



# Application for Building and Zoning Permit

## DRIVEWAYS

Town of New Lebanon  
PO Box 328  
New Lebanon, New York 12125  
Phone: 518.794.8884

REV: 02.11.20  
Pg. 1 of 3

Tax Map No.: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Zone District: \_\_\_\_\_

Date: \_\_\_\_\_  
Expires: \_\_\_\_\_  
Est. Cost: \_\_\_\_\_

### **A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK**

Answer all of the following. The undersigned hereby applies for a permit to do the following work/use, which will be done in accordance with the description, plans and specifications submitted, and such special conditions as may be indicated on the permit. All construction will be in accordance with the NYS Uniform and Energy Code, the Town of New Lebanon Zoning ordinance and other applicable codes, laws & regulations.

#### **APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Site Location (911 Address): \_\_\_\_\_ Phone: \_\_\_\_\_  
Nearest Crossroad: \_\_\_\_\_ Email: \_\_\_\_\_

#### **PROPERTY OWNER INFORMATION**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical address: \_\_\_\_\_

#### **DRIVEWAY SPECIFICATIONS**

Hgy Spt approval obtained for cut for town roads or DOT approval obtained for driveways installed on  
 I have included a plan and have completed the attached driveway permit application questionnaire  
Plot plan must be attached showing all property lines, structures, well, septic and all planned setback [front, side & rear]  
Wetland/Protected Stream/Floodplain Exists?  Yes  No

#### **CONTRACTOR INFORMATION**

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby apply under the Zoning Ordinance of the Town of New Lebanon, NY and the ICC Uniform & Energy Code for a permit to construct or alter a building and/or accessory structure or to perform a land use activity as set forth above. I have arranged for the necessary Workman's Compensation insurance if applicable and provided the attachments shown on the reverse. I grant the Building Inspector and/or Zoning Officer permission to enter the property for required inspections.

I certify that the statements herein contained are true to the best of my knowledge and belief and I have read the instruction on the reverse side of this application.

This property may border a farm, as defined in **\$102-2** of the Code of the Town of New Lebanon. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration. The risk of any impact of these agricultural uses on the purchase of property is specifically to be borne by the purchaser of that property.

Signature of Applicant \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Before commencing any construction activity, the owner or operator of a construction project that will involve soil disturbance of one or more acres must contact the New York State Department of Conservation to obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

Two sets of plans and specifications for the proposed work shall be submitted with the application, and specification shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, EXCEPT for farm buildings, residential buildings of fewer than 1,500 gross sq. ft. or to alterations costing under \$20,000.00. The applicant may request that the requirements of plans and specifications be waived where the work to be done involves minor alterations or are otherwise unnecessary.

A driveway cut MUST be approved from the appropriate department. For a town road, the Highway Superintendent must approve. For a County road the County Highway Dept. must approve. For a State highway, NYS-DOT must approve. Approval must be obtained before a building permit is issued.

The applicant shall notify the Code Enforcement Officer of any changes in construction contained in the application during the period for which the permits in effect. A permit shall be issued when the application has been determined to be complete. The authority conferred by such permit may be limited by conditions, if any, contained therein. A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.

A building permit issued pursuant to this part may be suspended or revoked if determined by the CEO that the work to which it pertains is not proceeding in conformance with the Uniform/Energy Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

A building/zoning permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary C/O), whichever occurs first.

The permit may, upon written request, be renewed for successive one year periods, provided that (1) The permit has not been revoked or suspended at the time of the application for renewal is made; (2) The relevant information in the application is up to date; (3) The renewal fee is paid.

A third party electrical inspection company is required for all electrical work.

You must contact this office after each stage of construction completion so that the required inspections may be scheduled. Failure to do so may result in fines, a stop work order and/or legal action. A final Certificate of Occupancy or Certificate of Compliance can only be issued when all of the required inspections have been made. Absolutely no one is to occupy this building without first obtaining a Certificate of Occupancy/Compliance.

**Zoning Officer Review**

Date Received: \_\_\_\_\_

Approved & Referred to the Building Inspector for Building Permit Issuance

Approved does not need to be referred to the Building Inspector

Application does not require Zoning Review and has been directly referred to the Building Inspector

Application Denied  Referred to ZBA  Reason for denial: \_\_\_\_\_

<u>Fees</u>	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

**If denied, you may appeal the denial to the Zoning Board of Appeals by filing a written appeal on the form available from the Planning & Zoning Clerk within sixty days after the date of the denial, specifying the grounds thereof and the relief sought.**

ZBA Approved  Date of ZBA Approval: \_\_\_\_\_ Special Conditions: \_\_\_\_\_

Zoning Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Cissy Hernandez

**Building Inspector Review**

Date Received: \_\_\_\_\_

Approved  Denied  Reason for Denial: \_\_\_\_\_

<u>Fees</u>	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Cissy Hernandez

**Attachments and Instructions**

**Attachments Provided by Applicant:**

- |   |  |
|---|--|
| <input type="checkbox"/> Construction Plans     | <input type="checkbox"/> Proof of Insurance          |
| <input type="checkbox"/> Plot Plan              | <input type="checkbox"/> Constr. Debris Removal Doc. |
| <input type="checkbox"/> Health Dept. Approval  | <input type="checkbox"/> Sign Details                |
| <input type="checkbox"/> Driveway Approval Doc. | <input type="checkbox"/> Subdivision Map             |
| <input type="checkbox"/> Floor Plan             |  |

**Instructions Provided to Applicant:**

- |   |  |
|---|--|
| <input type="checkbox"/> Ponds/Pools      | <input type="checkbox"/> Res. Constr. Requirements |
| <input type="checkbox"/> Insurance        | <input type="checkbox"/> Electrical Inspectors.    |
| <input type="checkbox"/> Setbacks         | <input type="checkbox"/> Sign Requirements         |
| <input type="checkbox"/> Dig Safely Info. | <input type="checkbox"/> Home Occ. Requirements    |
| <input type="checkbox"/> Other _____      | <input type="checkbox"/> Driveway regulations      |



Driveway questionnaire to be complete by applicant and submitted with application

<b>Applicant must obtain driveway cut approval from either the town Highway for town road and DOT approval for County or NYS roadways</b>	
<b>1. For Driveways under 300 feet. From access road to egress door: REQUIRES ZONING PERMIT ONLY (205-8 Zoning Ordinance)(if over 300 ft. see item # 2 below)-</b>	
Driveway cut approved by Highway Superintendent	
Proposed width of driveway?	
Minimum of six inches ROB gravel planned to be used	
Crowned in the middle?	
Intersects road at 3ldg.3.. 70 – 90 degree angle?	
Intersection at road is connected with min radius of 20 ft (1 <sup>st</sup> 50 ft. from shoulder) & not steeper than 3%?	
Driveway grade does not exceed 10% ( if no, is interrupted by flatter slopes every 500?	
Adequate ditches and culvert are provided?	
Is culvert is needed? (if so, must be at least 15 inches diameter)	
Will increased runoff spill onto the existing road? (If so, must be approved by town engineer)	
Will more than one home be served by this driveway - see 205-8 D (6)	
Is visibility a concern?	
Will More than one acre be disturbed in order to complete this driveway?	
Insurance forms are attached to my application?	
<b>2. For Driveways over 300 feet. From access road to egress door: must follow all of the above PLUS the 2015 IFC 511 REQUIRES BOTH ZONING PERMIT AND BUILDING PERMIT</b>	
Does Access by emergency vehicles comply? (12 ft. (2015 IFC 511 & 2017 NYS Supp pg. 132) <u>Exception:</u> the measurement is permitted to be increased beyond 300ft. if driveways cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions and the 3ldg.. is protected by auto sprinkler (per 903.3.1.1, 903.3.1.2, 903.3.1.3 or the 2015 IRC section P2904	
Unobstructed Ht. of 13 ft. 6 in.	
Turnouts – driveways in excess of 500 ft. in length and less than 20 ft. in width shall be provided with turnouts that are min. 20 ft. wide and 50 ft long and shall be place at interval not exceeding 500 ft. (is this applicable to you application?)	
The design of the driveway, including turning radius and grade, shall facilitate passage of fire apparatus and be approved	
Driveways servicing more than four buildings. Shall meet the design requirements of fire apparatus access road in Section 503	

This questionnaire was reviewed by Code/Zoning Enforcement Officer

date: \_\_\_\_\_