

Applying for a permitted residential principle or accessory use or structure

All residential plans should be submitted with paper copies and one electronic copy

Site plan:

When possible, all site plans should be submitted on a survey map

Location of structures showing setbacks to road and all property lines

Location of driveways and parking

Location of septic system

Location of utilities

Topography

Building plans:

Plans must include, but are not limited to elevations, foundations, framing, roofing, insulation, electric, plumbing, HVAC, fenestration, energy code compliance.

Applications for a new home, single or multi-tenant, in excess of 1500sqft must be accompanied by professionally drawn building plans. Applications for additions or renovations with a cost exceeding \$20,000 must be accompanied by professionally drawn plans.

Applications for a new single family home less than 1500sqft may require professionally drawn building plans.

Septic plans:

Must be designed by a NYS licensed engineer for all new systems.

Water:

Request for new connection to municipal water requires an application to be filled out with the Town Clerk and connection fee paid before install is scheduled. The water superintendent will review the site and house plans to determine if connection is standard or requires a meter pit.

Current connection fee is \$_____ if no meter pit is required.

Current connection fee is \$_____ if a meter pit is required.

Standard water service is 1 inch. If a larger service is required additional charges will apply.

Utilities:

Electric – Owner or authorized representative must contact New York State Electric and Gas

Natural Gas - Owner or authorized representative must contact New York State Electric and Gas

LP Gas – Owner or authorized representative must contact company of choice.

Fuel Oil - Owner or authorized representative must contact company of choice.

Applying for a Commercial use or structure

All commercial plans must be submitted with paper copies and one electronic copy

Site plan:

All applications for development must include a full set of site plans as outlined in the Town of Seneca Zoning Law.

All applications within 500ft of a state or county highway or property within 500ft of a municipal border are required to be reviewed by the Ontario County Planning Board prior to any Town decisions.

All uses and structures subject to site plan approval will be reviewed by the town Planning Board. All uses and structures subject to special use permit will be reviewed by the town Planning Board and Zoning Board of Appeals.

Building plans:

Plans must include, but are not limited to elevations, foundations, framing, roofing, insulation, electric, plumbing, HVAC , fenestration, energy code compliance.

All applications require professionally designed plans

The town may require special inspections during site work and building construction. All special inspections will be completed by town approved inspection agencies and all costs will be the responsibility of the property owner or developer.

Septic plans:

Onsite septic systems must be designed by a NYS licensed engineer for all new systems. Installation requires an inspection and as built drawings to be submitted to the Town by the original design professional.

Sewer:

Sewer is available in a limited area along Rte. 5&20 west of the Geneva town line. There is a fee to connect to the existing sewer. Any extension of the sewer district will be the responsibility of the property owner or developer. Town engineers will review and approve all plans and inspect the sewer line construction with all costs being the responsibility of the property owner or developer. Once the sewer line is complete and approved by the Town engineer it must be dedicated to the Town prior to a Certificate of Occupancy being issued.

Standard sewer connection fee is \$_____

Water:

Request for new connection to municipal water requires an application to be filled out with the Town Clerk and connection fee paid before install is scheduled.

New uses and structures may require a NYS Department of Health approved backflow preventer. Plans must be developed by a licensed design professional and reviewed with the Town's Water Superintendent.

The water superintendent will also review the site and construction plans to determine if connection is standard or requires a meter pit.

Current connection fee is \$_____ if no meter pit is required.

Current connection fee is \$_____ if a meter pit is required.

Standard water service is 1 inch. If a larger service is required additional charges will apply.

Drives and Roads:

All private drives and roads are the responsibility of the property owner or developer. All roads intended to be dedicated to the Town are the responsibility of the property owner or developer. Town engineers will review and approve all plans and inspect the road construction with all costs being the responsibility of the property owner or developer. Once the road is complete and approved by the Town engineer the road must be dedicated to the Town prior to a Certificate of Occupancy being issued.

Utilities:

Electric – Owner or authorized representative must contact New York State Electric and Gas

Natural Gas - Owner or authorized representative must contact New York State Electric and Gas

LP Gas – Owner or authorized representative must contact company of choice.

Fuel Oil - Owner or authorized representative must contact company of choice.

Application deadlines:

Applications for permitted structures and uses or accessory structures and uses can be submitted at any time. Once plans are reviewed and approved a permit can be issued.

Applications subject to site plan review, area variance, or special use permit:

The Planning Board meets on the last Monday of the month.

The Zoning Board of Appeals meets the Thursday following the last Monday of the month.

Applications requiring site plan approval must be submitted at least two weeks prior to the Planning Board meeting.

Applications requiring a special use permit or area variance must be submitted at least two weeks prior to the Zoning Board of Appeals meeting.

Applications requiring County Planning Board review:

Certain applications within 500ft of a county or state highway, municipal boundary, or county or state property require review by the County Planning Board.

All applications requiring county review must be submitted, by the Town, to the County by the last Thursday of the month. Therefore all applications requiring County review must be submitted to the Town by the Monday preceeding the last Thursday of the month.

The County Planning Board will review the application the second week of the following month.

No final action can be taken by the Town of Seneca Planning and Zoning Board until the County Planning Board has completed its review.

Fees:

All development, application, water, and sewer fees are subject to change by Town Board resolution. Applicants are required to confirm current pricing at the time of payment.