

# AGRICULTURAL BUILDING ZONING PERMIT APPLICATION PROCEDURES AND CHECKLIST

*(Used Directly & Solely for Agricultural Purposes)*

1. To proceed with permit, you must have a property E911-address number or obtain a property address number from the E911-address system (716) 753-4909 or email: [adams@sherif.us](mailto:adams@sherif.us)

Submit E911-address form (Town of Portland/Village of Brocton Form)

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.

➤ **Chautauqua County Public Health Physical Address:** 7 North Erie Street, Mayville, NY 14757 | **Phone:** 716-753-4312 | **E-mail:** [cchealth@co.chautauqua.ny.us](mailto:cchealth@co.chautauqua.ny.us) | **Hours:** Monday – Friday 8:30 a.m. - 4:30 p.m.

If there is **public water:**

➤ **All water questions and concerns please call CBI Water at 716-792-1900.**

If there is **public sewer:**

➤ **Portland Pomfret Dunkirk Sewer District (PPDSD) Physical Address:** 50 Clark Street, Mayville, NY 14757 | **Phone:** 716-753-7788 | **Fax:** 716-753-7796 | **E-mail:** [cummings@co.chautauqua.ny.us](mailto:cummings@co.chautauqua.ny.us) | **Mailing Address:** P.O. Box 167, Mayville, NY 14757

3. Complete **Building/Zoning 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](http://www.call811.com).



# 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

### 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.

Frontage of lot \_\_\_\_\_ ft.

Street Name \_\_\_\_\_

