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 altered

The 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. However, if it is **a storage shed that is 144 square feet or less construction drawings are not necessary.**
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, demolition and replacement of existing homes, or additions/alterations increasing the number of bedrooms or adding rooms that will or **can be used as bedrooms**, please see the attached memo.

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
Website: 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 mitigated measures and/or designs as such ordinarily come within the scope of practice of professional engineering.

Town of Horicon

Fee Schedule *Effective: December 21, 2018*

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Brant Lake, NY 12815
Phone: (518) 494-4245
Fax: (518) 494-5240
Email: zoningplanning@horiconny.gov
Website: 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 P ERMIT 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.

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 **R1-3.2 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
I – Industrial	**none prescribed**						

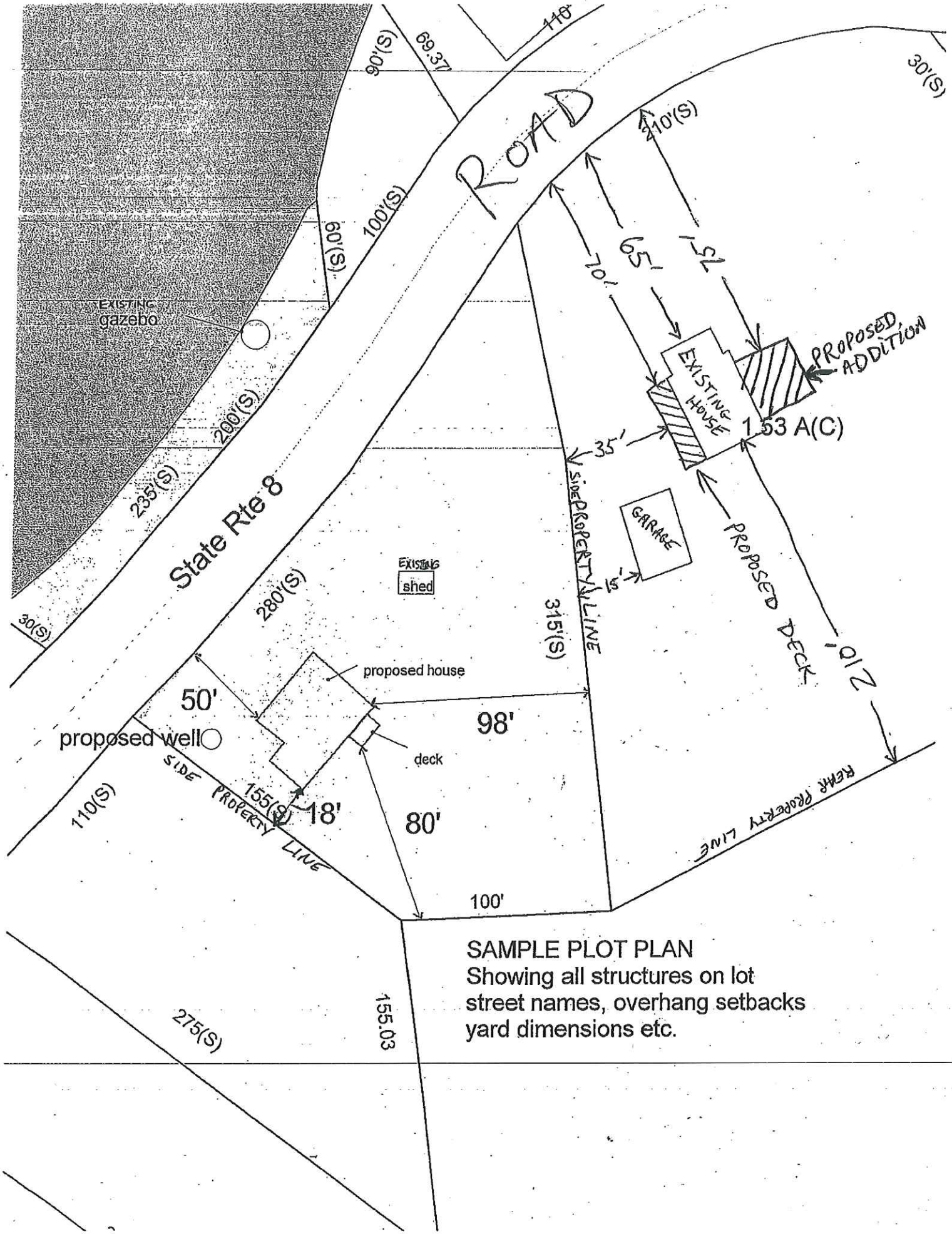
All Subdivisions shall be in accordance with both the minimum lot size and intensity requirements.

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.

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**

TOWN OF HORICON APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

(Land Use Permit)

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

Fee: $_____

Cash _____ Check # _____

roperty Owner: _____ Phone #'s: _____

lailing Address: _____

ontractor/Agent: (if applicable): _____ Phone #'(s) _____

ocation of Property: (911 Address): _____

ax Map Number: _____ Parcel Size (acreage or sq. ft.) _____

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

ıoreline? 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.

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

ddition to existing home's SFLA _____X _____ explain: (Bathroom, bedroom /1 story/ 2 story, etc.) _____

lterations to structure, other than additions (explain): _____

eck (s) or Porch (is): _____X_____ describe (enclosed, screened etc.) _____

ıed _____X_____ Barn _____X_____ describe: _____

arage _____X_____ Stories: 1 1.5 2

oathouse _____X_____ Def: Single Story structure – no bathroom or kitchen facilities, not used for lodging or residency.

emolition (explain what will be demolished) _____

THER – not listed above (Fence, Sign, Chain in Use, etc.): _____

eight 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)

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

_____ _____

.pplicant'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