

**TOWN OF COLUMBIA
APPLICATION FOR ZONING PERMIT**

1) An application for a Zoning Permit in the Town of Columbia is required for construction of structures and use changes of existing structures and land. The Zoning Enforcement Officer (ZEO) will administer the law using prescribed permits and forms to allow for effective zoning enforcement procedures.

2) The zoning law requires that an applicant provide sufficient information to make a determination that the proposed use is in compliance with the provisions of the law. Applications shall be accompanied by any supporting documents deemed necessary by the applicant to facilitate the decision of the ZEO regarding permit applications and their compliance with the Zoning Law. Applicants may wish to speak with the ZEO or Town Planning Board prior to submission to discuss the requirements of the law.

Basic provisions of the law - The law addresses many aspects of land use, including:

1) Sets guidelines to:

- A) Protect the economic value of land and buildings within the Town.
- B) Protect the character and natural beauty of the Town.

2) Establish 2 (two) Zoning Districts:

- A) R-A Residential Agricultural District.
- B) A-C Agricultural Commercial District.

3) Establishment of minimum lot size - 2 Acres.

4) Establish minimum setback requirements - 75 feet front and 25 feet rear and side yard.

5) Establish maximum lot coverage - 25% %A district, 20% A-C district.

GENERAL REQUIREMENTS

1) The attached permit application should be filled out completely, except where information requested is not applicable to the proposed land use.

2) The ZEO may require additional information and supporting documents to render a decision on Zoning applications.

✓ **Direct specific questions to:**

Ray Donley (Phone: 315-822-5151) (cell# 315-941-9138)
Town of Columbia Zoning Enforcement Officer
126 State Rt. 51
West Winfield, NY 13491

✓ **Obtain permit applications, copies of the Zoning Law, and return completed applications along with \$20.00 application fee to:**

Patricia A. Woytowich (phone: 315-858-0646)
Town of Columbia Clerk
156 Hoffman Road
Richfield Springs, N.Y. 13439

APPLICATION FOR ZONING PERMIT

For Town Use Only

Form ZEO-1

Zoning Enforcement Office
Town of Columbia, NY

WHEN TO USE THIS FORM: This form is to be used by an individual who proposes an activity for which a local permit is required under the provision of Section 803 of the local zoning law. If granted, this permit signifies compliance with that portion of the local zoning law only. This office may also require compliance with other sections of the law. Building and change-in-use activities are also required to comply with the New York State Uniform Building Construction and Fire Prevention Code. Consult with the Zoning Enforcement Officer about application procedures required for this and other laws that may apply to your proposed activity.

Instructions: Fully complete this application. Write "NA" when "non-applicable". Applications, complete with fees, shall be filed with the Zoning Enforcement Officer or Town Clerk. The activity covered by the application may not be commenced before the issuance of a zoning permit.

OFFICE USE ONLY

- permit to build
- permit to use
- permit for the extension or enlargement of a non-conforming use

Application No: _____
Date: ___/___/___

Applicant name: _____ Builder name: _____

Address: _____ Address: _____

Tel. No. _____ Tel. No. _____

Application is hereby made to:

- erect a structure or land located at _____
- repair _____
- alter at a cost of \$ _____ for:
- extend
 - residence
 - commercial business
 - industry
 - other use _____
- use
 - with accessory building(s)

Description of use:

- Existing use: _____
- Intended use: _____
- Location and nature of outdoor lighting: _____
- Intended home occupation or commercial use: _____

Explain intended use in some detail:

If the existing or proposed use is allowed under an existing special permit or if a change in zone, site plan, variance or interpretation of the zoning law is involved, describe:

Description of property:

- Site location: _____
- Tax map No.: _____
- Zoning district classification: _____
- Attach a sketch showing the following:
 - a. Location of existing and proposed building(s), structure(s) and improvements
 - b. Distances to all property lines from these buildings
 - c. Statement or drawing describing the proposed structure as to its height, floor area, and parking requirements.
- Percentage of lot covered by buildings and structures: _____ %
- Percentage of lot covered by building, structures, parking lots, storage areas, loading and travel areas: _____ %

Signature of Applicant

_____/_____/_____
Date

Note: The Zoning Enforcement Officer will notify you of ZEO action in writing within 20 days of ZEO receipt of this application.