

TOWN OF DEWITT
DEPARTMENT OF PLANNING & ZONING
FLOOD HAZARD AREA DEVELOPMENT
FORM 20A-1

Instances where a Flood Hazard Area Development Permit is required:

A Flood Hazard Area Development Permit is required before the start of construction or any other development within the area of special flood hazard as established by the Federal Emergency Management Agency in a report entitled the "Flood Insurance Study for the Town of DeWitt, of Onondaga County, New York," dated March 1, 1979.

*Note: Maps of these areas are on file at the **Planning & Zoning (P&Z) Office** -Town of DeWitt Town Hall, 5400 Butternut Drive, East Syracuse, NY 13057, between 8:00AM – 4:30PM.*

The Flood Hazard Area Development Process:

1. Once the applicant and/or Town determines that the construction or development that he/she wishes to begin would occur within an area of special flood hazard then he/she should request and complete a Permit Application for Development in Flood Hazard Areas.
2. Upon completion, the Permit Application should be returned to P&Z for review to make sure that it meets all the requirements of law, or requires Zoning Board of Appeals and/or Planning Board review.

If the application is rejected by P&Z then changes must be made and the application must be resubmitted to P&Z for review. (Return to step one)

3. If the application is accepted then a Flood Hazard Area Development Permit will be issued.
4. **Construction or development can now begin.**
5. **IMPORTANT:** Upon placement of the lowest floor the permit holder must fill out, in accordance with the attached instructions, an Elevation Certificate and file it with P&Z before further work can proceed. (This certificate can be obtained from P&Z.)

Upon completion of floodproofing, the permit holder must complete a Floodproofing Certificate and file it with P&Z before further work can proceed. (This certificate can be obtained from P&Z)

6. Work can now proceed to completion, subject to final inspection by P&Z.

Department of Planning & Zoning:

(315) 446-3910 x3

Fax (315) 449-0620

FOR OFFICIAL USE ONLY

Permit No. _____

Fee Received _____ Date _____

TOWN of DeWITT

Permit Application for Development
In
Flood Hazard Areas

- A. General instructions page 4 (Applicant to read and sign)
- B. For assistance in completing or submittal of this application contact:
Town of DeWitt, Planning & Zoning
5400 Butternut Drive
East Syracuse, NY 13057 (315) 446-3910 x3/Fax - (315) 449-0620

1. Name and Address of Applicant

_____ (First Name) _____ (MI) _____ (Last Name)

Street Address: _____

Post Office: _____ State: _____ Zip Code: _____

Telephone: () _____ - _____

2. Name and Address of Owner (If Different)

_____ (First Name) _____ (MI) _____ (Last Name)

Street Address: _____

Post Office: _____ State: _____ Zip Code: _____

Telephone: () _____ - _____

3. Engineer, Architect, Land Surveyor (If Applicable)

_____ (First Name) _____ (MI) _____ (Last Name)

Street Address: _____

Post Office: _____ State: _____ Zip Code: _____

Telephone: () _____ - _____

PROJECT LOCATION

Name of Project: _____

Street Address: _____ Tax Map No.: _____

Name of, distance and direction from nearest intersection or other landmark

Name of Waterway _____

PROJECT DESCRIPTION (Check all applicable boxes and see Page 4, Item 3)StructuresStructure Type New Construction Residential (1-4 family) Addition Residential (More than 4 family) Alteration Commercial Relocation Industrial Demolition Mobile Home (single lot) Mobile Home (Park)

Estimated value of improvements if addition or alteration: _____

Other Development Activities Fill Excavation Mining Drilling Grading Watercourse alteration Water System Sewer System Subdivision (New) Subdivision (Expansion) Other (Explain)CERTIFICATION

Application is hereby made to the **Town of DeWitt** for the issuance of a floodplain development permit under **Ch. 100** (local floodplain regulation). The applicant certifies that the above statements are true and agrees that the issuance of the permit is based on the accuracy thereof. False statements made herein are punishable under law. As a condition to the issuance of the permit, the applicant accepts full responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless to the **Town of DeWitt** from suits, actions, damages and costs of every name and description resulting from the said project. Further, the applicant agrees that the issuance of a permit is not to be interpreted as a guarantee of freedom from risk of future flooding.

Date_____
Signature of Applicant

TOWN of DeWITT
Flood Hazard Development Permit

Administrative Action
Completed by Floodplain Administrator

Proposed project located in ___ “A” zone with elevation
___ “A” zone without elevation
___ Floodway
___ Coastal High Hazard Area (V-Zone)

Base flood elevation at site is _____

Source documents: _____

PLAN REVIEW

Elevation to which first floor is to be elevated _____ ft. (NGVD)
Elevation to which structure is to be floodproofed _____ ft. (NGVD)
Elevation to which compacted fill is to be elevated _____ ft. (NGVD)

ACTION

___ Permit is approved, proposed development in compliance with applicable floodplain management standards.

___ Additional information required for review specify: (i.e., encroachment analysis)

___ Permit is conditionally granted, conditions attached.

___ Permit is denied. Proposed development not in conformance with applicable floodplain management standards. Explanation attached. A variance, subject to Public Notice and Hearing, is required to continue project.

___ Applicant advised that proposed development requires approval by Federal, State or other local Agencies.

Signature _____ Date _____
(Permit Issuing Officer)

BUILDING CONSTRUCTION DOCUMENTATION

The certified “As Built” elevation of lowest floor (including basement) of structure is _____ ft. NGVD.

Certification of registered professional engineer/architect, land surveyor or other recognized agent, documenting these elevations is attached.

CERTIFICATE OF OCCUPANCY (optional)

Certification of Occupancy or Compliance Issued:

Date _____ Signature _____

TOWN of DeWITTDevelopment in Flood Hazard Areas
Instructions

1. Type or print in ink
2. Submit 2 copies of all papers including detailed construction plans and specifications.
3. Furnish plans drawn to scale, showing nature, dimension and elevation of area in question; existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically the following is required: (a) NGVD (Mean Sea Level) elevation of lowest floor including basement of all structures; (b) description of alterations to any watercourse (c) statement of techniques to be employed to meet requirements to anchor structures, use flood resistant materials and construction practices (d) show new and replacement potable water supply and sewage systems will be constructed to minimize flood damage hazards (e) plans for subdivision proposal with 50 lots or 5 acres (whichever is least) must provide base flood elevations if they are not available (f) additional information as may be necessary for administration to evaluate application.
4. Where a non-residential structure is intended to be made watertight below the base flood level, a registered professional engineer or architect must develop and/or review structural design, specifications, and plans for the construction and certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provisions of the local floodplain management regulations.
5. No work on the project shall be started until a permit therefore has been issued by the **Town of DeWitt**.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory compliance.

Applicant's signature _____ Date _____

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

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

<u>ITEM</u>	<u>FEE</u>	<u>NOTES</u>
I. <u>DEVELOPMENT PERMIT*</u>		
A. Base Fee	\$75	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	
II. <u>ZONING BOARD (see V, below)*</u>		
1. For lots \leq 1 Acre or \leq 3,000 SFGFA. Area Variance	\$325 + \$75 for additional variance(s)	
2. For all lots $>$ 1 Acre or $>$ 3,000 SFGFA, Area Variance	\$1500	
3. For all SIGNS	\$500	
4. Use Variance	\$1000	
5. Special Permit	\$500	
III. <u>PLANNING BOARD (see V, below)*</u>		
A. Base Fee	\$500	All site plan review applications
<1 acre	No additional fee	
>1 acre < 3 acres	+\$1000	
> 3 acres	+\$2500	
1. Subdivision Review	plus \$40/ lot	
2. Zone Change	\$1,500	
3. Amended Site Plan Review	\$250	
4. Simple Subdivision	\$310	

(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 1ST sign

plus \$40 for additional sign

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

VII. CRESigns

\$300

Yearly fee

* 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