

The Town of Shandaken  
Building and Zoning Dept.  
PO Box 134  
Shandaken, NY 12480  
(845)688-5008 Fax (845)688-9863

## Zoning Permit Application

### All Permit Applications

All applications for your project must be returned on the original forms provided, should be completed in full and submitted to the Shandaken Building and Zoning Enforcement Office at the above address. Failure to do so may result in delay.

### Fee:

The fee for this application is \$15.00.

We take cash or checks; made payable to the "Town of Shandaken" Mailed to P.O. Box 134, Attn: Building Dept.

Debit/Credit cards can be taken over the phone with the Town Clerk's office, there is a \$3.00 processing fee.

### Application for Zoning Permit:

The primary applicant is the landowner. A secondary applicant (contractor) may apply, but must show proof that he/she is making the application with the authorization of the owner. The owner **must** sign the application. If not local, the owner must provide their representative with a notarized letter of authorization to be submitted as part of the application package. A valid mailing address must be provided if different from the location address.

Zoning Codes are available at [www.shandaken.us](http://www.shandaken.us)

Applicant's Name and Address: \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Zoning District \_\_\_\_\_

Is Property located in a Flood Zone? \_\_\_\_\_

Current Use of property/building: \_\_\_\_\_

Owner Identification:

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Construction or Improvement:

New Building: Proposed use: \_\_\_\_\_

Conversion: Proposed Use: \_\_\_\_\_

\_\_\_ Addition \_\_\_ Alteration \_\_\_ Demolition \_\_\_ Repair/Replace \_\_\_ Relocation \_\_\_ Misc/Equipment

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions of any existing structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Setbacks of any existing structure: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Details:

Plot Plan

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of man-made features (ie: buildings, driveways, walls and fencing) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are.

List of items that are required to be shown on the plot plan:

- 1) Name and construction site address
- 2) Property lines (boundaries) with dimensions
- 3) The exterior dimensions of all existing and proposed buildings, additions and structures with distances to property lines
- 4) The distance from the curb to the property line
- 5) The distance from the centerline of the street to the property line
- 6) Show all setbacks (ie: front, sides and rear)
- 7) North arrow scale

Addition will be used as: \_\_\_ Family Room \_\_\_ Living Rm \_\_\_ Kitchen \_\_\_ Den \_\_\_ Bedroom \_\_\_ Full Bath

\_\_\_ Half Bath \_\_\_ Other \_\_\_\_\_

Basement: \_\_\_ Full \_\_\_ Partial \_\_\_ Crawl \_\_\_ Pier \_\_\_ Slab

Garage: \_\_\_ Attached \_\_\_ Detached

Deck/Porch: \_\_\_ Open \_\_\_ Covered \_\_\_ Enclosed \_\_\_ Screened \_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ am the lawful owner of the property described herein, or the lawful agent of said owner and affirm under the penalty of perjury that the statements made on this application are true.

**Signature** \_\_\_\_\_

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For office use only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_

Received by ZEO on \_\_\_\_/\_\_\_\_/\_\_\_\_ ZEO: \_\_\_\_\_

Special approval needed by: \_\_\_\_ Planning Board Reason: \_\_\_\_\_

\_\_\_\_ Zoning Board Reason: \_\_\_\_\_

\_\_\_\_ Other Reason: \_\_\_\_\_