

**TOWN OF DEWITT
PLANNING AND ZONING
PERMIT REQUIREMENTS FOR NEW RESIDENTIAL DWELLINGS**

- 1) Completed development permit **application, signed by property owner** (need original signature).
- 2) Copy of **survey** showing proposed scaled location of dwelling and property lines signed by a New York State licensed surveyor. **SURVEYS REDUCED IN SIZE ARE NOT ACCEPTED.**
- 3) **Fee submitted with application:** See Fee Schedule
- 4) Complete set of **construction drawings** with original stamp and signature of a NYS architect or NYS professional engineer. Plans must show all structural and architectural drawings, all mechanical drawings (electrical, heating, cooling and plumbing) and energy calculations. Snow, wind, live, dead and seismic loads. Actual square footage of glazed areas of windows and doors. Truss drawings showing anchorage to walls and required bracing.
- 5) Copy of contractor's New York State **workman's compensation certificate (C105.2 form or compatible). The ACORD25 form is not acceptable.** If dwelling is going to be built by the owner an affidavit of exemption is to be completed.
- 6) Water meter and/or tap to be paid for at Town of DeWitt Water Department. Contact water department for fees 446-3910 x159.
- 7) Dwelling is to be constructed according to the New York State Residential Code and applicable generally accepted standards.
- 8) Plumbing permit from Onondaga County Plumbing Control Section 435-6614. Electrical permit may be applied for after development permit is issued. Any electrical that is to be installed must be inspected by an approved electrical inspection agency:
Atlantic-Inland Inc 607-753-7118, or
CNY Electrical Inspection Services LLC 315-633-0027.
- 9) Proper erosion control measures to be installed around perimeter of property.
- 10) An **"As-Built" survey by a NYS surveyor must be submitted after foundation is completed.** This is to check proper placement and size of dwelling.

All construction phases must be inspected by the Town of DeWitt. Please call at least 24 hours in advance of inspection.

Minimum required inspections: footer forms, foundation/backfill, rough framing after mechanicals installed, insulation and final inspection. Electrical and plumbing inspections and finals as required by town approved agencies.

Any questions, 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

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