

NOTE:

This form can be filled out on-line and signed electronically. The completed form should be e-mailed to Charlie Johnson at charlievhf@frontiernet.net.

Alternatively, the form can be printed and mailed to:

Charlie Johnson
Village of Honeoye Falls
5 East St.
Honeoye Falls, NY 14472

If you have any questions, please phone Charlie Johnson at 624-6150.

VILLAGE OF HONEOYE FALLS
Monroe County, New York

BUILDING PERMIT APPLICATION

Application Date: _____ **Fee:** \$ _____ calculated by CEO **Permit No.** _____ issued by Village

APPLICATION IS HEREBY MADE to the Village of Honeoye Falls for the issuance of a Building Permit, pursuant to the Zoning Ordinance of the Village of Honeoye Falls and the New York State Building Code for the construction of buildings, additions, alterations or relocations as herein described. This applicant agrees to comply with all applicable laws, ordinances and regulations.

OWNERS:	SITE ADDRESS:	
PHONE NUMBER(S):	TAX MAP NO.:	
ZONING DISTRICT: R-1 R-2 RM RA TV VB GC Circle one	FLOOD ZONE: A B C	RESIDENTIAL COMMERCIAL
DESCRIPTION OF PROJECT:	PROJECT COST:	
<p style="color: red; margin: 0;">Submission Requirements in Red</p> <p><input type="checkbox"/> NEW CONSTRUCTION (Schedule A, Section B on Page 3) Sq. Ft. _____</p> <p><input type="checkbox"/> ADDITION: ► OVER 600 SQ. FT. (Schedule A, Section B on Page 3) Sq. Ft. _____ BETWEEN 200 and 600 SQ. FT. (Schedule A, Section A on Page 3) Sq. Ft. _____ UNDER 200 SQ. FT. (Schedule A, Section A on Page 3) Sq. Ft. _____</p> <p><input type="checkbox"/> RENOVATION/REPLACEMENT (Schedule A, Section A on Page 3) Sq. Ft. _____</p> <p><input type="checkbox"/> DECK/SHED/FENCE (Schedule A, Section A on Page 3) Sq. Ft. _____</p> <p><input type="checkbox"/> FIREPLACE/STOVE (Floor Plan showing location and Manufacturer's Specifications and Installation Instructions)</p> <p><input type="checkbox"/> DEMOLITION (Site Plan with building location and demolition specifications)</p> <p><input type="checkbox"/> SIGN (scale drawing specifying dimensions, materials, illumination, letter sizes, colors, support systems and location on land or buildings, with all relevant measurements) TYPE: <input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Subdivision <input type="checkbox"/> Construction</p> <p><input type="checkbox"/> SEWER HOOKUP (\$750.00 per unit)</p> <p><input type="checkbox"/> OTHER: _____ Change of Use/EPOD...</p>		<p style="color: red; margin: 0;">CEO will fill in this section</p> <p style="text-align: center; margin: 10px 0;">FEE CALCULATION</p> <p>Permit Fee \$</p> <p>Recreation Fee \$ (new construction, residential only)</p> <p>Sewer Hookup \$</p> <p>Truss Certificate \$ (new construction, commercial only)</p> <p>TOTAL FEE: \$</p>
CONTRACTOR: Registration No. Certificate of Worker's Compensation Received <input type="checkbox"/>	DESIGN ARCHITECT OR ENGINEER: TELEPHONE: Registration No.	

CERTIFICATION OF APPLICANT

I HEREBY CERTIFY THAT I AM THE _____ and that I am duly authorized to make and file this application; that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application and in the plans filed herewith.

_____ Date: _____
 Applicant Signature

Schedule "A"

Section A. Requirements for additions, replacements, decks, pools, fences, sheds, and garages.

Exterior construction or alteration of any structure, consisting of between 200 and 600 square feet, requires approval of the Village of Honeoye Falls Planning Board and shall be submitted four weeks in advance of a Planning Board meeting, which are typically held on the first Monday of each month.

The applicant shall submit 10 complete sets of the following **for construction over 200 sq. ft. One set required for all other improvements.**

- (a) Survey or Plot Map showing the complete footprint of all structures on the lot, with dimensions.
- (b) The boundary lines and dimensions of the lot.
- (c) The dimensions of the proposed structure.
- (d) The distance the proposed structure is from the front, rear and side lot lines and the primary building.
- (e) Elevations of the proposed structure for the front, side and rear, to include location and size of all windows, doors, trim and architectural details.
- (f) The type of materials to be used for the proposed structure.

UPON approval of the Planning Board and approval of the Building Inspector a Building Permit needs to be obtained.

Section B. Exterior construction or alteration of any structure, consisting of more than 600 square feet, requires approval of the Village of Honeoye Falls Planning Board and shall be submitted four weeks in advance of a Planning Board meeting, which are held on the first Monday of each month.

The applicant shall submit 18 complete sets of the site plan and 10 sets of building plans:

A site plan prepared by a registered professional engineer; architect or landscape architect, which shall include all data, details and supporting information as set forth below and in conformity with the design criteria and construction specifications of the Village of Honeoye Falls.

- (a) The name of the project; boundaries and locus maps showing site's location in the Village; date; North arrow; and scale.
- (b) The name and address of the owner and developer and the seal of the engineer, architect or landscape architect.
- (c) The names and addresses of all owners of record of abutting parcels and those within 300 feet of the property line.
- (d) Lot lines, easements, rights-of-way; area in acres or square feet; abutting land uses; and the location and use of structures within 300 feet of the site.
- (e) The location and use of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, and showing all exterior entrances and all anticipated future additions and alterations.
- (f) The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls and fences. The location, type and screening details for all waste disposal containers shall also be shown.
- (g) The location, height, intensity and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.
- (h) The location, height, size, materials and design of all proposed signage.
- (i) The location of all present and proposed utility systems.
- (j) Plans to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.
- (k) Existing and proposed topography at a two-foot contour interval. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within a floodplain overlay district, the area will be shown and base flood elevations given. Plans shall indicate areas within the proposed site and immediately adjacent property to the proposed site where ground removal or filling is required, and give its approximate volume in cubic yards.
- (l) A landscape plan showing all Environmental Protection Overlay Districts in the site plan and all proposed changes to the environment in those districts, including size and type of plant material, and existing and proposed street trees and fences.
- (m) Zoning district boundaries within 500 feet of the site's perimeter drawn and identified on the plan.
- (n) Traffic flow patterns within the site, entrances and exits, loading and unloading areas and curb cuts on the site and within 100 feet of the site. The Planning Board may require a detailed traffic study for large developments or for those in heavy traffic areas
- (o) Elevations, drawn to a scale of 1/4 inch equals one foot, of the proposed structure for the front, side and rear exteriors, to include location and size of all windows, doors, trim and architectural details.
- (p) Existing soil characteristics on the site and the distribution of soil types with reference to the proposed site development.
- (q) Identification of significant existing trees and natural features on the site, with reference to the proposed site development.

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