

Application For Land Use Permits and Site Plan Review Town of Otsego, Otsego County, New York

Otsego County permits are also required before
any construction or excavation may begin.

Please refer any questions to the Town's Zoning Enforcement Officer, who can be reached via phone (**607-547-8211**) or email (**zeo@townofotsego.com**). They will happily assist you with the local land use review process.

The Town's Land Use Law, Fee Schedule, and other relevant documents can be found online at the Town's website (**www.townofotsego.com**), or in person at the Town Office Building, located at **811 County Highway 26, Fly Creek, NY 13337**.

The review process and associated fees do not guarantee approval or permit issuance. Local approval does not guarantee approval by other municipalities or state agencies with jurisdiction.

Owner Information

Name _____

Mailing Address _____

Address of Property _____

Tax Map Number _____

Phone _____ Email _____

Authorized Representative (If same as owner, leave blank)

Name _____

Mailing Address _____

Phone _____ Email _____

Owner's Signature and Date _____

Representative's Signature and Date _____

Project Details (Leave blank if not relevant, or unsure of answer)

Description of proposed project _____

Lot size _____ Square Footage of Project _____

Height of Structure _____ Road Frontage _____

Front Yard Setback _____ Rear Yard Setback _____

Side Yard A Setback _____ Side Yard B Setback _____

Land Use District _____

Is the project located within the Flood Plain? _____

If yes, the project may be subject to section 4.01 of the land use law.

Is any part of the proposed project on a 'Steep Slope' (over 15%)? _____

If yes, the project may be subject to section 4.02 of the land use law.

Is any part of the proposed project within 500 feet of Canadarago or Otsego Lake? _____

If yes, what is the distance from the Lake? _____

If yes, the project may be subject to section 4.04 of the Land Use Law. It is also likely the project will require additional outside reviews. Common entities with jurisdiction include the state Department of Environmental Conservation, the Army Core of Engineers, and the Village of Cooperstown Watershed Committee. Applicants are advised to begin those review processes as soon as possible, as local review may require them or be conditional upon them.

Are you requesting a subdivision? _____

If yes, how many lots will exist if the subdivision is approved? _____

If yes, has the property been subdivided before? _____

The number of resulting lots and the lot's past subdivision history determine whether the proposed project is considered a 'first lot split', a minor subdivision, or a major subdivision. For details, see both the Land Use Law and the separate Subdivision Law.

Zoning Board of Appeals

Are you applying for an area variance? If yes, please fill out answers to the following questions:

What do you wish to do, and how has the Land Use Law interfered with your plans?

Explain why no undesirable change will be produced in the character of the neighborhood, or how no detriment to nearby properties will be created by the granting of the variance.

Explain why the benefit you seek cannot be achieved by another feasible method.

Define the variance you seek in feet, size, height, etc. and show that it is as close to the requirement of the law as possible.

Describe any/all effects or impacts of the proposed variance on the physical or environmental conditions in the neighborhood or district.

Explain why the difficulty which caused you to seek the variance was not self-created.

Are you applying for an interpretation? If yes, please describe the action that was taken, or the article of law in question.

Fee Collection (*INTERNAL USE ONLY*) (*FEES ARE CUMULATIVE):

	Date	Fee Collected	Check #
<u>ZEO</u>			
Land Use Permit	_____	_____	_____
Septic Permit	_____	_____	_____
Driveway Permit	_____	_____	_____
Demolition Permit	_____	_____	_____
Sign Application	_____	_____	_____
Flood Plain Application	_____	_____	_____
<u>Planning Board</u>			
Special Use Permit	_____	_____	_____
Steep Slopes Residential	_____	_____	_____
Steep Slopes Commercial	_____	_____	_____
Lakeshore Residential	_____	_____	_____
Lakeshore Commercial	_____	_____	_____
Single Lot Split	_____	_____	_____
Boundary Line Adjustment	_____	_____	_____
Minor Subdivision	_____	_____	_____
Major Subdivision	_____	_____	_____
<u>Zoning Board of Appeals</u>			
Interpretation	_____	_____	_____
Area Variance	_____	_____	_____

SUMMARY PAGE

Property Owner _____

Tax Map Number _____

Land Use / ZEO Issued Permits Date _____

Planning Board Site Plan Review

Planning Board receives application Date _____

SEQRA complete Date _____

Planning Board deems application complete Date _____

Public Hearing Date _____

Site Plan Was Date _____

Approved Approved with/ modifications Disapproved

Zoning Board of Appeals Review

ZBA receives application Date _____

SEQRA complete Date _____

ZBA deems application complete Date _____

Public Hearing Date _____

Area Variance Was Date _____

Approved Approved with modifications Disapproved

Use Variance Was Date _____

Approved Approved with modifications Disapproved