

SECTION 6.0 - ZONING PERMITS

6.1 Permits Required to Comply With Zoning Ordinance.

A Zoning Permit shall be obtained from the Zoning Officer as part of the requirements of this Ordinance. Where the use involves the construction or structural improvement of any buildings or structures, a Building Permit shall also be obtained from the Building Inspector for the Town.

6.2 Zoning Permit Requirements.

- (1) Cases where a Zoning Permit is required.
 - (A) Where any building or other structure is erected, moved or structurally altered so as to change its use or increase its floor area, including without limitation, garages, decks and patios.
 - (B) Where any land use is substantially altered.
- (2) Cases where Zoning Permit is not required.
 - (A) For internal improvements or alterations to an existing building which are entirely within the building and involve no change in land use, unless the internal improvement or alteration would create or increase the size of an attached garage. A building permit may be required from the Building Inspector.
 - (B) For any maintenance repairs that do not involve a change to the structure.
- (3) The Zoning Permit issued as part of the approval shall be displayed at a prominent location which can be on the building site, the public road, or driveway.

6.3 Application for Zoning Permit.

An application for a Zoning Permit shall be made to the Zoning Officer, with a copy to the Town Clerk, upon forms provided by the Zoning Officer and shall include, for the purpose of proper enforcement of these regulations, an accurate, properly-dimensioned map (plot plan) of the property showing:

- (1) The boundaries of the property involved.
- (2) The location of the centerlines or right-of-way lines of any abutting roads, streets, or highways.

- (3) The location on the lot of any existing buildings, proposed new buildings, or proposed additions to existing buildings, including the measured distances between such buildings, and from the lot lines, and from the centerlines or road right-of-way lines of any abutting roads, streets, or highways to the nearest portion of each new building or addition.
- (4) The floodway, flood-fringe, or high-water line of any stream or lake on or adjoining the property.
- (5) The dimensions and the maximum height of all proposed buildings or additions.
- (6) If the proposed construction involves a garage, the area of the garage and the area of the residence's finished living space.
- (7) The location of any roof overhangs exceeding 36 inches.
- (8) For sites involving an on-site sewage disposal system, the Map shall include the location of the water system and sewage systems and their distances from the proposed construction.

6.4 Zoning Permit Fee.

- (1) The applicant, upon filing of an application, shall pay a nonrefundable fee to the Town Clerk in accordance with a schedule of fees existing at the time of the adoption of this Ordinance or to be adopted or revised by the Town Board by resolution.
- (2) In addition to the Zoning Permit Fee, the applicant shall also pay any Town building permit fees and any state inspection fees which are necessary in order to obtain any required building permit.
- (3) In the event an application for a Zoning Permit is made after the action requiring such a permit has already been taken, the fee shall be doubled.
- (4) In the event an applicant requires that the issuance of a Zoning Permit be expedited, the fee shall be doubled. An application shall be deemed to be expedited if not handled by the Zoning Officer in the order in which it was received, or if it is otherwise necessary for the Zoning Officer to give attention to the permit application in a manner other than the normal course of handling such application.

6.5 Expiration of Zoning Permit.

In the event a Zoning Permit is issued allowing construction of a structure or the repair or alteration of a structure, the construction of any such structure or the repair or alteration shall be substantially completed within twelve (12) months after the date of the Zoning Permit and, if such construction, repair or alteration is not so completed, the Zoning Permit shall be deemed to have expired. In the event a Zoning Permit is issued for alteration of a land use under this Section, the alteration of use shall be completed within twelve (12) months after the date of issuance of the Zoning Permit and, if such alteration has not been completed within such time, the Zoning Permit shall be deemed to have expired. In the event of expiration, the applicant may apply for a new Zoning Permit, but must comply with any requirements resulting from changes in this Ordinance which may have occurred after issuance of the original Zoning Permit.