

ZONING AND BUILDING PERMIT APPLICATION

VILLAGE OF HOLLAND PATENT

Instructions: Please read and understand the full instructions on Page 2 of this form before completing it. A plot plan and zoning fee of \$15, payable to "Village of Holland Patent" must accompany it. Incomplete submissions cannot be acted upon. Mail or deliver completed application to the Holland Patent Village Clerk, PO Box 302, Holland Patent, NY 13354. Office is located at 9544 Depot Street in Holland Patent. Regulations are online at: www.village.holland-patent.ny.us. Regulations are also available at the Holland Patent Village Clerk's Office.

Applicant _____ Phone #s _____

Mailing Address _____

Parcel Address/Location* _____

Parcel owner, address, phone, & email _____

Project Description (check all that apply) ☐ new(height)____ ☐ existing ☐ parcel division

Construction class: ☐ single-family ☐ 2-family residence ☐ multi-family ☐ townhouse
☐ addition ☐ accessory structure ☐ septic ☐ occupancy change ☐ pool:()in-ground ()above-ground
☐ commercial/business* ☐ home occupation** ☐ conditional use** ☐ farm roadside stand
☐ demolition ☐ mining ☐ other

Construction type: ☐ stick frame ☐ masonry ☐ modular ☐ double-wide ☐ single-wide ☐ other

Brief description: _____

*- If parcel is located within the Commercial (C) zoning district, complete this form **and** attach a completed Site Plan Review application, available from the Village Clerk or Enforcement Officer. Submit both forms Together (total application fee is \$25.)

** - If you are seeking a Home Occupation or Conditional Use permit, request and attach the respective supplemental form.

Parcel Description:

Lot is: ☐ interior ☐ corner

Parcel area: _____ Lot dimensions: _____ Road frontage: _____ ft.

Front setback(from road centerline): _____ Side setbacks: _____ Rear setbacks _____

Additional Building permit information:

Planned construction start date: _____ Planned completion date: _____

Estimated total project cost \$ _____

For conversions. Existing Use and Occupancy: _____ Intended: _____

Architect (name,address,phone): _____

Contractor(name,address,phone): _____

Specify NY Board of Fire Underwriters or other agency/organization to inspect and certify electrical work: _____

I certify that I am the owner or authorized agent for which the foregoing work is proposed to be done, and that I am duly authorized to perform such work, and that all work will be performed in accordance with above information and in compliance with all existing local and State laws. I further understand that any deviation from the information on this application, once approved, must have prior approval in writing from the Zoning Enforcement Officer or the Building Codes Enforcement Officer.

Signature of applicant: _____

Date: _____

Signature of parcel owner(if other than applicant): _____

Date: _____

→REMEMBER TO ATTACH A PLOT PLAN TO THIS APPLICATION←

App#	_____	Date	_____	Fee	_____	Ck #	_____	by	_____
Zoning action	_____	Date	_____	by	_____	Zoning	_____		
Parcel ID #	_____								

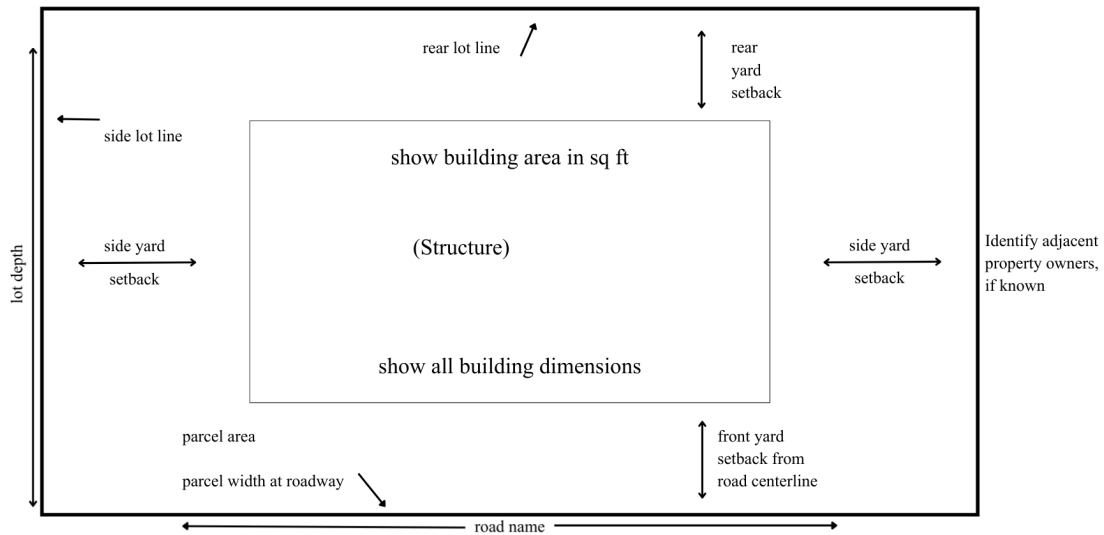
Instructions

To obtain approval for a Zoning Permit, include all information sought on page 1 of this form. Failure to fully complete this form may delay approval and issuance of a Building Permit from the Building Codes Department. The zoning law is available online under “Laws” at www.village.holland-patent.ny.us. Regulations are also available at the Village Clerk’s Office. Questions may be addressed to the Zoning Enforcement Officer at (315)534-0989. Please print clearly. Included with this form must be the following:

- ❖ A plot plan showing the actual configuration and dimensions of the parcel, all existing and proposed structures, plus setback distances (to the nearest foot) from the road centerline and adjacent parcel property lines. Also include any other significant or identifying landmarks or geographic features of the parcel. Refer to the diagram below in preparing your parcel’s plot plan. Do not mark the sample plan below. A photocopy of your survey map may be used in preparing the plot plan.
- ❖ Zoning Fee: \$15, payable to “Village of Holland Patent” must accompany application. Schedule of fees available on request.
- ❖ Building Permit (BP): Upon approval of the zoning permit, you must apply to the Codes Enforcement Officer (315)235-8470 for a building permit. The Code requires submission of two sets of construction documents that are prepared by a New York State registered architect or licensed professional engineer, which substantiate compliance with the Energy Code and the NYS Uniform Building Code. Construction documents are not required for installation or construction of one-story structures less than 144 sq. ft. associated with one-or two-family units or townhouses. The BP fee is determined upon area and use of structure. The Building Code Officer will advise you of the BP fee which is payable to “Village of Holland Patent” before issuance of the building permit.

SAMPLE PLOT PLAN

On a separate sheet, please prepare a plot plan including all the information shown below for each existing and proposed structure on the parcel. Show all measurements, in feet, to the closest part of the structure.



→ [Do Not Use This Sample as Your Plot Plan] ←

Tax Exemptions Granted To Trenton Residents

Any residential building in the Town of Trenton that is reconstructed, altered or improved shall be exempt from an increase in the assessment based on the value of the capital improvement, on a sliding scale, for a period of seven years.

For details see Town Law, Chapter 46, Article 1 available from the Town Clerk’s Office or online at town.trenton.ny.us/content/Laws.

This law was adopted by the Town Board to encourage property owners to invest in their residences without being penalized for doing so.

Several rules apply:

1. The residence must be a one-or-two-family dwelling.
2. The improvement must be valued at a minimum \$3,000, but not more than \$80,000.
3. The residence must be at least 5 years old.

Applications for exemptions must be made to the Assessor’s Office prior to March 1st of any year.

Questions may be directed to the Assessor at (315)896-2664