

TO FILL OUT APPLICATION

-ZONING PERMIT – Fill out your name, address and phone number. Under surveyor/contractor, if you are doing it yourself, please write SELF.

If you do not know your lot information, please let us know and we can search our records for it. Please make sure to view your permit before signing it (box that says confirmation).

-PREPARE A DRAWING (aerial view) -Drawing should have an address and show size of the lot and all existing and proposed building and sewage system. Please include any natural drainage on lot such as creek, river, etc. Show setback from boundaries and setback from road. Must also show north/south arrow indicator and blacktop culvert. (Sample drawing enclosed)

-If mobile home is to be installed, please provide the model and year of home

-Environmental Assessment Form – only fill out if directed by the ZEO

-Price sheet is enclosed

-Submit the complete application and fees to ZEO who will then return to clerk to process payment and will submit permit to Jefferson County Codes.

IMPORTANT

YOUR ZONING PERMIT DOES NOT MEAN YOU CAN START BUILDING. YOU NEED TO GO TO JEFFERSON COUNTY CODES- 175 Arsenal Street Watertown, NY 13601 TO OBTAIN YOUR BUILDING PERMIT.

YOU NEED A BUILDING PERMIT TO BUILD. IN ORDER TO GET YOUR BUILDING PERMIT FROM THE COUNTY, YOU NEED A ZONING PERMIT FIRST.

**AS OF 8/20/2024 SANITARY MUST BE DONE THROUGH JEFFERSON COUNTY CODES. TOWN OF BROWNVILLE WILL NOT ISSUE ANY PERMITS FOR SANITARY

LANDUSE AND ZONING LAWS FEE

COPIES OF LANDUSE AND/OR ZONING LAWS

Zoning Law Book	\$25.00
Zoning Laws	\$10.00
Subdivision Laws	\$3.00
Sanitary Laws	\$3.00
Mailing Costs	\$5.00

ZONING APPLICATION FEE

PERMIT & SITE PLAN USE

Under - \$2,500.00	\$25.00
\$2,500.00 - \$10,000.00	\$50.00
\$10,000.00 - \$20,000.00	\$60.00
\$20,000.00 - \$50,000.00	\$75.00
\$50,000.00 - \$100,000.00	\$100.00
\$100,000.00 - \$200,000.00	\$150.00
\$200,000.00 and over	\$150.00 plus 25% of project cost per \$1,00.00

SPECIAL USE AND APPEALS

\$300.00 per application for any special use or appeal.

\$300.00 any request for special meeting

SUBDIVISION APPLICATION FEE

Minor - \$25.00 plus \$25.00 per lot
 Major - \$50.00 plus \$50.00 per lot

ALL SANITARY/SEPTIC MUST GO THROUGH THE COUNTY

In addition to the standard filing fees, each application under the Site Plan Law and Subdivision Law for structures of 600 square feet or more, or projects covering 600 or more square feet of ground; other than 1 or 2 family houses or residential garage or small shed under the Site Plan Law; will require an advance deposit payable at the time the application is submitted to the Clerk of either \$500.00 or 2% of the total project cost, whichever is less/ This deposit is a down payment to the town towards additional costs of the application review incurred by the Planning Board for consultants and/or advisors in such areas as engineering, architectural, legal landscaping, etc. as may be necessary in the consideration of the project. These costs will be deducted from the applicant's deposit and any amount remaining after final approval is granted will be refunded to the applicant. Likewise, should the cost exceed the amount of deposit, the applicant will be billed for the additional amount due. Prompt payment such as billing is expected if the application is to remain in consideration by the Planning board. An accounting for all monies received will be made by the Clerk.

PLEASE MAKE ALL CHECKS PAYABLE TO THE "TOWN OF BROWNVILLE"

Permit No. _____

IS PROPERTY LOCATED WITHIN FLOOD HAZARD AREA? UNDETERMENABLE YES NO

*TOWN OF
BROWNVILLE
ZONING APPLICATION*

**TOWN OF BROWNVILLE ZONING LAW
165-39 SECTION C STATES A ZONING
PERMIT SHALL EXPIRE WITHIN 1 YEAR,
UNLESS THE BUILDING ACTIVITY
OR USE INVOLVED HAS COMMENCED.**

TOWN USE ONLY

Permit issued _____

Permit Expiration _____

Fee's Paid _____

1st Inspect _____

2nd Inspect _____

Lot Lines _____

Final Size _____ sq ft

Denial _____

Reason for Denial _____

ZEO SIGN _____

Applicant Name: _____

Address: _____

Phone Number: _____

SURVEYOR/CONTRACTOR

Surveyor _____

Contractor _____

LOT INFORMATION

MAP NO. _____

BLOCK NO. _____

LOT NO. _____

TRACT NAME _____

LOCATED ON N S E W

() AR-1 () AR-2 () AR-3

() RN () RS () RS-2 () H DISTRICTS

SIZE OF LOT _____ FT FRONTAGE

X _____ FT DEEP

= _____ SIZE OF LOT ACREAGE

REQUESTING

() Permitted Use () Special Use

() Site Plan Use () Sanitary App

() Appeal from a determination of the
Zoning Officer re: _____

() Prelimin. Plat permit approval for:

() to subdivide _____ acres
into _____ lots.

**Driveway culverts with minimum length of 20"
and a minimum diameter of 12" will be
required unless written exemption is provided
to the applicant by the Highway Superintendent*

CONFIRMATION

I hereby certify that all of the above information
is true and accurate to the best of my knowledge, and
in consideration of the granting of this permit, I agree to
abide by all building, zoning, and health ordinances and
other rules and regulations of the town, and not to
make any changes without notifying the town clerk

Signed: _____ Date: _____