



Village of Mount Morris

117 Main Street, Mount Morris, NY 14510
Building Zoning Permits/Code Enforcement
Phone (585)741-4021 codeenforcement@mountmorrisny.us

BUILDING /ZONING PERMIT APPLICATION

All Village of Mount Morris property owners are required to comply with all regulations as set forth by New York State Building Code and Zoning Codes of Village of Mount Morris.

INSTRUCTIONS:

Date: _____

- A. This application to be completed and submitted with two sets of plans and specifications to the Code Enforcement Officer.
- B. A plot plan showing location and actual dimensions of the lot and the exact size and location on the lot of the buildings on the premises, relation to public streets or areas and to adjoining premises, giving a detailed description of the layout of the property to be drawn on a diagram which is part of this application.
- C. Upon approval of the Application, the Code Enforcement Officer will issue a Building/Zoning Permit to the applicant and return one set of the Plans and Application. The Permit and approved Plans shall be kept on the premises during the progress of the work.
- D. No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy shall have been granted by the Code Enforcement Officer.
- E. All new construction of buildings, additions and alterations must comply with the New York State Uniform Fire Prevention and Building code.
- F. Building Permits become null and void unless construction has been started within one hundred twenty (120) days of the date of issuance, except that such construction shall be completed within twelve (12) months of the date of the starting of construction.
- G. Work described in this application is not to be commenced before receiving a Building/Zoning Permit. THIS IS NOT A BUILDING PERMIT. Additional fees for Work Started Without a Building Permit and Stop Work order Rescinded fees will be added to your permit cost for work started before receiving your permit. In the event that a setback variance is requested, an instrument survey showing precise setbacks to be created by the project, along with existing and proposed structures, must be attached.

APPLICATION IS HEREBY MADE to the Code Enforcement Officer pursuant to the New York State Uniform Fire Prevention and Building code and the Zoning Ordinances of the Village of Mount Morris, for the land use, building, additions, alterations, relocation or demolition as herein described. The applicant agrees to comply with all the applicable laws, ordinances and regulations.

1. APPLICANT/AGENT:

Name: _____ Phone: _____ Email: _____

Address: _____

Firm: _____

2. PROPERTY OWNER:

Name: _____ Phone: _____ Email: _____

Address: _____

3. PRESENT USE AND OCCUPANCY OF BUILDING/PROPERTY: _____

4. PROPOSED CHANGE/USE or OCCUPANCY OF BUILDING/PROPERTY: _____

5. LOCATION OF LAND FOR PROPOSED WORK:

Address: _____

Tax Map No.: _____ Zoning District: _____ Property Class Usage: _____

Size & Area of the lot _____ ft. by _____ ft. = _____ sq. ft. _____

6. NATURE OF WORK: (CHECK ALL THAT APPLY)

- | | | |
|--|--|--|
| ☐ New Building | ☐ Addition | ☐ Mobile Home* |
| ☐ Alteration/Remodel | ☐ Accessory Structure | ☐ Roofing* |
| ☐ Electric | ☐ Deck/Porch | ☐ Fence* |
| ☐ HVAC | ☐ Plumbing | ☐ Sign* |
| ☐ Generator | ☐ Demolition | ☐ Solar* |
| ☐ Stove/Fireplace/Hot Water/Furnace | ☐ Fireworks* | ☐ Tent* |
|
 | | |
| ☐ Swimming Pool* | ☐ In ground | ☐ Above ground |
| ☐ Pool Specifications (if applicable) | ☐ Hot tub/spa | ☐ Pool Heater
Electric / Gas |
| ☐ Temporary Structure | Duration _____ | Start Date _____ End Date _____ |

ITEM WITH AN * REQUIRE AN ADDITIONAL SPECIFIC APPLICATION FORM TO BE COMPLETED.

7. OCCUPANCY USE: (CHECK ALL THAT APPLY)

- | | | | | |
|--------------|-----------------------------------|-----------------------------------|--|-------------------------------------|
| Residential: | ☐ 1 Family | ☐ 2 Family | ☐ Multiple Family | ☐ Apartments |
| Commercial:* | ☐ Office | ☐ Retail | ☐ Industrial | ☐ Mixed Use |
| | ☐ Storage | ☐ Assembly | ☐ Overnight stay | ☐ Other |

If Other Explain: _____

***COMMERCIAL OCCUPANCY USE**

REQUIRE A SITE PLAN REVIEW PLANNING BOARD APPLICATION FORM TO BE COMPLETED.

8. DIMENSIONS OF:

☐ New Structure	☐ Additions	☐ Alterations
Area _____	sq. ft. _____	Width _____
		Length _____
		Height _____

9. ESTIMATED CONSTRUCTION COST (exclusive of land): \$ _____

10. Does the proposed construction or use violate any Zoning Law or other ordinance or Regulation? _____

If yes, give details _____

11. Applicant must complete and attach a **New State Environmental Quality Review Act (SEQR)** to this application.

Forms can be found at <https://www.dec.ny.gov/permits/6191.html>

12. Complete the plot diagram shown on page (7) of this application or on separate drawings, showing location of all buildings existing or proposed, together with the dimensions from property lines, the surface elevation of the front yard at the front-wall of the principal building as related to the surface of the street or highway, lot number, street names and type of lot (interior or corner) and lot description is a part of this application..

Please describe project other work and/or special conditions:

13. The tile field for the disposal of the effluent from a septic tank shall not be covered until an inspection shall have been made by an authorized person and approved as meeting the requirements of the State Department of Health. A copy of the County Health permit for septic or sewer permit must accompany this permit application for all new homes.

14. Flood permit application required: ☐ Yes ☐ No

15. Planning Board Site Plan Review Application Completed: ☐ Yes

16. An erosion control permit/plan may be required:

17. CONTRACTOR INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

Contractor Insurance Certificates Required:

C-105.2 or U-26.3 Worker Compensation and DB-120.1 Disability or CE-200 / BP-1

This permit is issued subject to the provisions of Section 57 of the Workman's Compensation Law. In issuance of the permit the Village assumes no responsibility regarding the performance or quality of work, except as provided by law.

Appropriate Permit Checklist Included.

OFFICE USE ONLY:

Zoning Officer: _____

Insurance certificate received: _____ ATTACH CERTIFICATE OF LIABILITY

(Non-refundable) Fee Due: _____ Check: _____ Cash: _____

Receipt #: _____ Permit No: _____

**RESPONSIBLE FOR ANY CONSULTANT FEES
(Village Engineer, Village Attorney, etc.) incurred during the application process.**

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including Legal, Engineering, Code Enforcement Review, other outside Consultants or Village Code updates. Applications submitted to the Mount Morris Joint Planning Board or ZBA may receive chargeback fees for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of Engineering, Legal, and other consultant review and preparation and will incur higher costs.

Applications for new construction may be referred to the Village Engineer for engineering review. The **Property Owner** will also be responsible for legal fees for applications submitted to the Mount Morris Joint Planning Board, Zoning Board of Appeals, or the Village of Mount Morris Code Enforcement Office. A copy of the Villages' annual fee schedule is available upon request from the Code Enforcement Office or the Village Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally, projects approved by the Mount Morris Joint Planning Board may be required to pay a parks and recreation fee as established by the Village Board (currently \$ 100 per unit) if required as part of the conditions of approval.

The property owner represents and agrees as a condition to the issuance of any permits that the development will be accomplished in accordance with the Village of Mount Morris Zoning Code and the New York State Uniform Fire Prevention and Building Code for the plans and specifications annexed hereto.

Owner's Signature: _____ **Date:** _____

The undersigned hereby makes this application pursuant to the Code of the Village of Mount Morris and affirms that the information furnished by the undersigned in support of this application is true and correct to the best of my knowledge. All work in connection with the proposed project will comply with all applicable laws and ordinances whether specified herein or not. The granting of a permit for this project does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, land use or the performance of construction. The undersigned hereby acknowledges that it is his/her responsibility to acquire, read, and understand the requirements relating to this application and project and hereby certify that he/she has done so. **The undersigned further acknowledges that he/she is aware of the inspection requirements relating to any permit and acknowledge that proceeding with or continuing construction without first obtaining the necessary inspections may result in the undersigned having to remove the work that was completed in order to obtain an inspection, solely at his/her liability and expense.**

Property Owner Signature: _____ Date: _____
(I certify that all information is true and correct.)

Print Property Owner Name: _____

Applicant Signature: _____ Date: _____
(I certify that all information is true and correct.)

Print Applicant Name: _____

N.Y. Penal Law 210.45 – Making a Punishable False Written Statement. A person is guilty of making a punishable false written statement when he knowingly makes a false statement, which he does not believe to be true, in a written instrument bearing a legally authorized form notice to the effect that false statements made therein are punishable.

Making a punishable false written statement is a class A misdemeanor. Upon conviction of a Class "A" misdemeanor, a court may sentence an individual to a maximum of one year in jail or three (3) years probation. In addition, a fine of up to \$1,000 or twice the amount of the individual's gain from the crime may be imposed.

Note: Property Owner **must** be the same as that which is listed in the most recent Official Tax Roll of the Village of Mount Morris. If the Property Owner is different from the Tax Roll, documentation certifying this discrepancy must be submitted with this Application.

Please DO NOT send payment with this application. Payment shall not be made until the
(Non-refundable) fee is determined by the Code Enforcement Office.

OFFICE USE ONLY

CODE OFFICER FLOWSHEET

Date Complete Application Received: _____

Code Officer Decision:

Approved, Code Enforcement Officer, _____ Date _____

Disapproved comments, _____ Date _____

Applicant informed of decision

Date _____

Applicant Request for Zoning Board of Appeals Hearing

☐ Yes

☐ No

Zoning Board of Appeals Decision:

Approved, _____ Date _____

Disapproved comments, _____ Date _____

Joint Planning Board Site-Plan Hearing:

Approved comments, _____ Date _____

Disapproved comments, _____ Date _____

Building/Zoning Permit Issued

Date _____

Street Department

Water Department

PETITION TO ZONING BOARD OF APPEALS

To the Zoning Board of Appeals, Village of Mount Morris:

Dated _____, 20____

Signed _____
Petitioner

Please DO NOT send payment with this application. Payment shall not be made until the
(Non-refundable) fee is determined by the Code Enforcement Office.

Action by the Zoning Board of Appeals of the Village of Mount Morris on the above stated matter:

Dated _____, 20____

Attest _____
Secretary, Board of Appeals

Chairman _____

Member _____

Member _____

Member _____

Member _____

CODE ENFORCEMENT USE ONLY:

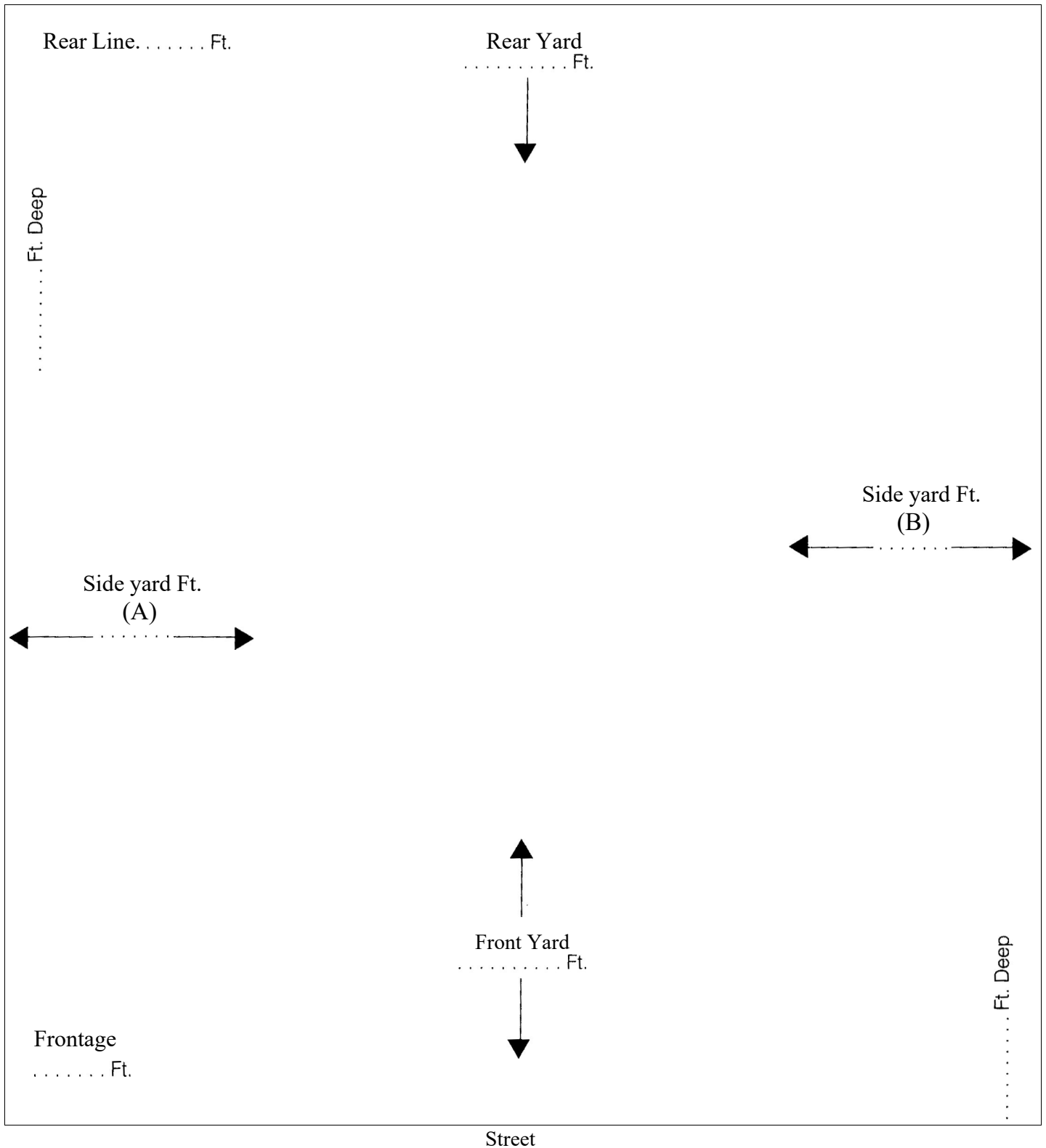
(Non-refundable) Fee Due: _____

Check: _____ Cash: _____

Receipt #: _____ Permit No: _____

PLOT DIAGRAM/SURVEY MAP

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description, show all easements and street names, adjacent property owner names. Indicate whether an interior or a corner lot. Show any water bodies or creeks, shorelines,



*1/4" = 1 foot