Village Of Cooperstown
Application for Zoning Compliance Permit
$25.00 application fee

The Village of Cooperstown Zoning Law prescribes regulatory guidelines for development within the Village boundaries. These laws apply to residential, business and commercial properties, to the operation of existing non-conforming uses and to all changes in use of existing properties. They apply to new construction, additions, exterior renovations and alterations, signs, fences, and site improvements such as paving and parking.

Supplemental information may also be required, depending on the specific project. Any questions should be referred to the Zoning Enforcement Officer (ZEO) at 547-2411 or voczoning@stny.rr.com. **Applicants are strongly encouraged to contact the ZEO prior to completing an application in order to ensure that all relevant information is included in the application.**

GENERAL INFORMATION (required for all permit requests)

Project Street Address: _____
Tax Map No. _____

Applicant/Agent Name:_____
Applicant Address: _____
_____
Telephone Number: _____ E-mail: (optional)_____

Property Owner Information (if different than Applicant):
Name: _____ _____
Address: _____
_____
Telephone Number: _____ E-mail: (optional)_____

Current use of the property:_____

Description of Proposed Project:
_____
_____
_____
_____
_____
_____

Applicant/Agent Signature:_____Date:_____

Owner's Signature:_____Date:_____
NOTE: Owner's signature authorizes all correspondence to be referred to the applicant/agent, unless otherwise requested.

OFFICIAL USE ONLY
REQUIRED REVIEW BOARD(S): ___ BOT ___ PB ___ HPARB ___ ZBA

DATE ACCEPTED: _____

Additional Information is required for most types of applications. Confirm with the ZEO what information is relevant to your application. Typical requirements include:

<u>Planning Board:</u> (Site Plan Review, Signs)

Site Plan Review: *A complete site plan shall include the following:*

1. Location and dimensions of all property lines.
2. Location of all existing and proposed structures and/or features (parking areas, building locations, parking, fencing, etc) on the property and within 20' of the property line on adjacent properties.
3. Dimensions of all setbacks (required and proposed).

Signs:

1. A colored scaled drawing, showing proposed sign dimensions, its shape, coloring, type of letter (font type), sign material, sign type (freestanding, etc), any architectural details attached to the sign board (frame, etc), and height above of lowest portion of sign above grade.
2. Recent color photo(s) of property where sign to be located that clearly show, to scale, where the sign is to be placed, and other signage on the same building and adjacent buildings.
3. Details of any illuminating fixtures.
4. A plan for anchoring the sign securely in place.

<u>Historic Preservation and Architectural Review (HPARB):</u> For those projects requiring a Certificate of Appropriateness:

1. Sketch plan of all proposed work with dimensions.
2. Existing and proposed exterior views, including drawings and/or photos of existing structures (historical if available).
3. Description of the compatibility with the historic character of the property and the surrounding neighborhood.
4. Description of proposed new materials and manufacturer's literature and/or samples.

<u>Zoning Board of Appeals:</u> (Area Variances, Use Variances, Interpretations, certain Special Use Permits)

1. Variance review criteria (Use variance or area variance, as applicable).
2. Site plan drawing showing the requested variances.
3. Copies of any action to be appealed, including minutes.
4. Copy of Code section for interpretation.

<u>Board of Trustees (BOT):</u> (certain Special Use Permits)

1. Contact the ZEO to determine what additional information will be required for your specific project.