

**TOWN OF ANDES  
DELAWARE COUNTY NEW YORK  
APPLICATION FOR ZONING PERMIT**

**INSTRUCTIONS**

1. Complete general information requested on the form including applicant and property owners names and addresses and location of the proposed action.
2. State the purpose for which the structure or land is to be used and general description of the type of construction.
3. Draw sketch or plot plan showing the actual dimensions and angles of the lot to be built upon, the exact size and location on the lot of the building to be erected, relocated or altered and the set back distances of the proposed buildings to lot lines, streams and roadways. *(See sample of a plot plan attached)*
4. Upon written request of the **Code Enforcement Officer**, additional information (such as drawings, data, computations) necessary to ensure compliance with this Local Law, shall be provided by the applicant.
5. Any deviation from the approved plans must be authorized by the **Code Enforcement Officer** subject to the same procedure established for the original plans.
6. The work covered by this application may not be started before the issuance of the Zoning and Building Permits.
7. The **Building Inspector** will not issue a **Certificate of Occupancy** until the **Building Inspector** has received a copy of the **Certificate of Compliance** from the **Code Enforcement Officer** stating that the use conforms to all zoning requirements.
8. If construction authorized by a **Zoning Permit** has not been started within one (1) year, the permit shall be null and void.

**TOWN OF ANDES  
DELAWARE COUNTY NEW YORK**

**APPLICATION FOR ZONING PERMIT**

**APPLICATION IS HEREBY MADE** to the Town of Andes Code Enforcement Officer for the issuance of a **Zoning Permit** and subsequent **Certificate of Compliance** to the Town of Andes Zoning Law for the construction and use of buildings, additions, or alterations, as herein described. The applicant or other owner agrees to comply with all applicable laws, ordinances, regulations, and all inspectors to enter the premise for the required inspections.

**(For Office Use Only)**

DATE \_\_\_\_\_

Please completely fill out this application in ink and submit to the **Code Enforcement Officer**.

**1) APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Applicant is (check one or more): \_\_\_\_\_ Owner  
\_\_\_\_\_ Agent  
\_\_\_\_\_ Contractor

**2) PROPERTY OWNER (if different from above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

3) **LOT LOCATION**

Road or Street: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

4) **DESCRIPTION OR PURPOSE** (Check all that apply)

\_\_\_\_\_ New Building

\_\_\_\_\_ Change in Use

\_\_\_\_\_ Alterations

\_\_\_\_\_ New Business

\_\_\_\_\_ Addition

State the purpose for which the structure or land is to be used and general description of the type of construction:

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\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Date

**Code Enforcement Officers' comments:** \_\_\_\_\_

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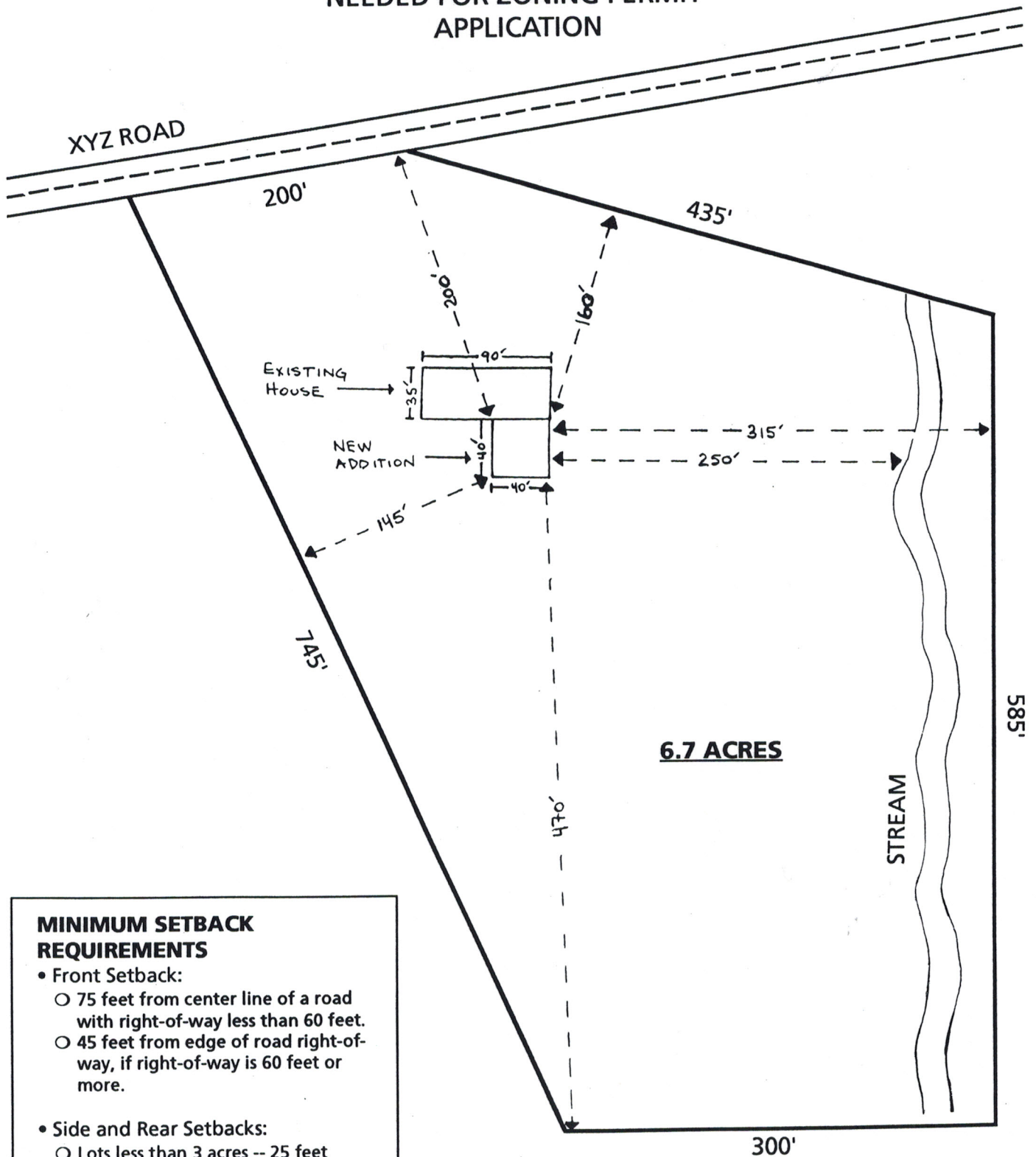
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• SAMPLE •

EXAMPLE OF PLOT PLAN  
NEEDED FOR ZONING PERMIT  
APPLICATION



**MINIMUM SETBACK  
REQUIREMENTS**

• Front Setback:

- 75 feet from center line of a road with right-of-way less than 60 feet.
- 45 feet from edge of road right-of-way, if right-of-way is 60 feet or more.

• Side and Rear Setbacks:

- Lots less than 3 acres -- 25 feet
- Lots of 3 to 5 acres -- 50 feet
- Lots over 5 acres -- 75 feet

5. **SKETCH OR PLOT PLAN**

In the space below, draw a sketch or plot plan showing the actual dimensions and angles of the lot to be built upon, the exact size and location on the lot of the building or accessory buildings to be erected, relocated, or altered and such other information as may be necessary to determine and provide for the enforcement of these regulations.

