

AGRICULTURAL BUILDING ZONING PERMIT APPLICATION PROCEDURES AND CHECKLIST

(Used Directly & Solely for Agricultural Purposes)

- ❑ 1. To proceed with permit you must have a property 911-address number or obtain a property address number from the 911-address system (716) 753-4611.
- ❑ 2. A copy of the paperwork from the County Health Department, (716) 753-4481, must be on file regarding septic system and private wells. There must be compliance with all Chautauqua Co. Health, rules regarding septic system and well. If there is public water please contact the Town of Portland Water Dept. at (716) 792-9614. If there is public sewer please contact the PPD Sewer District at (716) 672-8778.
- ❑ 3. Complete General Information sheets of Building Permit Application.
- ❑ 4. Complete plot plan noting all setbacks. These must comply with local zoning regulations. If zoning district is not known, contact building/zoning officer.

KNOW WHAT'S BELOW, CALL BEFORE YOU DIG. Making one-call just got easier – just dial 8-1-1 when you need to make an underground facility locate request. State and federal laws require a person to call their area one-call center at least two days, and in some cases three days, prior to beginning excavation. Excavators can now use the national designated three-digit number, 811, or continue to use individual state one-call numbers to reach their local one-call center. For more information on the 811 program and media campaign, please visit www.call811.com.

Please call 716-792-9618 before you come to Town Hall for your Permit.
Office hours are Monday and Tuesday 8:00 AM – 4:00 PM & Wednesday 8:00 AM - 12 Noon.

AGRICULTURAL ZONING PERMIT APPLICATION TOWN OF PORTLAND

General Information:

- A. **COMPLIANCE** – Applicants are responsible for complying with all regulations in the NYS Building Code and Town of Portland Zoning Law as well as other laws (e.g. Health Dept. Permits, etc.)
- B. **ASSISTANCE** – Forms shall be filled out as accurately and completely as possible. Assistance is available from the Code Enforcement Officer.
- C. **FEE** – A fee specified in the Zoning Law must be paid prior to processing this application.
- D. **TIME FOR PROCESSING** – Approval or denial will be sent or given to the applicant within 2 weeks from the date the application and all supporting documentation is received.
- E. **ANSWERING QUESTIONS** – All questions must be answered prior to the processing of the permit.

APPLICANT INFORMATION:

- A. **APPLICANT NAME:** _____
Mailing Address: _____
Phone Number: _____ **DATE:** _____
- B. **OWNER/NAME:** _____
Mailing Address _____
Phone Number: _____
- C. **CONTRACTOR’S NAME:** _____
Mailing Address: _____
Phone Number: _____

CONSTRUCTION TIME PERIOD – Start Date: _____ **Completion Date** _____

PROPERTY LOCATION: (Construction Site)

- A. **Street or Road** _____
- B. **Section/Block/Lot from tax map** _____
- C. **Zoning District (check one):** AG __, AG-R __, NC __, R2 __, R3 __, HC __, LC __, LL __, CR __

PROJECT USE & DESCRIPTION:

- A. **Type Use (check all that apply):** Agricultural _____

SIGNATURES: The above information is accurate to the best of my knowledge:

Owner of Property: _____
(Signature) DATE

Applicant: _____
(Signature) DATE

OFFICAL USE ONLY: PERMIT # _____

Type of Construction: _____ Occupancy _____
Existing Use: _____ Proposed Use: _____
Fee Paid: \$ _____ Cash _____ Check No. _____
Approved _____ Rejected _____ ZBA Approval _____ Planning Board Approval _____

Building Inspector’s Signature **Date**

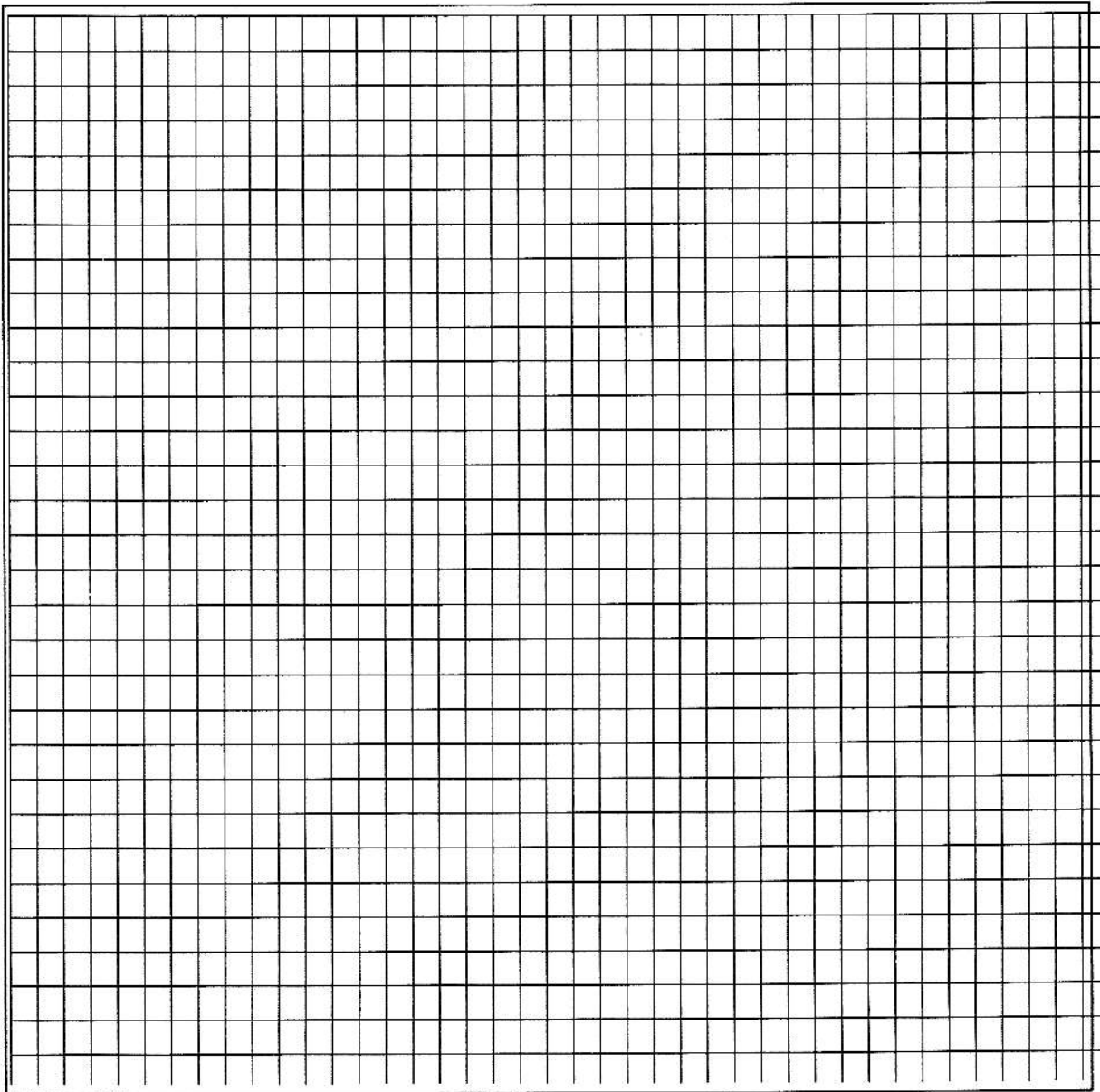
PLOT PLAN

1. This page shall be used for the drawing of a plot plan for all major construction and additions and in such other cases as the Building and Zoning Officer deems necessary.
2. The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and proposed) and their relationship to adjoining premises and public streets.
3. Locate and label clearly and distinctly all building and structures, show widths and depths of all yards, show names of all streets and indicate north with an arrow.

SHOW DISTANCE FROM ANY BUILDING TO SIDE, FRONT AND REAR LOT LINES
SHOW DISTANCE BETWEEN ANY BUILDINGS

Rear of Lot _____ ft.

Left side depth of lot _____ ft.



Right side depth of lot _____ ft.

Frontage of lot _____ ft.

Street Name _____