

Village Of Carthage



Department of Zoning Enforcement
120 South Mechanic Street.
Carthage, NY 13619

code@villageofcarthageny.com

Phone (315)493-1060x6

ZONING PERMIT – GENERIC

A Zoning Permit is required in the Village of Carthage for the addition, structural change or new use of a building and also for pools, decks, fences, walls, storage sheds, camps, garages, driveways, Mobile Homes, Modular Homes, and New Homes .

In addition to a Zoning Permit usually a Building Permit is required for most types of New Residential and Commercial Construction including additions, alterations, conversions and renovations, Electrical Work, Installation of Wood stoves, fireplace inserts, structural repairs, heating systems, all new septic systems and leech fields and replacements of same. Building Permit can be obtained at Jefferson Code Fire Prevention and Building Code Department, 175 Arsenal Street, Watertown, New York 13619, phone 315-785-5130.

On the attached form, fill out all information required, submit plans and specifications, and return with required fee for the Zoning Application (non-refundable) \$10 residential and \$25 commercial.

All paperwork and applications must be returned to the Village of Carthage Department of Zoning Enforcement.

Once your Zoning Permit has been issued you may apply for a Building Permit with Jefferson County Code to build on the approved site.

Addition, structural change or new use of a building and also for pools, decks, fences, walls, storage sheds, camps, garages, driveways, Mobile Homes, Modular Homes, and New Homes must meet all setbacks for your zoning district prior to issuance of a permit, unless a Variance has been issued by the Joint Board of Appeals.

Joint Board of Appeals will only hear your case if you have submitted a Zoning Application and it has been denied. .

CALL BEFORE YOU DIG!!! IT'S THE LAW 1-800-962-7962. Give at Least Two Full Working Days' Notice.

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ZONING PERMIT APPLICATION

NAME _____
PHONE _____
ADDRESS _____
TAX PARCEL NUMBER _____
LOCATION OF PROJECT _____
COMPLETE DESCRIPTION OF PROJECT _____

An Accurate Drawing and Detailed Explanation of the proposed project must be attached to this application.
All Sign requests MUST be drawn to scale.

Name & Phone # of Contractor, Engineer or Surveyor: _____

Will this request result in an increase of the population density of the area involved? Yes [] No []

Will this request substantially change the existing character of the neighborhood or area? Yes [] No []
If Yes how substantial will the change be?

Has State Environmental Quality Review Act (SEQR) been completed and attached? Yes [] No []

Has a completed Building Permit Application been submitted with application? Yes [] No []

Has accurate and detailed drawings or sketches and a description been submitted? Yes [] No []

Will this application require review by Planning or Zoning Board, or other? Yes [] No []

Is the above mentioned project in the Floodplain or Wetlands Yes [] No []
If so has a Floodplain Development Permit Been Attached Yes [] No []

SIGNATURE OF APPLICANT

DATE

ZONING PERMIT FEES MUST BE SUBMITTED WITH THIS APPLICATION (NON-REFUNDABLE).

Residential \$10.00

Commercial \$25.00

Rezoning Request \$150.00

REVIEWED BY _____ ***OFFICE USE ONLY.*** SEQR REVIEWED BY _____

FEE OF \$ _____ SUBMITTED

Zoning Enforcement Officer

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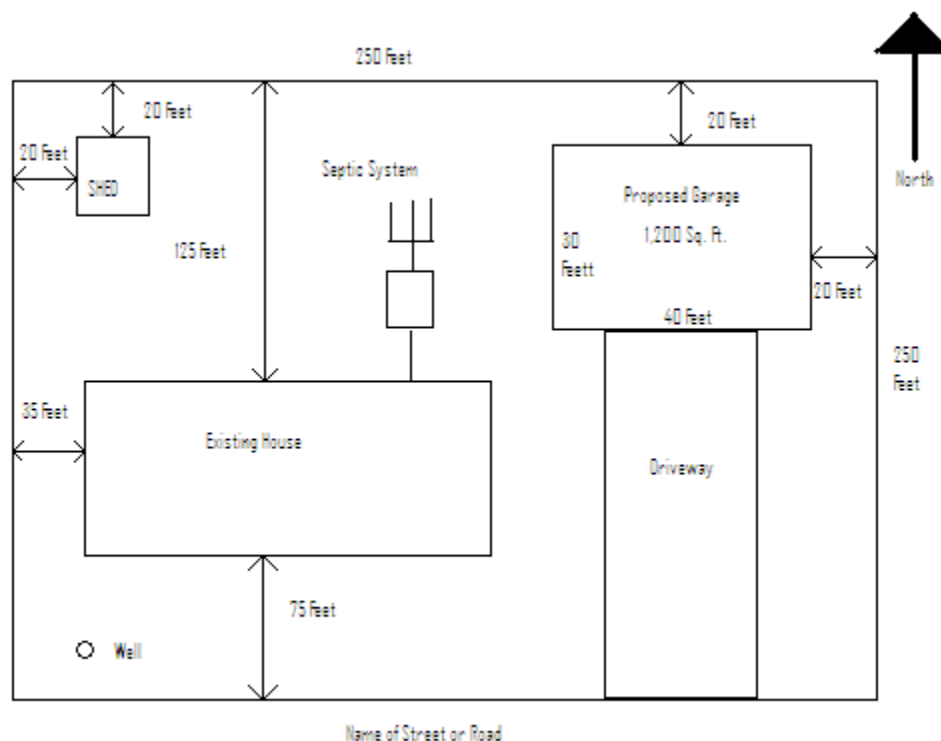
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Sample Plot Plan

- 1) Property Owner's Name: John and Jane Smith
- 2) Address of Property: 12345 S. James St
Carthage, NY 13619
- 3) Tax Map Number: 12.34-5-67
- 4) Dimensions of Building Lot: 250 Feet x 250 Feet

Include the following items in your drawing on the next page:

- Existing Building with Dimensions
- Proposed Building or Additions with Dimensions
- Driveways and Sidewalks
- Name of Roads or Streets
- Name of Neighboring Property Owners
- Distance of all Structures (Existing and Proposed) from the property lot lines



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PLOT PLAN

You are required to show all current buildings and structures located on property and include any new buildings or structures which permits are requested for.

- 1) Property Owner's Name: _____
- 2) Address of Property: _____

- 3) Tax Map Number: _____
- 4) Dimensions of Building Lot: _____

Applicant Signature Date

Zoning Enforcement Official Date

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Zoning Permit Driveway Supplement

(If applicable – does not require building permit.)

Section 146-9 E and L of the Village of Carthage Zoning Law requires that all driveways in the Village of Carthage comply with the driveway standards adopted by the Village Board. This is to ensure the construction of safe driveways on Village Streets. PRIOR to installing a driveway you are required to notify the Village Department of Public Works Superintendent of your plans. Once the driveway is installed you are required to contact the Superintendent to receive your final approval of the driveway.

A signed copy of the Driveway Supplement must be submitted to the Village Department of Code Enforcement before a Certificate of Compliance or a Certificate of Occupancy can be issued.

The Village Superintendent may be contacted at the Village Barn located at 1000 State Street in Carthage. DPW hours are 7:00-3:30 Monday through Friday or by calling 493-2210 during regular business hours.

If you have any questions please do not hesitate to call the Code Enforcement Officer at the numbers listed at the top of this page.

Tax Parcel # _____

Applicant's Name: _____

Address: _____

Phone # _____

Location of Project (if different from above): _____

Zoning Enforcement Officer Date

DPW Superintendent Date