TOWN OF DEWITT
PLANNING AND ZONING
PERMIT REQUIREMENTS FOR GRADING AND FILLING PROJECTS

1. Permit is required on parcels of land in excess of ¼ acre, a change in more than 3 feet in elevation, or obstruction of drainage way for surface water runoff.

2. Completed development permit **application, signed by the property owner (original signature).**

3. **Fee submitted with application**: See Fee Schedule.

4. Copy of NYS **workman's compensation certificate (C105.2 form** or compatible) for contractor. **The ACORD25 form is not acceptable.**

5. Plans shall include the required information of Chapter 192-107 of the Zoning Ordinance and Chapter 86 of the DeWitt Town Code.

6. **Security deposit of $1,000 per acre** is to be submitted with application.

7. Contact Dig Safely New York for underground utilities @ 800-962-7962 or 811.

8. No grading or filling in "right of ways" or "easements" without proper approval.

9. Contact Planning & Zoning (P&Z) staff for determination if your project requires Zoning Board of Appeals and/or Planning Board approvals.

10. For stormwater management practices and permits, please consult P&Z staff.

Questions, please call Planning & Zoning at (315) 446-3910 x3,
Fax (315) 449-0620 or email at 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

_____

_____

_____

_____

CALL FOR INSPECTIONS Rev 11/17/11

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*

ITEM	FEE	NOTES
I. DEVELOPMENT PERMIT*		
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. ZONING BOARD (see V, below)*		
1. For lots ≤ 1 Acre or ≤ 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. PLANNING BOARD (see V, below)*		
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

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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**