

**TOWN OF DEWITT  
PLANNING & ZONING  
PERMIT REQUIREMENTS FOR ACCESSORY BUILDINGS**

**PERTAINS TO STORAGE SHEDS**

- 1) Copy of **survey** within ten years showing all existing structures and accessory structures drawn to scale and plotted on survey. **SURVEYS REDUCED IN SIZE ARE NOT ACCEPTED.**
- 2) Completed development permit **application, signed by owner** (need original signature).
- 3) Adequate construction drawings drawn by applicant or provided by contractor. **Construction drawings require: floor plan, cross section, & elevations. Show all dimensions and measurements of materials used.**
- 4) **Fee submitted with application:** \* See Fee Schedule
- 5) Accessory structure must be located behind the house and no closer than 5' from rear property line and equal to the sideyard setback for the zoning district for which the property is located. Department staff can assist you on which zoning district you are located in. Small, detached moveable accessory buildings equal to or less than 100 square feet may be placed no closer than 5' to the sideyard property line. Buildings over 100 square feet must match the existing finish of the home.

**Structures are to be built to withstand 50 lbs ground snow load and a wind load of 90 mph.**

- 6) Pending on type of structure, construction inspection may vary, ask staff for schedule of inspections.
- 7) Any electrical that is to be installed must be inspected by an approved electrical inspection agency:  
Atlantic-Inland Inc 315-532-0110, or  
CNY Electrical Inspection Services LLC 315-633-0027, or
- 8) A final inspection must be conducted on the completed structure. Owner must call in final inspection request. An affidavit must be completed for the final certificate.
- 9) Please read Section 192-98 “Accessory Buildings” of the Town Zoning Ordinance for further information on setbacks, heights, sizes and exterior finishes.
- 10) Development permit must be visible from the street.

Any questions, please call Planning & Zoning at (315) 446-3910 x 3,  
Fax (315) 449-0620, or email at [WWW.TOWNOFDEWITT.COM](http://WWW.TOWNOFDEWITT.COM)

Town of DeWitt
Development Permit
Application
Department of Planning & Zoning

Foundation Approval Date Signed
Conditional Approval Date Signed
Certificate of Compliance Date Signed
ZBA Approval Date Decision
Planning Bd. Approval Date Decision

Date

Nature of Work

New Building Addition Alteration Repair Conversion Removal Demolition Grad/Filling/Excav. Sign Pool Tank Other
SF SF SF SF SF Construction Cost \$ Permit Fee \$

Property/ Owner Information

Address City/ST/Zip Tax Map No. Zoning District Flood Plain Design Wet Land Design Present Use & Occupancy Property Owner Owner's Address Owner's Phone No. (H) (W) Owner's Signature

Description of Proposed Development
Description of Intended Use

Approved Plan Reference

Company/Designer Name Plan Date (Original)
Plan Title Last Revision Number of Pages

Contractor Information

Name of Architect or Engineer
Contact Person Phone No.
Address City State Zip
Name of Contractor
Contact Person Phone No.
Address City State Zip

STATE OF NEW YORK,
COUNTY OF SS.

X being duly sworn deposes and says that s/he is the
(Name of individual signing application)

X (Contractor, agent, corporate officer, owner, etc.)
of said owner or owners, and is duly authorized to perform or have performed the said work
and to make and file this application; that all statements contained in this application are true
to the best of his knowledge and belief and that the work will be performed in the manner set
forth in the application and in the plans and specifications filed therewith.
(If owner, notarization is not necessary)

X (Applicant's signature)
Sworn to before me this day of , 20

I have personally reviewed this application and find that these
accurately describe the intended work, and use, and that they
comply with NYS Building Codes, and Onondaga County and
Town Laws and Ordinances.

Issuing Officers Signature

Date
Conditions

General Development Rules  
Town of DeWitt

Application is hereby made to the Town of DeWitt Department of Planning & Zoning for the issuance of a permit to the New York State Uniform Fire Prevention and Building Code and applicable local laws for the construction of buildings, additions or alterations, or for other physical improvements or for the removal or demolition, as herein designated. The applicant and property owner agree to comply with said laws, ordinances, regulations and following rules:

1. An **ORIGINAL** shall be completed in ink with **TWO COPIES** and shall be accompanied by two complete sets of plans showing all proposed construction; one complete set of specifications, a current survey within ten years showing all improvements. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical, and plumbing installation, and Workman's Compensation certificate.
2. No work covered by this application may be commenced prior to the issuance of a Development Permit. Project is double fee if started without permit.
3. No building or premises shall be occupied or used for any purpose whatsoever until a Certificate of Occupancy/ Compliance has been issued by the Department. If a second "Final" inspection is needed due to incomplete construction or improvements, a charge of \$40.00 shall be levied. (Please note that your Development Permit Fee includes one (1) "Final" on Certificate of Occupancy/Compliance inspection.)
4. Upon approval of this application, a Foundation Permit or Specific Permit will be issued to the applicant for conspicuous posting and availability at the job site at all times.
  - When an "As Built" foundation survey is presented and approved by the Department, the Final Permit will be issued.
5. All electrical work is to be inspected by a Town approved organization.
6. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
7. In signing this application the applicant agrees to permit at all reasonable hours the entry of Department Representatives and authorized inspection agencies.

For information contact:

Town of DeWitt  
Planning & Zoning  
5400 Butternut Drive  
East Syracuse, NY 13057  
Phone (315) 446-3910 x3  
Fax (315) 449-0620  
[www.townofdewitt.com](http://www.townofdewitt.com)

**TOWN OF DEWITT  
PLANNING & ZONING  
FEE SCHEDULE\***

<u>ITEM</u>	<u>FEE</u>	<u>NOTES</u>
<b>I. <u>DEVELOPMENT PERMIT*</u></b>		
A. Base Fee	<b>\$75</b>	Base fee for all NYS Uniform Requirements plus local property improvement requirements
1. Residential	plus \$26/100 SFGFA	
2. Retail	plus \$26/100 SFGFA	
3. Office	plus \$32/100 SFGFA	
4. Warehouse	plus \$16/100 SFGFA	
5. Other Occupancies	plus \$32/100 SFGFA	
6. Detached Garages	plus \$12/100 SFGFA	
7. Specialty Items	plus \$8.00/1000 construction cost	Alterations, repairs, conversions: towers, pools, signs, fences, decks, sheds, demolition, grading & filling, etc.
8. Operating Permits	\$65	Pyrotechnics, public assembly, hazardous materials
9. Zoning Compliance Letter	\$65	
10. Codes Review	fifty (50) percent of permit fee	
11. Zoning Information Research	\$65	
12. After Hours Inspection Fee	\$95	
<b>II. <u>ZONING BOARD (see V, below)*</u></b>		
1. For lots $\leq$ 1 Acre or $\leq$ 3,000 SFGFA. Area Variance	<b>\$325 + \$75</b> for additional variance(s)	
2. For all lots $>$ 1 Acre or $>$ 3,000 SFGFA, Area Variance	<b>\$1500</b>	
3. For all SIGNS	<b>\$500</b>	
4. Use Variance	<b>\$1000</b>	
5. Special Permit	<b>\$500</b>	
<b>III. <u>PLANNING BOARD (see V, below)*</u></b>		
A. Base Fee	<b>\$500</b>	All site plan review applications
<1 acre	<b>No additional fee</b>	
>1 acre < 3 acres	<b>+\$1000</b>	
> 3 acres	<b>+\$2500</b>	
1. Subdivision Review	plus \$40/ lot	
2. Zone Change	<b>\$1,500</b>	
3. Amended Site Plan Review	<b>\$250</b>	
4. Simple Subdivision	<b>\$310</b>	

(OVER)

**IV. SUBDIVISION PARKLAND FEES**

R-0, R-1, R-1A, R-2, R-3

**\$1,000/unit**

**V. TECHNICAL/ ENGINEERING FEES**

Fees to offset review expenses for Planning Board and Zoning Board of Appeals projects are collected and placed in a separate escrow account at the time of application to the board(s). Generally, the fee ranges from \$300 to \$4000. The balance is returned to the applicant at the completion of a project or, if more funds are needed, a written request will be made. PLEASE CONTACT THE P&Z OFFICE to determine the amount of the escrow fee to be SUBMITTED in a SEPARATE CHECK made payable to the "Town of DeWitt".

**VI. PROJECT NOTICE SIGN RENTAL**

\$75 1<sup>ST</sup> sign

plus \$40 for additional sign

\$35 / sign refund for each sign  
returned to P&Z

**VII. CRESigns**

**\$300**

Yearly fee

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\* A Development Permit, Planning Board or Zoning Board of Appeals fee shall increase 100% if construction commences prior to permit issuance or board approval.

A \$40 re-inspection fee shall be charged for repeat inspection.

NAARC – New, Addition, Alteration, Repair or Conversion

SFGFA – Square Foot Gross Floor Area is that area covered and enclosed space

CRE – Commercial Real Estate

**EFFECTIVE: 1 May 2017 AS ADOPTED 10 NOVEMBER 2017**

**REV 5.1.2017**