

**TOWN OF DEWITT  
PLANNING AND ZONING  
REQUIREMENTS FOR DEMOLITION PERMITS**

- 1) Copy of **survey** within ten years showing structure(s) to be removed. SURVEYS REDUCED IN SIZE ARE NOT ACCEPTED.
- 2) Completed development permit **application, signed by property owner (need original signature).**
- 3) Submit New York State workman's compensation certificate for demolition contractor (**C105.2** or compatible form) **The ACORD25 form is not acceptable.**
- 4) **Fee submitted with application:** See Fee Schedule
- 5) Asbestos survey and abatement completion paperwork submitted with application. Must be done for buildings built before 1/1/74 per Industrial Code Rule #56, State of New York Department of Labor.
- 6) Rodent check performed on structure contact Onondaga County Health Dept.
- 7) Contact Dig Safely New York for underground utilities, 811, at least seven days prior to the demolition date for a pre-demolition conference.
- 8) Contact Town of DeWitt Water Dept. on termination of water service and meter.
- 9) Demolition shall follow Chapter 33 Section 3303 of the New York State Building Code.
- 10) Install erosion control devices where applicable for adjoining properties.
- 11) Demolition permit must be displayed at the site.
- 12) Foundation must be filled in after demolition with appropriate fill, property cleared of debris, and seeded properly to prevent erosion.
- 13) Contact Onondaga County Water Environment Protection @ 435-6614 for water runoff into storm and sewer systems and a sanitary sewer disconnect permit at least seven days prior to the demolition date.
- 14) Contact applicable utility companies for terminating electric and/or gas connections.

Any questions, please call Planning & Zoning at (315) 446-3910 x3  
Fax (315) 449-0620 or email at [www.TOWNOFDEWITT.COM](http://www.TOWNOFDEWITT.COM)

Foundation Approval \_\_\_\_\_  
 Date \_\_\_\_\_ Signed \_\_\_\_\_

Conditional Approval \_\_\_\_\_  
 Date \_\_\_\_\_ Signed \_\_\_\_\_

Certificate of Compliance \_\_\_\_\_  
 Date \_\_\_\_\_ Signed \_\_\_\_\_

ZBA Approval \_\_\_\_\_  
 Date \_\_\_\_\_ Decision \_\_\_\_\_

Planning Bd. Approval \_\_\_\_\_  
 Date \_\_\_\_\_ Decision \_\_\_\_\_

**Town of DeWitt**  
**Development Permit**  
**Application**  
**Department of Planning & Zoning**

**PERMIT**

Date \_\_\_\_\_

**Nature of Work**

New Building  SF \_\_\_\_\_

Addition  SF \_\_\_\_\_

Alteration  SF \_\_\_\_\_

Repair  SF \_\_\_\_\_

Conversion  SF \_\_\_\_\_

Removal  \_\_\_\_\_

Demolition  Construction \_\_\_\_\_

Grad/Filling/Excav.  Cost \$ \_\_\_\_\_

Sign  \_\_\_\_\_

Pool  Permit Fee \_\_\_\_\_

Tank  \$ \_\_\_\_\_

Other \_\_\_\_\_

**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	+\$1000	
> 3 acres	+\$2500	
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**