

Town of Hopewell

BUILDING AND ZONING APPLICATION

Name of Applicant _____ Date _____

Address _____ Phone# _____

Application is hereby made for a () Permit, () Site Plan, () Subdivision

To: () Construct, () Remove, () Alter, () Replace, () Repair, () Create

A: () Temporary or () Permanent, () Structure or () Use

On land located at () Same or _____

Zoning District _____ Tax map # _____

Present use of property _____

Description of proposed construction and/or use: _____

Size of improvement _____ sq. ft., Estimated cost: _____

Yard setback: Front (to ROW) _____, Rear (to property Line) _____

Side (widest) _____, Side (narrowest) _____

The undersigned agrees that to the best of their knowledge and belief the statements contained in this application, together with any plans and specifications submitted herein, are a true and complete statement of all proposed work or use to be done on the described premises. All provisions of the NYS Fire Prevention and Building Code, the Town of Hopewell Zoning Ordinance, and all other laws, rules and regulations pertaining to the proposed work or use shall be complied with, whether specified or not, and that such work or use is authorized by the owner. The undersigned understands that the granting of any permit shall not be construed as adoption by the Town of Hopewell of any plans, specifications or construction methods of permittee and the granting of any permit shall create no liability on the part of the Town. The undersigned hereby grants permission for the Code Enforcement Officer to enter the property and structure, as he deems necessary to inspect the same for compliance with applicable Codes and Laws. Unless prohibited in writing the undersigned also grants permission for the Town Assessor to accompany the Code Enforcement Officer during final inspection to allow a visual inspection of new construction as outlined in this application.

Signature _____ Date _____

Owner Name (if different from applicant) _____

Address _____

Signature _____ Date _____

Owner Phone Number: _____

Approved () Permit # _____ Fee Received \$ _____

Not Approved () Reason: _____

Variance Requested: Yes (), No ()

Code Enforcement Officer _____ Date _____

Building Permit Application Worksheet

Submission of a complete application will ensure timely processing of your request. In order to ensure submission of a complete application a list of required documentation is outlined below.

<i>Item</i>	<i>Received</i>		
	Yes	No	N/A
Survey map of property: <i>Required for all new lots, new house projects, subdivisions, site plan approvals and variance requests.</i>	—	—	—
Deed or Purchase offer for property: <i>Required for any property recently purchased to ensure ownership.</i>	—	—	—
Site plan from a New York State licensed engineer: <i>Required for site plan approval, commercial projects, subdivisions, and some new residential projects.</i>	—	—	—
NYS stamped blueprints: <i>Required for all new houses, commercial buildings, and additions costing more than \$20,000.</i>	—	—	—
NYS stamped septic plans: <i>Required for all new houses, commercial projects, and alternative systems.</i>	—	—	—
Driveway permit from NYS DOT: <i>Required for any project that requires a new or modified driveway on a State Rd.</i>	—	—	—
Proof of disability and worker's compensation insurance for all contractors performing work on site, or, <i>We can no longer accept ACORD forms for worker's comp</i>	—	—	—
Valid exemption from NYS Disability and Worker's Comp: If Yes, explain _____	—	—	—
Other _____	—	—	—

Notes: _____

Applications will NOT BE ACCEPTED or SENT to the Ontario County Planning Board for review or placed on agendas for Town of Hopewell Planning Board and Zoning Board of Appeals unless the application has been COMPLETED IN FULL.. NO EXCEPTIONS.

TOWN OF HOPEWELL
2019 FEE SCHEDULE

TOWN CLERK:

Copies	\$.25 per page
Dog license	\$ 15.00 (spayed or neutered)
Dog license	\$ 25.00 (un-spayed or unneutered)
Marriage license	\$ 40.00
Mobile Home Park License	\$ 8.00 per dwelling (\$150.00 minimum bi-annual)
Non Sufficient Fund Checks	\$ 15.00
Vitals Statistics	\$ 10.00
Comprehensive Plan Book	\$ 10.00
Zoning Books	\$ 7.00
Zoning Maps	\$ 1.00
Sub Division Books	\$ 8.00

TRANSFER STATION:

Refuse Punch Cards	\$25.00
Recyclables	NO CHARGE

ZONING/CODE ENFORCEMENT:

Costs incurred by the Town of Hopewell for consultation fees and/or other expenses generated by the Town in order for it to render an informed decision of a proposed Site Plan or Subdivision shall be charged back to the applicant.

Town of Hopewell Zoning Ordinance §1609
Town of Hopewell Subdivision Regulations

A. Planning Board Subdivision Review

- (1) \$100.00 - Application Fee and \$25.00 Per Lot
- (2) \$100.00 - Single Lot Subdivision Application
 - a. Public Hearing Notice - charge of \$45.00 for each hearing

B. Planning Board Site Plan Review

- (1) 1 acre or less - \$150.00
- (2) 1 - 3 acres - \$250.00
- (3) 3 - 6 acres - \$300.00
- (4) Over 6 acres - \$450.00
 - Note:** Public Hearing Notice – for all lot sizes, \$45.00 for each hearing
- (5) Special Use Permit - \$150.00
 - a. Public Hearing Notice - charge of \$45.00 for each hearing

C. Zoning Board of Appeals Variance or Special Use Permit

(1) Variance Application - \$150.00

a. Public Hearing Notice - charge of \$45.00 for each hearing

(2) Interpretation - \$150.00

D. Rezoning

(1) Rezoning Petition - \$250.00

a. Applicant shall be responsible for all Town Legal Fees and SEQR Review Expenses

E. Permit and Inspection Fees

***Costs incurred by the Town of Hopewell for consultation fees related to Uniform Code Compliance, Project / Plan Review and/or other expenses generated by the Town, in order to properly review permit applications, shall be charged back to the applicant.

An initial review estimate will be provided, in writing to each applicant. Once payment is received, the Town Code Enforcement Officer will order the review to commence.

The need for Code Compliance Reviews will be determined by the Code Enforcement Officer. ***

(1) Building permit minimum fee / renewal

a. Minimum fee \$25.00

b. Renewal – current permit fee cost

(2) Residential Building (Single or Two-Family)

a. \$0.20 per square foot

(3) Commercial or Industrial Buildings

a. \$0.18 per square foot to 5,000 square feet

b. \$0.24 per square foot greater than 5,000 square feet

(4) Multiple Dwellings

a. \$0.20 per square foot under 3,000 square foot

b. \$0.24 per square foot over 3,000 square feet or any group of buildings totaling more than 3,000 square feet

(5) Farm Buildings & Farm Building Additions

a. \$0.02 per square foot, to a maximum of \$150.00

(6) Sign Permit

a. \$50.00

(7) Residential Addition / Alteration Permit

a. \$0.15 per square foot

b. \$30.00 (reroof only)

Adopted Town of Hopewell Fee Schedule 1/02/19

- (8) Commercial/Industrial Addition / Alteration Permit
 - a. \$0.24 per square foot
- (9) Mobile Home Permit
 - a. \$150.00 within park
 - b. \$0.20 per square foot on private lot
- (10) Residential Garage / Pole Barn Permit (Non-Agricultural)
 - a. \$0.10 per square foot
- (11) Residential Systems Permit (Installation / Replacement)
 - a. \$30.00 (HVAC/ Electric/ Plumbing, etc.)
- (12) Commercial / Industrial Systems Permit (Installation / Replacement)
 - a. \$30.00 (HVAC/ Mechanical/ Electric/ Plumbing/ Fire Protection Systems, etc.)
- (13) Residential Fuel Burning Unit Permit
 - a. \$40.00 Interior Residential Heating Unit
(Wood burning stove / fireplace, wood pellet, coal, gas, etc.)
- (14) Residential Deck Permit
 - a. \$50.00
- (15) Swimming Pool / Hot Tub Permit
 - a. \$50.00
- (16) Swimming Pool Deck
 - a. \$25.00 with pool application
- (17) Fence Permit (residential, commercial, or industrial)
 - a. \$25.00
- (18) Utility Buildings
 - a. Under 144 square feet - No Charge - Permit Not Required
 - b. \$25.00 for buildings between 145 and 300 square feet
 - c. \$0.10 per square foot for any building over 300 square feet (considered a barn or garage)
- (19) Septic System Permit
 - a. Replacement or Repair Requiring inspection - \$50.00
- (20) Solar Collection Facilities
 - a. Solar Collection Facility, Accessory Residential - \$75.00
 - b. Solar Collection Facility, Commercial - \$ 2.50 per KW

- (21) Wind Generation System
 - a. Wind Generation System, Accessory Residential - \$75.00
 - b. Wind Generation System, Commercial - \$2.50 per KW

- (22) Telecommunications Tower
 - a. \$1000.00 (new)
 - b. \$ 500.00 (additional antenna / tower modification)

- (23) Temporary Use Permit
 - a. \$50.00

- (24) Demolition Permit
 - a. \$25.00

- (25) Stop Work Order Release
 - a. \$100.00

- (26) Missed / Failed Inspection – Missed (no show inspection appointment) / failed inspection. (At the discretion of the CEO)
 - a. \$50.00

- (27) Operational Permit (As required by NYS Uniform Code)
 - a. \$25.00

- (28) Change in Occupancy Classification
 - a. \$0.24 per square foot

- (29) Non FOIL (Freedom of Information Law) Property Certifications
 - a. \$50.00

- (30) FOIL (Freedom of Information Law) Requests
 - a. No Charge for verbal information. Copies of documents requested are 25¢ per page