

TOWN OF RICHFIELD
OTSEGO COUNTY, NEW YORK
LAND USE AND BUILDING MANAGEMENT APPLICATION

1. Road/Street Location: _____
Tax Map # _____ Acreage _____
2. Owners Name: _____
Mailing Address: _____
Home Phone # _____ Cell Phone # _____
3. Contractor Name: _____
Mailing Address: _____
Phone # _____
4. Architects Name: _____
Mailing Address: _____
Phone # _____
5. Proposed use of occupancy of building: _____

6. Type of Construction: _____

7. Work (Choose one) NEW ADDITION ALTERATION MOVE
8. Size (total sq. ft.) _____ Number of Stories _____
9. Describe the work site: _____

10. Describe proposed work: _____

11. Estimated cost of proposed work: _____

12. Type of foundation _____
13. Fill out accompanying site plan diagram. Indicate all distances from property boundaries and setbacks from highways. Distance between water and sewage systems and structures must be stated. Also, indicate dimensions of proposed structures and existing structures. Show location and dimensions of required parking.

A Certification of Compliance will be issued after the following conditions have been met:

1. All Department of Environmental Conservation (DEC) requirements have been met.
2. All State Health Department requirements have been met.
3. All laws and requirements have been complied with concerning land use regulations.
4. Signature and approval of appropriate highway official where use affects adjacent road.

Comments: _____

- (A) The applicant shall notify the Department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete. The authority conferred by such permit may be limited by conditions if any contained therein.
- (B) A Land Use Permit issued to this Part shall be prominently displayed on the property or premises to which it pertains.
- (C) A Land Use Permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Land Use and Building Management Ordinance or with any conditions attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- (D) A Land Use Permit issued pursuant to this Part shall expire two (2) years from the date of issuance or upon the issuance of Certificate of Compliance (CC). The permit may, upon written request; be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information in the application is up to date, and (3) A \$5.00 renewal fee is paid.
- (E) Alterations, additions, new structures under 300 square feet and construction costs under \$6,000.00 do not require Land Use Permit: however, they must conform to frontage, back and side setback distances and all other requirements of the Land Use and Building Management Ordinance. A site review by the Planning Board is required for all construction or alterations.
- (F) It is the requirement of this application that every applicant contact the Otsego County Code Enforcement Office in Cooperstown to verify if any Building Construction Permits and other regulations must be acquired and complied with.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES CONCERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Application Accepted by _____ Date _____

Plans Checked and Approved By _____ Date _____

Plans Check and Denied By _____ Date _____

Fee Received By _____ Date _____

Permit Issued _____ Denied _____ Plans Approved _____

Land Use Permit Number: _____

Date Certificate of Compliance Number: _____

Comments:

Applications may be returned to the Land Use Enforcement Office or will be accepted by the Town Clerk at Town Hall. A fee of \$25.00 must be paid to the Clerk before a permit may be issued. Please make checks payable to: Richfield Town Clerk

Mailing address
Town of Richfield
Land Use Officer
18 East James Street, Po Box 786
Richfield Springs, NY 13439

PART B: SITE PLAN DIAGRAM

Use this page to graphically illustrate your proposed project. Show all distances from property boundaries, setbacks from side, front, and rear. Distances between water and sewage systems and their placement in relation to structures, either existing or proposed. Also, describe all dimensions of structures and required parking. Give any information that will be helpful in determining public health and safety.