Office Use-----

Current Use (per Use Table): _____ Proposed Use (per Use Table): _____

Zoning Administrator Comments: _____

Signature of Zoning Administrator: _____

Note! The Town of Warrensburg is not responsible if the applicant fails to obtain permit, etc from any other governmental entity. Applicant should contact the following:
 Adirondack Park Agency Warren County Building Codes NYS DOL Asbestos Control Bureau Warrensburg Water/Sewer District
 Warrensburg Highway Department NYS DOT NYS DEC NYS DOH Warren County DPW Other: _____

Tax Map ID#: _____ Application #: LUD 2012- _____
 Location: _____ Date Submitted: ____/____/____

Land-Use & Development Permit General Information

Application Checklist for Land-Use & Development Permit:

- Complete Land-Use & Development Permit Application
- Plot Plan, showing dimensions and setbacks (to scale)
- Pay Required Fee
- Worker's Compensation Insurance or BP-1 Exemption Worksheet
- Authorization Form, if applicant is not the property owner
- Any building plans required by the Building Department.

How to get a Building Permit?

1. Always contact the Zoning Administrator and discuss what permits or approvals your project may require.
2. Apply and receive the Land-Use & Development Permit (LUD) and Zoning Compliance from the Warrensburg Planning & Zoning Office.
3. Building Permits are administered through Warren County Building Codes & Fire Prevention. Any plans required by Warren County must be reviewed and signed by the Zoning Administrator, before submittal to the Building Department.
4. Once the above mentioned steps are completed, you must then apply for a Building Permit through Warren County Building Codes & Fire Prevention.
5. The Town of Warrensburg is not responsible for the failure of applicants to acquire permits or approvals from any other governmental entity. The Zoning Administrator will check agencies that should be contacted by the applicant; however, this list may not be exhaustive. Listed below is contact information for agencies typically involved in the development process.

Other Agencies to Contact:

Warren County Building Codes & Fire Prevention—(518) 761-6542-- <http://warrencountyny.gov/fpbc/>
The agency that issues Building Permits, for the Town of Warrensburg.

Dig Safely New York—(1-800-962-7962)—<http://www.digsafelynewyork.com/>
Before beginning any construction project involving excavation of land, you must contact Dig Safely New York, a FREE service, which will contact the appropriate utility owners to ensure you will not cause damage to the utility or pose a significant safety risk to you and your neighbors.

Adirondack Park Agency (APA)—(518) 891-4050— <http://apa.ny.gov/>
Depending on the location, scale and type of project, the APA may have jurisdiction.

Warrensburg Highway Department—(518) 623-4561
Installation of any development (i.e. driveway) abutting a Town roadway may require a permit.

Warrensburg Water/Sewer District—(518) 623-4561
Depending on the location of the property that is being developed, connection to the municipal water or wastewater system may be necessary.

NYS Department of Labor: Asbestos Control Bureau—(518) 457-1255—
http://www.labor.ny.gov/workerprotection/safetyhealth/dosh_asbestos.shtm
An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. Single-family, owner-occupied structures are exempt.

Warren County Department of Public Works (DPW)—(518) 623-4141—<http://www.warrencountydpw.com/>
Installation of any development (i.e. driveway) abutting a County roadway may require a permit.

New York State Department of Transportation (DOT)—(518) 623-3511—Frank Komoroske, P.E., Warren County
Installation of any development (i.e. driveway) abutting a State roadway may require a permit.

Zoning Staff & Contact Information:

Christopher Belden, Zoning Administrator
Patti Corlew, Planning & Zoning Secretary

chris.belden@townofwarrensburg.net
patti.corlew@townofwarrensburg.net