

# Town of Hopewell

## BUILDING AND ZONING APPLICATION

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Application is hereby made for a ( ) Permit, ( ) Site Plan, ( ) Subdivision

To: ( ) Construct, ( ) Remove, ( ) Alter, ( ) Replace, ( ) Repair, ( ) Create

A: ( ) Temporary or ( ) Permanent, ( ) Structure or ( ) Use

On land located at ( ) Same or \_\_\_\_\_

Zoning District \_\_\_\_\_ Tax map # \_\_\_\_\_

Present use of property \_\_\_\_\_

Description of proposed construction and/or use: \_\_\_\_\_

Size of improvement \_\_\_\_\_ sq. ft., Estimated cost: \_\_\_\_\_

Yard setback: Front (to ROW) \_\_\_\_\_ Rear (to property Line) \_\_\_\_\_

Side (widest) \_\_\_\_\_ Side (narrowest) \_\_\_\_\_

The undersigned agrees that to the best of their knowledge and belief the statements contained in this application, together with any plans and specifications submitted herein, are a true and complete statement of all proposed work or use to be done on the described premises. All provisions of the NYS Fire Prevention and Building Code, the Town of Hopewell Zoning Ordinance, and all other laws, rules and regulations pertaining to the proposed work or use shall be complied with, whether specified or not, and that such work or use is authorized by the owner. The undersigned understands that the granting of any permit shall not be construed as adoption by the Town of Hopewell of any plans, specifications or construction methods of permittee and the granting of any permit shall create no liability on the part of the Town. The undersigned hereby grants permission for the Code Enforcement Officer to enter the property and structure, as he deems necessary to inspect the same for compliance with applicable Codes and Laws. Unless prohibited in writing the undersigned also grants permission for the Town Assessor to accompany the Code Enforcement Officer during final inspection to allow a visual inspection of new construction as outlined in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Name (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Approved ( ) Permit # \_\_\_\_\_ Fee Received \$ \_\_\_\_\_

Not Approved ( ) Reason: \_\_\_\_\_

Variance Requested: Yes ( ), No ( )

Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

# Building Permit Application Worksheet

Submission of a complete application will ensure timely processing of your request. In order to ensure submission of a complete application a list of required documentation is outlined below.

Item	Received		
	Yes	No	N/A
Survey map of property: <i>Required for all new lots, new house projects, subdivisions, site plan approvals and variance requests.</i>	_____	_____	_____
Deed or Purchase offer for property: <i>Required for any property recently purchased to ensure ownership.</i>	_____	_____	_____
Site plan from a New York State licensed engineer: <i>Required for site plan approval, commercial projects, subdivisions, and some new residential projects.</i>	_____	_____	_____
NYS stamped blueprints: <i>Required for all new houses, commercial buildings, and additions costing more than \$20,000.</i>	_____	_____	_____
NYS stamped septic plans: <i>Required for all new houses, commercial projects, and alternative systems.</i>	_____	_____	_____
Driveway permit from NYS DOT: <i>Required for any project that requires a new or modified driveway on a State Rd.</i>	_____	_____	_____
Proof of disability and worker's compensation insurance for all contractors performing work on site, or, <i>We can no longer accept ACORD forms for worker's comp</i>	_____	_____	_____
Valid exemption from NYS Disability and Worker's Comp: If Yes, explain _____	_____	_____	_____
Other _____	_____	_____	_____

Notes: \_\_\_\_\_

**Applications will NOT BE ACCEPTED or SENT to the Ontario County Planning Board for review or placed on agendas for Town of Hopewell Planning Board and Zoning Board of Appeals unless the application has been COMPLETED IN FULL.. NO EXCEPTIONS.**