

VILLAGE OF SYLVAN BEACH
808 MARINA DRIVE PO BOX 508
SYLVAN BEACH, NY 13157
(315) 762-4844 FAX (315) 762-4047

COMMERCIAL USE

BUILDING PERMIT/SITE PLAN REVIEW APPLICATION
Revised 11-16-08

OFFICIAL USE ONLY
DATE REC'D _____
PERMIT NO: _____

NOTE: AN INCOMPLETE APPLICATION WILL DELAY THE ISSUANCE OF YOUR PERMIT. PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE. BUILDING PERMITS ARE GOOD FOR 6 MONTHS FROM THE DATE OF ISSUANCE. PERMIT MUST BE RENEWED PRIOR TO EXPIRATION DATE IF WORK IS NOT COMPLETED.

SECTION 1, GENERAL INFORMATION

1. Owner Information

Owner(s) Name: _____

Home address of Owner: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Other: _____

2. Project location and Information

Number & Street Property Address: _____

Contact Oneida County 911 Center if a new address is needed.

Parcel ID number (shown on tax bill or obtain from Village Clerk) : _____

Current Use of Property/Building: _____

3. Type of Construction

- Conventional Stick framed Modular Structure
 Remodel existing building Addition Other _____

4. Exterior dimensions of structure: _____

5. Square Footage: 1st Floor _____ 2nd Floor _____ 3rd floor _____
Additional floors: _____

6. Foundation: Crawl space Pier Slab Block wall Poured wall

7. Any other uses on property besides proposed business? Yes No

Explain: _____

8. Primary source of heat: Fuel oil Propane Electric None

9. Other major property features: Deck Open porch Patio
 Fence Shed Garage

10. Estimated Project Cost: _____

SECTION 2, SITE PLAN REVIEW

Site Plan Review is required for:

Additions 200 sf or larger

Change of use from one business to another

Construction of a new business

Substantial renovation as determined by Codes Enforcement Officer

Any project that deviates from design guidelines

Why do we have site plan review?

Site plan review improves property values and enhances the quality of life in our community. Orderly development that is harmonious with the Village character is our goal. We realize that it takes some effort and we appreciate your support.

What is the process?

You may find it helpful to have the Planning Board Chairman assist you in completing this application. If you would like to meet with him/her call 762-4844 to schedule a meeting. Otherwise, complete the checklist below and then deliver all required documentation to the Village Hall Monday through Friday 8:30 a.m. to 4:00 p.m. The Deputy Clerk will schedule you on the Planning Boards agenda for site plan review. The planning board meets the second and fourth Monday of every month at 5:30 p.m. The Planning Board may have questions about your project so it may be quicker if you are present during your site plan review. You may bring anyone that you want to represent or assist you during site plan review. If you have any questions contact the Village Hall and we will do our best to help. You are also welcome to attend any Planning Board meeting for other questions. The Planning Board may approve, approve with modifications or deny your application. They may also schedule a public hearing before making a decision if they would like public input on your project. If your application is denied, you will not be issued a building permit.

REQUIRED DOCUMENTATION: Four copies of the below listed documents will be required as part of your site plan review application.

11. Vicinity map- shows adjacent properties, obtain from Village Clerk

12. Architectural drawings including:

- floor plans
- elevations (exterior view of outer walls)
- wall section including roof and foundation
- scale colored drawing of any proposed awnings

Note: Projects larger than 1500 sf require plans sealed by an architect or engineer.

13. Current survey

14. Site Plan- a site plan is a scale drawing that shows property lines, existing utilities, all proposed structures and improvements, driveways, walks, landscaping, easements, right-of-ways, fences, clothes line poles, etc. Your surveyor may prepare this drawing for you.

15. Copy of Deed, any easements or deed restrictions.

16. Tabular listing of all proposed signage indicating size, location, text on sign and sign board material.

Location of signage should also be shown on site plan.

17. Tabular listing of all proposed plantings (trees, shrubs, flowers, decorative grasses) showing size of plant stock and common name. Location of plantings/landscaped areas should be shown on site plan.

18. Worker's Compensation and Disability Insurance Certificates or affidavit that coverage is not required (CE-200 available online at www.wcb.state.ny.us under "forms"). Only one copy is needed. Form BP-1 (attached w/application) signed by homeowner, and notarized.

OTHER DOCUMENTATION THAT MAY BE REQUIRED: One copy of the below listed documents may be required by the Codes Enforcement Officer dependent upon the location and physical characteristics of your parcel. Contact the Codes Enforcement Officer at 762-4844 for further information.

19. Parking Plan- dependent upon the type of business proposed and the amount or intensity of parking, you may need to provide a narrative or other documentation as needed to show that new traffic movements will be safe and will not have an undesirable impact on existing traffic.

20. Elevation Certificate- required if your structure is in a flood plain or flood prone area; usually obtained from a surveyor.

21. DEC Permit- required depending upon your parcels proximity to DEC wetlands.

22. Floodplain development permit application- required for construction or other development in a special flood hazard area.

GENERAL SITE INFORMATION

23. Zone the business will be located in: VC-VILLAGE CENTER
 CR-COMMERCIAL RESORT

The Village Clerk or Codes Enforcement Officer can assist you in determining what district your business is in. No businesses other than a home occupation are authorized in the residential district.

24. Authorized Uses- the businesses listed below do not require a special permit.

- | | | |
|----------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Amusement attraction | <input type="checkbox"/> Bank | <input type="checkbox"/> Bed and Breakfast |
| <input type="checkbox"/> Boat launch | <input type="checkbox"/> Boat storage | <input type="checkbox"/> Day-care center |
| <input type="checkbox"/> Dwelling, apartment house | <input type="checkbox"/> Dwelling, multi-family | <input type="checkbox"/> Dwelling, timeshare |
| <input type="checkbox"/> Dwelling, townhouse | <input type="checkbox"/> Essential service | <input type="checkbox"/> Funeral home |
| <input type="checkbox"/> Health club | <input type="checkbox"/> Hotel/motel | <input type="checkbox"/> Inn |
| <input type="checkbox"/> Library | <input type="checkbox"/> Marina | |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Place of worship | <input type="checkbox"/> Professional office |
| <input type="checkbox"/> Recreation facility | <input type="checkbox"/> Recreation rental | <input type="checkbox"/> Restaurant, fast-food |
| <input type="checkbox"/> Restaurant-full service | <input type="checkbox"/> Retail, general | <input type="checkbox"/> School |
| <input type="checkbox"/> Tavern/Nightclub | <input type="checkbox"/> Theater | <input type="checkbox"/> Water based activity |

25. Hours of operation: _____

26. Environmental Impact NONE INSIGNIFICANT SIGNIFICANT

The nature of your business and the size may require State Environmental Quality Review, if this is necessary the Planning Board will act as lead agency.

27. Lot dimensions: _____

28. Acreage _____ (if more than 2)

29. Front setback: _____ feet

30. Side yard setbacks: _____ feet, other side _____ feet. If business is adjacent to a residential use the minimum side yard setback is 10 feet.

31. Rear yard setback: _____ feet. Minimum is 10 feet.

32. Minimum Floor area- determined by Site Plan Review.

33. Lot Coverage: _____%. Maximum building coverage on your lot is 90%.

34. Will part of the building be residential use? YES NO

On Main Street from Vienna Rd to 4th Ave the residential use must be above the first floor.

35. Site triangle- If you have a corner lot there must be a clear area 30 inches high 20 feet from each side of the intersection. This is so that cars at the intersection can see what is coming.

36. Will there be more than one building on this site (accessory structures)? YES NO

Accessory buildings for storage, recycling, coolers, or any other use incidental to the business must be located in the rear yard. All structures must be on the site plan.

37. Are there any easements on the property? YES NO

All easements should be shown on the site plan. Describe the purpose of any easements below.

38. Location and heights of fences- must be on site plan

Fences cannot exceed 6' high in side yard or rear and 4' high in the front, water front or street side. Fences in the front or street side cannot be more than 60% solid. Chain link fence can only be used in the rear.

39. Pavement setback minimum of 5' from street pavement edge and 3' from public sidewalk for all appurtenances (fences, walls, poles, etc.).

UTILITIES

40. Location of all existing and proposed utility lines (electric, phone, cable)-must be on site plan

All new utility lines must be buried.

41. Location of other utilities- sewer, cable, water, propane tank, hydrants, etc.

Large propane tanks must be buried.

ARCHITECTURE

42. Are the dimensions shown on the elevations?

Exterior walls that are long and flat (above average for your neighborhood) shall be broken up with features like corners, porches or other architectural features.

43. What is the siding material(s)? _____

Siding may not be T1-11, block, sheet steel.

44. Roof Pitch

Slope of roof may be no less than 5:12, except that porches may be a shed roof with pitch no less than 3:12.

45. What type of roofing material? _____

46. How many windows and/or doors are facing each public way (street, waterfront or public sidewalk)?

47. How high will your building be from ground level to the top of the roof? _____ Ft

48. Exposed treated lumber

Exposed treated lumber may only be used at the decking level or below. Posts, handrails and everything above the deck must be painted, metal, masonry or vinyl.

49. Exterior lighting-Accent type lighting is preferred; lights should not be directed on to neighboring properties.

50. Crawl space/foundation elevation.

If your structure is on piers, the crawl space must be enclosed to prevent rodent harborage.

LANDSCAPING/SCREENING

51. Trees-Yards fronting a street must have at least one 2"-2.5" caliper tree. Existing and proposed trees must be noted on the site plan.

52. Any outdoor storage? YES NO

Outdoor storage is not allowed along a frontage, storage areas must be screened.

53. Above ground fuel tanks, meters or other appurtenances must be on site plan. They also must be screened with shrubs, trees or a fence if they can be viewed from public ways.

54. Garbage storage area

Identify on site plan where your garbage will be stored, dumpsters and garbage storage areas must be completely screened.

PARKING/PAVING/DRAINAGE

55. Anticipated capacity (customers) _____

56. What is the highest number of customers that this business could accommodate at one time? _____

57. Dimensioned Parking Space layout

Cars may not park between the building and the street. Public parking and/or a parking lot that you own within 1000' of the proposed business can be factored in when determining what your parking needs will be. The nature of your business will determine how extensive your parking plan should be. Existing parking may be adequate, you may be able to provide a plan or you may be required to have an engineered plan. Consult with the Codes Enforcement Officer to find out how to proceed.

58. Impact on existing traffic

The intensity of your type of business at peak times and your location might indicate that an engineered traffic study is necessary. Consult with the Codes Enforcement Officer for guidance.

59. Adequate snow storage area

Even if you are building a seasonal business, at some point it may turn into a year round use. If it does the snow from the driveway and any walks must stay on your property. It can not be pushed or blown onto the neighboring properties or any public property.

60. Is the driveway on Main Street? YES NO

If you are installing a new driveway that connects with Main Street you will need a permit from NY State DOT. Also, if there is a public sidewalk in any frontage it must continue through your driveway, as opposed to the driveway being continuous through the walk.

61. Sidewalk surface material: _____

Asphalt sidewalks are prohibited.

62. Pedestrian connection

Each business in Sylvan Beach must have a direct pedestrian connection to the public sidewalks or street.

63. Bicycle parking- provide accommodations at 25 percent of the vehicle parking requirements.

64. Drainage Plan

Surface water from your property shall not drain onto neighboring or public properties. The Planning Board or Codes Enforcement Officer may require an engineered drainage plan depending on your site. The Codes Enforcement Officer can help with this.

**IMPORTANT NOTICE
PLEASE READ BEFORE SIGNING**

Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Preventions and Building Codes, the Code of Ordinances of the Village of Sylvan Beach, and all other applicable codes, rules or regulations.

It is the owner's responsibility to contact the Code Enforcement Officer at (315) 762- 4844 Monday – Friday 8:30 a.m. –4:30 p.m. at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work i.e.; electrical work later to be covered by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. OTHERWISE, WORK MAY NEED TO BE REMOVED AT THE OWNER OR CONTRACTOR'S EXPENSE TO CONDUCT THE INTERIOR INSPECTION. CLOSE COORDINATION WITH THE CODE ENFORCEMENT OFFICER WILL GREATLY REDUCE THIS POSSIBILITY.

OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION.**

New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation (C-105.2, or U26.3, or SI-12, or GSI 105.2) and Disability Insurance certificates (DB-120.1 or DB-155). **Note: ACORD forms are NOT acceptable proof.** If the contractor believes that they are exempt from the requirements to provide Worker's Compensation and Disability Insurance, the contractor must complete form CE-200 available online at www.wcb.state.ny.us under "forms").

If a certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.

Work undertaken to pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

This permit does not include any privilege of encroachment in, over, under, or upon any Village street or right of way.

The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

Work must be completed as specified in site plan review, any deviations from specifications must be approved by the Planning Board.

I, _____, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm that all statements made by me on this application are true.

Signature: _____

Date: _____

CONTRACTORS INFORMATION-Providing this information helps to move your project along and could save you money. If you have not yet retained all necessary contractors, please advise the Codes Enforcement Officer as you hire each one.

ARCHITECH/ENGINEER:

Name: _____

Address: _____

Office Phone: _____ Other: _____

GENERAL CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

ELECTRICAL CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

PLUMBING CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

HVAC CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

_____ **CONTRACTOR:**

Name: _____

Address: _____

Office Phone: _____ Other: _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

<p>Sworn to before me this _____ day of _____</p> <p>_____ (County Clerk or Notary Public)</p>

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1.

- ◆ Form BP-1 shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall either:
 - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

