

**INSTRUCTIONS**  
**TOWN OF HORICON**  
**APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**  
**(Land Use Permit)**

*READ CAREFULLY*

**A ZONING COMPLIANCE CERTIFICATE (Land Use Permit) MUST BE OBTAINED**  
**BEFORE BEGINNING CONSTRUCTION**

**A WARREN COUNTY BUILDING PERMIT AND WARREN COUNTY PERMIT**  
**to work in County Right of Way MAY ALSO BE REQUIRED**  
**BEFORE BEGINNING CONSTRUCTION**

**Requirements: INCLUDE with the completed application:**

- 1) Copy of plot plan **drawn to scale** showing: example provided
  - A) All structures on lot
  - B) Dimensions of the lot to be built upon
  - C) The size and location of the building to be erected or alteredThe Plot Plan must include street names, **overhang setbacks**, yard dimensions, fences, walls, signs or streams.
- 2) Batter boards must be placed showing proposed new construction location(s).
- 3) Complete construction drawings **to scale** must be provided. Submit Three (3) sets.  
*The County will need two (2) of these drawings signed and stamped by the Zoning Administrator.*
  - A) Driveway/Road Disturbance on a **Town Road**: See application and instructions.
  - B) Driveway/work **County Right-of-Way or County Road**: Request the application from this office.
- 4) Please include your deed(s) or any other helpful information with this application.
- 5) For new homes or bedroom additions to existing homes a Septic permit with complete perc test will be required before a Zoning Compliance will be issued.
- 6) Appropriate Fee(s). See Fee Schedule.
- 7) Return all three (3) copies of the three (3) part application to Town of Horicon Planning and Zoning Office.
  - A) If Application is granted you will be issued a Zoning Compliance Certificate.
  - B) If Application is denied you will be referred to the Zoning Board of Appeals (ZBA).
- 8) Review the list of State Agencies - A permit may be required. It is the property owner's responsibility to secure any and all permits needed for your project.

*The Applicant hereby applies for a Certificate of Compliance to do the following work*  
**in accordance with the description, plan, specifications and special conditions**  
**as stated on attached application.**

# *Town of Horicon*

## *Zoning Office*

PO Box 90  
6604 State Route 8  
Brant Lake, NY 12815

Phone: 518-494-4245

Fax: 518-494-5240

E-mail: [zoningplanning@horiconny.gov](mailto:zoningplanning@horiconny.gov)

Website: [horiconny.gov](http://horiconny.gov)

This memo is to clarify the process to address Onsite Wastewater Treatment Systems (OWTS), more commonly referred to as Septic Systems, for the construction of new homes, demolition and replacement of existing homes, and construction of additions or alterations to existing homes.

As per New York State Department of Health Individual Residential Wastewater Treatment Systems Design Handbook and NYS DOH Fact Sheet issued January 13, 2004, and to promote the Health, Safety and General Welfare of the community by insuring that sewage and other wastes are disposed of in a manner that will not create a health hazard, adversely affect the environment, or impair the enjoyment or use of property, the following shall be adhered to:

**Licensed Design Professional:** The Department of Health and the State Education Department recognize that, generally, OWTS design activities come within the definition of the practice of professional engineering or architecture under Article 145 or 147 of Title VIII of the New York State Education Law and that OWTS designs must be prepared by a design professional appropriately licensed or otherwise authorized under such law. Please be advised that licensees providing OWTS design services must be qualified to provide those services based upon education, training, and experience. Any licensee providing services that they are not qualified to provide may be subject to professional misconduct charges. OWTS design activities include the evaluation of surface and subsurface site conditions at a defined parcel of land which may include the investigation of soil characteristics, the performance of soil percolation tests, the determination of subsurface boundary condition and depths, the measurement and recording of existing surface features both natural and manmade, and the subsequent application of these data and the data related to proposed wastewater generation to design an OWTS. These activities generally fall within the scope of practice of professional engineering or architecture.

**New Residential Construction:** The design of all new residential OWTSs (including conventional systems) shall be performed by an appropriately licensed design professional, as defined above. The design may also be issued/approved by county health departments where such issuance/approval is performed and authorized by an appropriately licensed design

professional on staff. Private practice engineers and architects, and engineering and architectural firms with appropriately licensed design professionals may also provide such services.

**Additions or Alterations:** An OWTS evaluation shall be performed and submitted by a licensed design professional for home alterations resulting in an increase in the number of bedrooms, for complete home replacements (including those resulting in the same number of bedrooms) and for alterations resulting in significant increases in wastewater generation. (As per DOH Individual Residential Wastewater Treatment System Design Handbook- “Wastewater treatment system expansion to meet an actual or potential occupancy increase (i.e. adding rooms to a residence that will or can be used as bedrooms) shall be in accord with Appendix 75-A requirements. Expansion attics, basements, sleeping porches, dens, and recreation rooms which may be converted to additional bedrooms in the future, should be considered in calculating design flow.”) The evaluation must document if the existing OWTS complies with applicable State and local design standards, if the OWTS and its components are in satisfactory condition and functioning properly and if the existing OWTS can properly treat the proposed increase in wastewater generation. If the existing OWTS does not comply with regulatory design standards or needs significant modification, the licensed design professional shall prepare plans and oversee the installation of the alterations to the OWTS. This may include incorporating appropriate mitigative measures and/or designs as such ordinarily come within the scope of practice of professional engineering.

TOWN OF HORICON APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

(Land Use Permit)

P.O. Box 90 Brant Lake, NY 12815
Phone: (518) 494-4245 Fax: (518) 494-5240

Fee: \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

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

Contractor/Agent: (if applicable): \_\_\_\_\_ Phone #'(s) \_\_\_\_\_

Location of Property: (911 Address): \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Parcel Size (acreage or sq. ft.) \_\_\_\_\_

Zoning (District Symbol): \_\_\_\_\_ Example: (CR-20,000, R1-1.3, R2-5, RRD-3.2, LC-10 acres)

Shoreline? YES or NO - If Yes indicate frontage (in feet) \_\_\_\_\_ Flood Plain/Zone? YES or NO \_\_\_\_\_ Wetlands? YES or NO \_\_\_\_\_

Indicate Size of Structure (s) to be built, in feet: example (24' x 24'): Use separate sheet (s) if necessary.

New Home [X] will this new home include any decks, porches, etc.? YES NO - please indicate sizes below - attach plans (3sets).

Addition to existing home's SFLA [X] explain: (Bathroom, bedroom /1 story/ 2 story, etc.) \_\_\_\_\_

Alterations to structure, other than additions (explain): \_\_\_\_\_

Deck (s) or Porch (is): [X] describe (enclosed, screened etc.) \_\_\_\_\_

Shed [X] Barn [X] describe: \_\_\_\_\_

Garage [X] Stories: 1 1.5 2

Boathouse [X] Def: Single Story structure - no bathroom or kitchen facilities, not used for lodging or residency.

Demolition (explain what will be demolished) \_\_\_\_\_

OTHER - not listed above (Fence, Sign, Chain in Use, etc.): \_\_\_\_\_

Height of structure (s) \_\_\_\_\_ Structures are not to exceed 40' from lowest point of grade to the highest point of the structure.

\*\*\*\*\*What ARE the setbacks (in feet) from the overhang of the proposed structure(s). \*\*\*\*\*
Please include any proposed steps, porches/deck(s)
Take accurate measurements from the proposed structures, refer to the Schedule of Intensity Regulations for the required minimums.
Road \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Rear or Shoreline \_\_\_\_\_
(Measured from center of Road)

The undersigned hereby applies for a Certificate of Compliance to do the following work in accordance with the description, plan, specifications and such special condition. I, we hereby authorize the Town of Horicon, its employees and authorized agents access to the property for purpose of inspection.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

For office Use Only - If Application is granted you will be issued a Zoning Compliance Certificate, if denied you will be referred to the ZBA.
Denied: \_\_\_\_\_ Reasons: \_\_\_\_\_
Granted \_\_\_\_\_ Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_
White Copy: Applicant/Owner Yellow Copy: Assessor Pink Copy: Town Zoning Office

# Town of Horicon

## Fee Schedule

Effective: December 21, 2018

PO Box 90 6604 State Route 8

Brant Lake, NY 12815

Phone: (518) 494-4245

Fax: (518) 494-5240

Email: [zoningplanning@horiconny.gov](mailto:zoningplanning@horiconny.gov)

Website: [horiconny.gov](http://horiconny.gov)

*All Fees may or may not be included on this schedule  
and are all subject to change without notification.  
Make checks payable to: TOWN OF HORICON*

If a Warren County Building Permit is not required for your project, a Town of Horicon Land Use Permit (Zoning Compliance Certificate) may be required for Intensity Regulations. Re: Setbacks, minimum lot size and frontages. You may also need to obtain permits from other Agencies APA, DEC, etc.

Contact Town of Horicon Zoning Administrator with any and all questions.

**Structure(s): Up to 600 Square Feet - \$36.00**

**Over 600 Square Feet - \$36.00 PLUS \$6.00 per 100 Square feet or portion thereof above 600 Square feet not to exceed \$500.00.** - Including, but not limited to: Homes (including Modular and Mobile), Additions, Dormers, Commercial Building, Garages, Barns, Pole Barns, Sheds, Decks, Porches (covered, enclosed, screened, etc.), Carports, Boathouses, Ground Mounted Solar Panels, etc.  
**(A WARREN COUNTY BUILDING PERMIT MUST ALSO BE OBTAINED)**

**After the fact Zoning Compliance Certificate surcharge: \$150.00 (in addition to regular fee).**

**Dock: \$50.00** - See Section 8.08 of Zoning Law for Dock Regulations.

**Sign, Fence, Roof Mounted Solar Panels, Swimming Pool (including required fence): \$15.00**

**Septic Permit: \$80.00** - Installation or Major Repair

**ZA Site Review: \$35.00** (First visit free)

**Boundary Line Adjustment, Conditional Use (Site Plan): \$100.00 (Planning Board)**

**Variance (Area or Use): \$100.00 (A ZCC must be applied for and denied) (Zoning Board of Appeals)**

**After the fact Variance surcharge: \$100.00 (in addition to regular fee).**

### Subdivisions:

Total number of parcels being created including remaining parcel, open space, roads, etc.:

**Pre-Application for Minor or Major Subdivision: No fee**

**Preliminary Application for Major Subdivision: \$100.00**

To be deducted from total fee if/when a Major Final Subdivision application is submitted.

**Minor Final Plat: 2 - 4 Lots: 2 lots = \$100.00 3 lots = \$150.00 4 lots = \$200.00**

**Major Final Plat: 5 - 20 Lots: \$250.00 initial fee + \$25.00 Per Subdivision Lot being proposed**

**5 lots = \$375.00 6 lots = \$400.00 7 lots = \$425.00 8 lots = \$450.00 9 lots = \$475.00 10 lots = \$500.00**

**11 lots = \$525.00 12 lots = \$550.00 13 lots = \$575.00 14 lots = \$600.00 15 lots = \$625.00 16 lots = \$650.00**

**17 lots = \$675.00 18 lots = \$700.00 19 lots = \$725.00 20 lots = \$750.00**

**21 + Lots: \$500.00 initial fee + \$25.00 Per Subdivision Lot being proposed.**

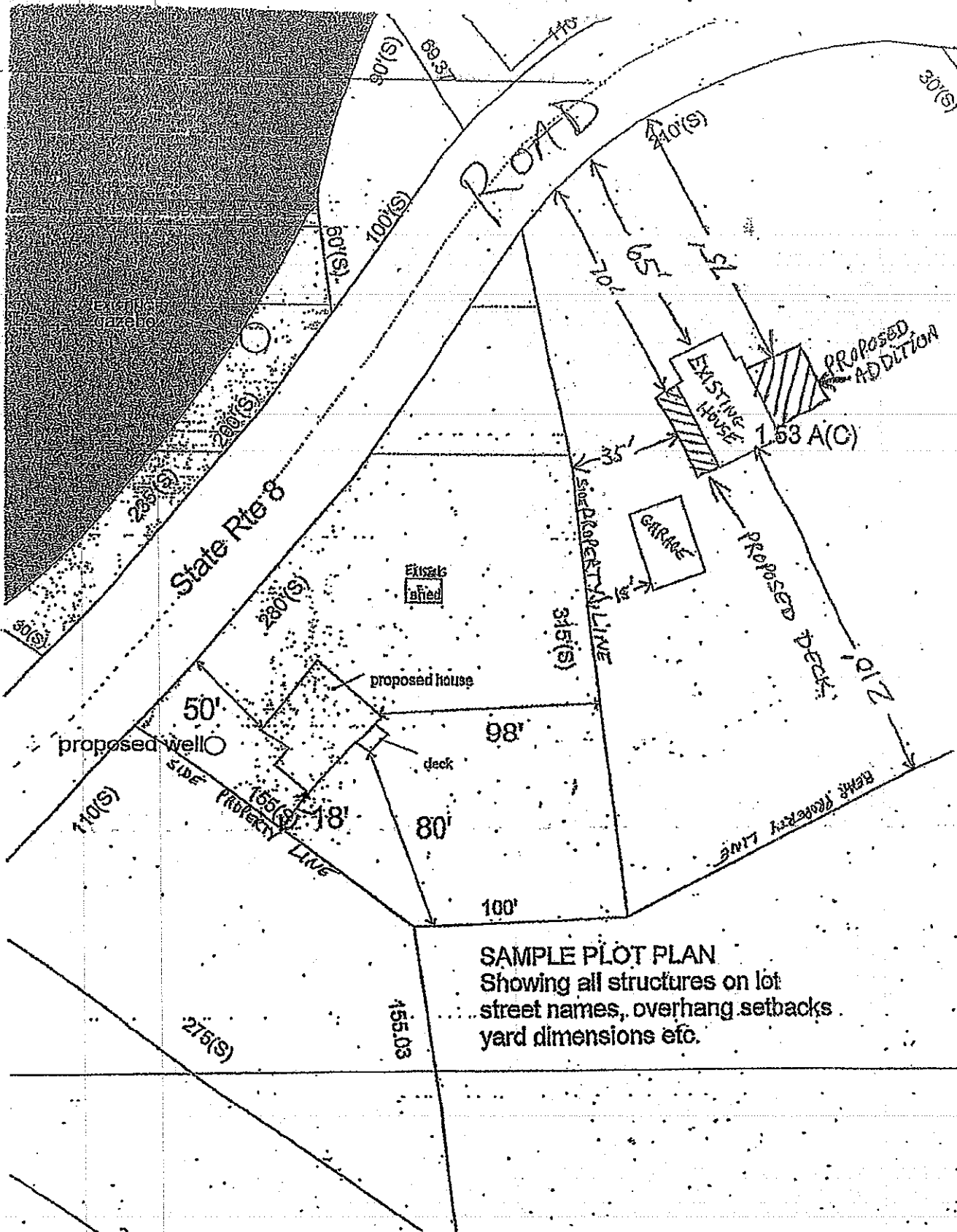
**21 lots = \$1,025.00 22 lots = \$1,050.00 etc.**

## ARTICLE 6 -- INTENSITY AND DIMENSIONAL REQUIREMENTS

### Section 6.10 - Schedule of Intensity and Dimensional Requirements.

The following intensity and dimensional requirements apply to all projects within the Town of Horicon except as authorized in Section 11 of the Subdivision Regulations (cluster development provision), and except those projects in the Industrial District, where no intensity is prescribed. See Schedule of Intensity and Dimensional Requirements below.

SCHEDULE OF INTENSITY & DIMENSIONAL REQUIREMENTS							
-- Minimum Requirements --							
District Symbol	Intensity: Lot size per Principal Building	Road Frontage	Structure Setbacks				Shoreline Lot Width
			Front Yard (measured from the centerline of the road)	Side Yard	Rear Yard	Shoreline from MHWM	
R1-20,000 CR-20,000	20,000 square feet	100 feet	50 feet	10 feet	20 feet	50 feet	50 feet
R1-1.3	1.3 acres	100 feet	60 feet	15 feet	50 feet	50 feet	100 feet
R1-2 R2-2	2 acres	200 feet	60 feet	15 feet	50 feet	75 feet	100 feet
R1A-3.2 R2-3.2 RRD-3.2 CR-3.2	3.2 acres	250 feet	60 feet	15 feet	50 feet	75 feet 150 feet in RRD	125 feet
R1A-5 R2-5 RRD-5	5 acres	300 feet	60 feet	15 feet	50 feet	75 feet 150 feet in RRD	125 feet
R1-10 R2-10 RRD-10 LC-10	10 acres	400 feet	60 feet	15 feet	50 feet	100 feet 150 feet in RRD	125 feet
LC-42	42 acres	500 feet	60 feet	15 feet	50 feet	100 feet	200 feet
<b>I - Industrial</b>	<b>none prescribed</b>						
All subdivisions shall be in accordance with both the minimum lot size and intensity requirements.							
Lots that include shoreline shall be subject to the additional restrictions in Article 9							
Maximum Lot Coverage - see Section 6.30				Minimum Road Frontage - see Section 6.50			
Maximum Structure Height - see Section 6.40							



**SAMPLE PLOT PLAN**  
 Showing all structures on lot  
 street names, overhang setbacks  
 yard dimensions etc.



**Development in the Adirondack Park - Potential State & Federal Permitting Agencies**

In addition to local (town/village/county) building or subdivision permits, please be aware that you may also need a separate permit from one or more of the following state/federal agencies (this list may not be comprehensive).

It is the landowner's responsibility to obtain the appropriate permits for a project.

<p><b><u>NYS Adirondack Park Agency</u></b> Jurisdictional Inquiry (JIF) Office PO Box 99 Ray Brook, NY 12977 (518) 891-4050 <a href="http://www.apa.ny.gov">www.apa.ny.gov</a></p> <p><b><u>APA Permits/Approvals may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Construction of dwellings</li> <li>• Subdivisions of land</li> <li>• Activities in or affecting wetlands</li> <li>• Change in use of certain buildings</li> <li>• New commercial &amp; industrial uses</li> <li>• Towers &amp; other structures over 40 feet in height</li> <li>• Shoreline structures (including retaining walls)</li> <li>• Waste disposal areas</li> <li>• <b>Other activities - please contact APA, ask for the Jurisdictional (JIF) Office</b></li> </ul>	<p><b><u>NYS Department of Environmental Conservation</u></b> Regional Permit Administrator</p> <p><b>DEC Region 5</b></p> <table border="0"> <tr> <td>Headquarters PO Box 296 Ray Brook, NY 12977 (518) 897-1234 (Clinton, Essex, Franklin, Hamilton Counties)</td> <td>Warrensburg Office 232 Golf Course Road Warrensburg, NY 12885 (518) 623-1282 (Warren, Washington, Fulton, Saratoga Counties)</td> </tr> </table> <p><b>DEC Region 6</b> (Herkimer, Jefferson, Lewis, Oneida, St. Lawrence Counties)</p> <p>Region 6 Headquarters 317 Washington ST Watertown, NY 13601 (315) 785-2245</p> <p><b><u>DEC Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Disturbance of bed or banks of streams, lakes, rivers (including bridges, boathouses, shoreline stabilization)</li> <li>• Large wastewater systems</li> <li>• Floating objects in navigable waters</li> <li>• Public water supplies</li> <li>• Stormwater discharge for construction sites of 1 acre or more</li> <li>• Solid waste &amp; hazardous waste disposal</li> <li>• <b>Other activities - please contact DEC</b></li> </ul>	Headquarters PO Box 296 Ray Brook, NY 12977 (518) 897-1234 (Clinton, Essex, Franklin, Hamilton Counties)	Warrensburg Office 232 Golf Course Road Warrensburg, NY 12885 (518) 623-1282 (Warren, Washington, Fulton, Saratoga Counties)						
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<p><b><u>Department of Health</u></b> NYS DOH District Offices</p> <table border="0"> <tr> <td><b>Saranac Lake</b> (Essex, Franklin, Hamilton) (518) 891-1800</td> <td><b>Glens Falls</b> (Saratoga, Warren, Washington) (518) 793-3893</td> </tr> <tr> <td><b>Canton</b> (St. Lawrence) (315) 386-1040</td> <td><b>Herkimer</b> (Fulton, Herkimer) (315) 866-6879</td> </tr> <tr> <td><b>Watertown</b> (Jefferson, Lewis) (315) 785-2277</td> <td></td> </tr> </table> <p>County DOH Offices (administer NYS DOH jurisdiction)</p> <table border="0"> <tr> <td><b>Clinton County DOH</b> (518) 565-4870</td> <td><b>Oneida County DOH</b> (315) 798-5064</td> </tr> </table> <p><b><u>DOH Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Septic systems</li> <li>• Realty Subdivisions (5 or more lots, each lot 5 acres or less in size within any 3 year period)</li> <li>• Shared ("community") household water supplies</li> <li>• Food service establishments</li> <li>• <b>Other activities - please contact DOH</b></li> </ul>	<b>Saranac Lake</b> (Essex, Franklin, Hamilton) (518) 891-1800	<b>Glens Falls</b> (Saratoga, Warren, Washington) (518) 793-3893	<b>Canton</b> (St. Lawrence) (315) 386-1040	<b>Herkimer</b> (Fulton, Herkimer) (315) 866-6879	<b>Watertown</b> (Jefferson, Lewis) (315) 785-2277		<b>Clinton County DOH</b> (518) 565-4870	<b>Oneida County DOH</b> (315) 798-5064	<p><b><u>US Army Corps of Engineers</u></b> Upstate NY Field Office Watervliet, NY (518) 266-6350</p> <ul style="list-style-type: none"> <li>• Structures in/over/under navigable US waters</li> <li>• Discharge of dredged or fill material into US waters</li> <li>• <b>Other activities - please contact USACE</b></li> </ul>
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<p><b><u>NYS Department of Transportation</u></b> NYS DOT Regional Offices</p> <table border="0"> <tr> <td><b>Region 1 Office</b> (Essex, Saratoga, Warren, Washington) Albany, NY (518) 457-3522</td> <td><b>Region 2 Office</b> (Fulton, Hamilton, Herkimer) Utica, NY (315-793-2447)</td> <td><b>Region 7 Office</b> (Clinton, Franklin, Jefferson, Lewis, St. Lawrence) Watertown, NY (315) 785-2333</td> </tr> </table> <p><b><u>DOT Permits may be needed for:</u></b></p> <ul style="list-style-type: none"> <li>• Work in State Highway ROWs including new driveway access, underground &amp; overhead utilities</li> <li>• <b>Other activities - please contact DOT</b></li> </ul>	<b>Region 1 Office</b> (Essex, Saratoga, Warren, Washington) Albany, NY (518) 457-3522	<b>Region 2 Office</b> (Fulton, Hamilton, Herkimer) Utica, NY (315-793-2447)	<b>Region 7 Office</b> (Clinton, Franklin, Jefferson, Lewis, St. Lawrence) Watertown, NY (315) 785-2333	<p><b><u>Other Potential Agencies*:</u></b></p> <p><b><u>Lake George Park Commission</u></b> (Docks, moorings, marinas, stormwater in Lake George Basin) (518) 668-9347</p> <p><b><u>NYS Office of General Services</u></b> (Activities on submerged lands owned by NYS) (518) 474-2195</p> <p><b><u>Hudson River/Black River Regulating District</u></b> (Activities on land under the jurisdiction of the HRBRRD i.e. docks &amp; marinas on Sacandaga) (518) 661-5535</p> <p><b><u>Office of Parks, Recreation and Historic Preservation</u></b> NY State Historic Preservation Office (518) 237-8643</p> <p><i>*List may not be comprehensive</i></p>					
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# AUTHORITY TO ACT AS AGENT FOR PROPERTY OWNER

I, \_\_\_\_\_, the owner of record of the  
property described in this application hereby empower, \_\_\_\_\_ to

act as my agent and representative in conducting presentations to the necessary board(s) and in  
deliberations with the board(s) and any necessary permit(s) pertaining to my application(s).

As my agent, he/she is empowered to act on my behalf in full. In so doing I, the owner applicant,  
understand that I am bound by any conditions imposed on my project and agreed to by my agent or  
by conditions or restrictions imposed by my agent as part of the presentation.

\_\_\_\_\_  
**Signature of Owner/Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner/Applicant**

\_\_\_\_\_  
**Date**