

Town of Harrisburg, Lewis County, New York

Land Use Permit Application Instructions

The Town of Harrisburg has laws governing the uses of land within the limits of its boundaries. Additionally, Harrisburg has agreements with neighboring towns that govern the use of common resources (i.e. the Deer River corridor).

In addition to the zoning laws that determine land uses in defined zones, there is a subdivision law setting process and allowance for the division of land. Any division of land that exceeds the separation of one parcel into two lots within any three-year period is considered a subdivision that requires the issuance of a subdivision permit from the town. All subdivisions requiring a permit are subject to review by the Town Planning Board.

All project actions are subject to SEQRA (State Environmental Quality Review Act) review. This review will be conducted and a determination made if an environmental impact assessment must be done. In most cases, this assessment is not complex, but some actions will require a detailed environmental assessment. Should an assessment be required, you will be notified and the Town Planning Board will assist you with this process. There are other projects that will require environmental review by other New York State agencies (i.e. DEC, Dept. of Health) and some which will require review by Federal Agencies. The Planning Board will help determine if these actions are necessary.

To procure a land use permit:

1. Obtain the forms
 - a. From the Town Clerk at the Town Hall (call ahead to (315) 688-4193
 - b. From the Zoning Enforcement Officer, Louis Chambers, (315) 688-2327
 - c. From the Town's Web Site <http://www.tughillcouncil.com/harrisburg>
2. Complete Page 1 (application) of the "Land Use Application" form
3. Complete the "Land Use Permit, Plot Diagram" form.
 - a. Indicate "North" by orienting an arrow in the labeled box
 - b. Indicate lot sizes by entering dimensions in feet in the appropriate boxes
 - c. Indicate the names of adjoining land owners and/or
 - d. Indicate the name of adjoining roadways
 - e. Draw to an approximate scale, the location of the proposed project showing existing structures, wells and septic systems
 - f. Generate additional plot diagram(s) if neighboring landowners have wells and/or septic systems within 150 feet of your lot line. Also indicate structures that are within 25 feet of your lot lines. Use as many additional plot diagrams as necessary to convey the required information. Reference the page numbers of additional plot diagrams on the first page plot diagram.
4. Contact the Zoning Enforcement officer to determine what environmental impact statements will be required
 - a. SEQRA Short Form
 - b. SEQRA Long Form
 - c. Any other, additional New York State permits that may be required (i.e. DEC, NYS Health)
 - d. Any Federal permit(s) that may be required (i.e. Fish and Wildlife)
5. Submit the completed forms to the Zoning Enforcement Officer, Louis Chambers along with the required permit application fee. Checks should be made out to "Town of Harrisburg".

Notes:

There are additional requirements for the applications for Minor and Major Subdivisions. Both applications will require to scale, plat drawings for the preliminary submission and for the final plat submission. The Zoning Enforcement Officer and Town Planning Board will assist you in the completion of the required process steps.

The Town Planning Board must review all Special Permits and subdivision actions. Many special permits will require additional review and permitting. You will be advised of any such actions you should take.

TOWN OF HARRISBURG - LAND USE APPLICATION

Date of Application: _____ Application Number (Issued by Town): _____

Tax Map Number: Example (111.00-01-01.100): _____ Application Fee: \$ _____

Description of principal use: _____

Anticipated Construction Start Date: _____ *Note: Building permit may be required from Lewis Co.*

Applicants Name: _____ Phone: _____

Applicants Mailing Address :(Street, Town, Zip) _____

Property owner's name _____ Phone: _____

Property owner's address _____

Note: This application is valid for ONE YEAR from the date of APPROVAL. If work has not commenced within the one-year period following approval, the project is considered abandoned and a new permit must be applied for and obtained.

Type of road your property abuts to check one: Regularly Maintained Road Seasonal Road
 Minimum Maintenance Road ***Designated Minimum Maintenance Roads in The Town of Harrisburg will never be plowed unless the Town agrees to change the classification of the Road.*** Private Road.

Zoning District (Check one): AR-1 (Agricultural/Residential) RFC (River)
 H-1 (Highway/Industrial/Residential)

Exact location of property to be developed (911 address) _____

Provide directions: _____

Describe the proposed development or use applied for (Single Family, Mobile Home, Storage Building, Garage, Home Occupation, Commercial, Retail, etc) _____

Size of Existing Building _____ Size of New Building/Structure _____

Size of Addition added to Existing Building _____ Closest Distance to Lot Lines Right Side _____

Left Side _____ Rear Lot Line _____ To Centerline of Road _____

Road Frontage _____ Depth of Lot _____ Total Acreage _____

To apply for a Land Use Permit you MUST provide this Land Use Application filled out, a check payable to the Town of Harrisburg for the application fee, a signed copy of Town of Harrisburg Land Use Acknowledgement and Two (2) copies of a Plot Plan drawn to scale (read directions on plot plan sheet).

The undersigned hereby makes application for Land Use Permit for the purposes and site described herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws, Ordinances, and requirements of the Town of Harrisburg, Lewis County New York.

Signature of Applicant: _____

Date: _____

FOR ENFORCEMENT OFFICERS USE ONLY

APPLICATION - APPROVED **WORK MAY COMMENCE** **Permit No.** _____

Signature of Enforcement Officer: _____ Date: _____

Application APPROVED WITH CONDITIONS. **CONDITIONS ATTACHED**

Signature of Enforcement Officer: _____ Date: _____

WORK MAY NOT COMMENCE **REASON ATTACHED**

Signature of Enforcement Officer: _____ Date: _____

APPLICATION REFERRED TO: Town Planning Board, Town Board, Zoning Board of Appeals or County Planning Board
Date: _____

Decisions rendered by Town Board, ZBA, County Planning Board, Town Planning Board:

Town Board (Approved / Denied) Date: _____ Restrictions: _____

Town Planning Board (Approved / Denied) Date: _____ Restrictions: _____

ZBA: (Approved / Denied) Date: _____ Restrictions: _____

County Planning Board: (Approved / Denied) Date: _____ Restrictions: _____

APPLICATION APPROVED based on decision of above board(s) **Permit No.** _____
WORK MAY COMMENCE

Signature of Enforcement Officer: _____ Date: _____

APPLICATION DENIED based on decision of above board(s)
WORK MAY NOT COMMENCE

Signature of Enforcement Officer: _____ Date: _____

CERTIFICATE OF COMPLIANCE

FINAL APPROVAL

I have examined the premises described above and found that the use or construction applied for is in compliance with the approved plans submitted, zoning and variance if granted. Pictures of the structures have been taken on this date as proof of compliance.

Signature of Enforcement Officer: _____ Date: _____

Town of Harrisburg, Lewis County, New York

Land Use Permit - Fee Schedule

The following fee schedule applies to land development compliance with the Town's Zoning law and major and minor subdivisions as defined in Town Law. Land use permits are not building permits. Building permits must be obtained from Lewis County Fire and Building Codes department subsequent to the approval of the Town's land use permit.

Principal use including single-family dwelling (Includes modular home applications)	\$35.00
Multi-family dwelling	\$35.00 minimum Plus \$10 per living unit
Subdivision (including mobile home park):	
Preliminary Plat, Minor Subdivision	\$150.00
Final Plat, Minor Subdivision	\$150.00
Preliminary Plat, Major Subdivision	\$300.00
Final Plat, Major Subdivision	\$200.00 plus \$25/lot
The applicant for the subdivision must be the property owner of record and that applicant will be given notice when a consultant is needed and an accurate projection of costs to be incurred will included with that notice. Cancellation of the application by the stated date will prevent the creation of consultant fee charge-back, but will not result in a refunding of the initial permit application fee(s).	
Commercial/Institutional/Industrial:	Greater of \$150.00 or \$50.00/1000 sq ft.
Recreational Development: (includes campgrounds and travel trailer parks)	\$50.00 up to 50 acres \$1.00 per each additional acre
Junkyard:	\$50.00/acre (2 year renewal)
Gravel/Shale Pit:	200.00
Auto and/or truck service and/or fuel distribution operation	\$250.00
Amendments, appeals, conditional uses, district changes Special use permits and variances (Includes mobile home)	\$150.00
Accessory structures, detached garages and storage buildings:	
Less than 100 square foot outside area	No permit required
Over 100 square feet	\$35.00
Additions and alterations to existing structure Including removal and replacement of existing structure:	\$35.00
Structural Tower (Includes communications, broadcast, wind generation and meteorological towers)	\$150.00 each tower

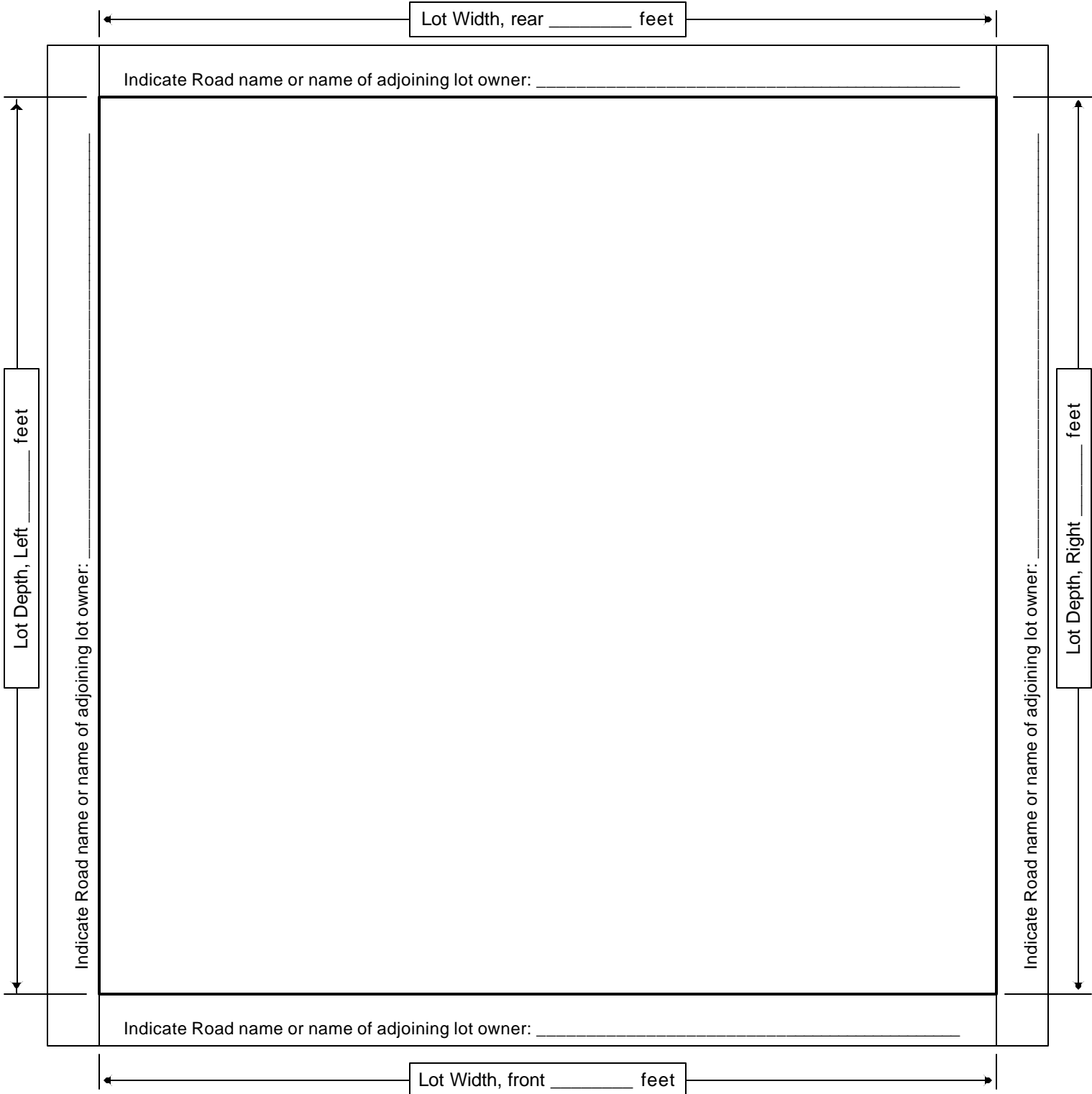
In addition to the permit fees outlined above, the Planning Board may retain consulting services from engineers, architects, landscape architects, lawyers, planners and/or other professionals as deemed necessary and/or appropriate as determined in the normal course of permit application processing. Those charges will be the responsibility of the project applicant and will be due to either the consultant or the Town as per prior agreement.

Permit application fees are not refundable even if the permit is denied. Permits are valid for one year from date of issue. If the permitted project has not begun within that period, a new permit must be applied for.

TOWN OF HARRISBURG - LAND USE PERMIT, PLOT DIAGRAM

Indicate on the plot diagram, the relative size and location of the proposed land use project for which a permit is requested. Show planned buildings, existing buildings, building addition(s) and driveways. Show distances to lot lines, distances between new and existing buildings, the names of adjoining land owners, adjoining roads and road names. Indicate the location of all wells and septic systems. Use additional plot diagrams to indicate location of ponds, wells and/or septic systems on adjoining lots if within 150 ft. of your lot line. Reference page numbers of additional plots on page 1 at lot interface.

Indicate
North



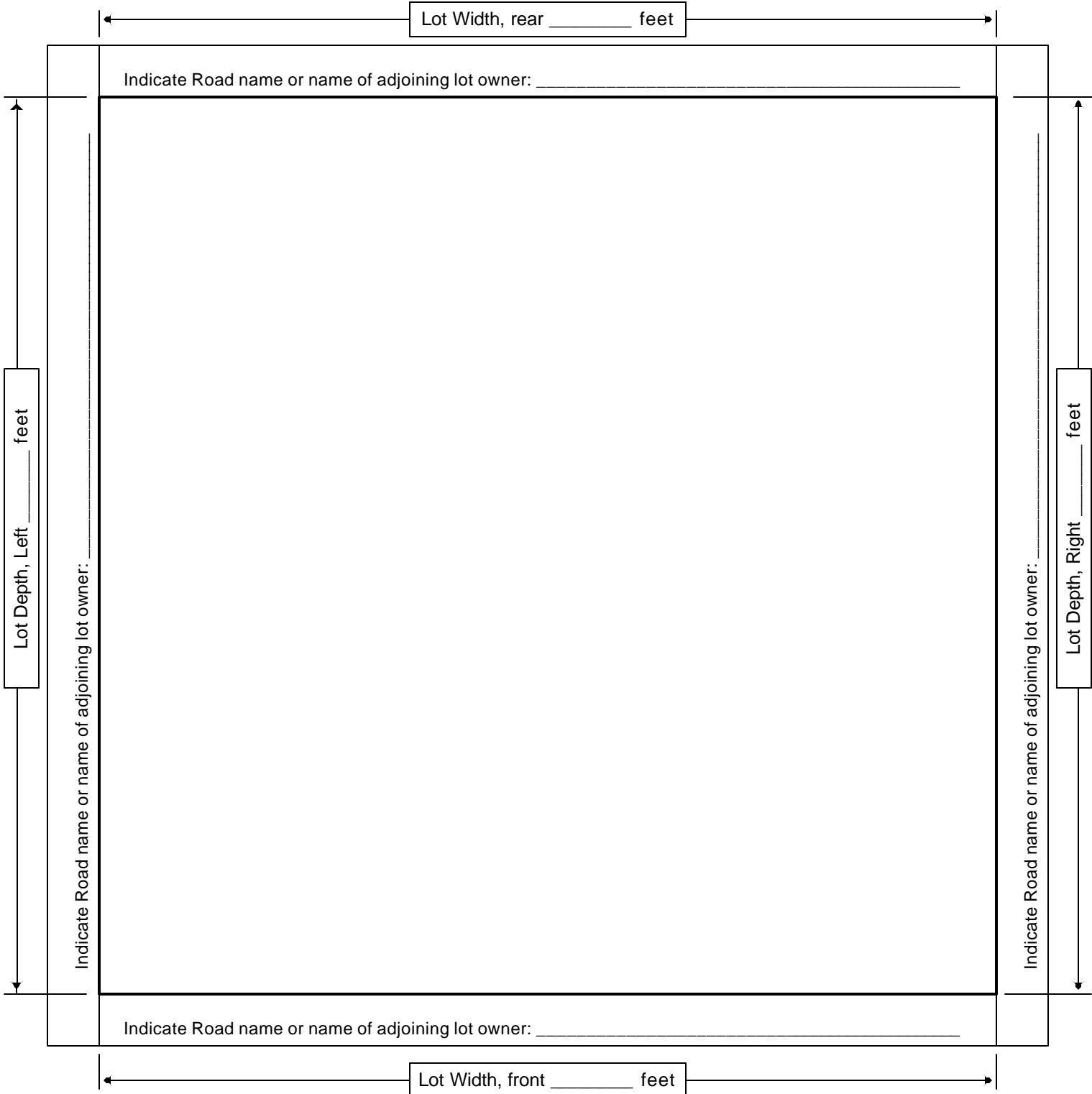
Tax Map No. _____ Applicant's Name _____

Application No. _____ Permit No. _____ Date: _____

TOWN OF HARRISBURG - LAND USE PERMIT, PLOT DIAGRAM

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Indicate
North



Tax Map No. _____ Applicant's Name _____

Application No. _____ Permit No. _____ Date: _____

TOWN of HARRISBURG

LAND USE ACKNOWLEDGEMENT

I hereby certify and acknowledge the following:

- That it is my responsibility to consult with the Lewis County Building Code Office prior to construction, to determine if a County Building permit or other approval is required to accomplish the project defined in the Land Use Permit. Further, I agree not to proceed with construction until such permit is issued.
- That I have been informed of the classification of the road(s) that abut my property (enforcement officer to check & name those that apply).
 - Regularly maintained road _____
Road is maintained and plowed year round
 - Seasonally maintained _____
Road is NOT plowed nor maintained in winter (November 1 thru May 1)
 - Minimum maintenance _____
Road is maintained only to minimum standards and will NEVER be plowed unless the Town Board changes the classification of the road.
 - Private road _____
This road is not owned nor maintained by the Town of Harrisburg

Zoning officer to complete the following:

Tax Map No.: _____ Zone Classification _____
Permit Application No. _____ Permit No. _____
Permit Approval Date: _____ Permit expiration date: _____

Applicant Information (Please Print except for signature):

Applicant's Name: _____
Mailing address: _____
Telephone number: _____ FAX No. _____
Email address: _____

By affixing my signature hereto, I acknowledge understanding of the information contained herein and receipt of a copy of this document.

Applicant's signature: _____ Date: _____

I certify that this document has been reviewed with the applicant and that the applicant has indicated by his signature that he/she understands the impact of the information contained herein.

Enforcement Officer's Name (Print): _____

Enforcement officer's signature: _____ Date: _____