

**TOWN OF JEWETT  
BUILDING AND ZONING PERMITS  
INFORMATION CHECKLIST FOR APPLICANT  
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**I. PRE-APPLICATION MEETING**

- 1) Contact Building Inspector (BI) to discuss requirements
- 2) Contact other state or local agencies, as necessary [i.e. DEP, DEC, DOT, etc.]
- 3) Request Application for Building and Zoning Permit (BZPA) – review all requirements  
Note: copy of Zoning Law and Site Plan Review Law can be purchased from the Town

**II. APPLICATION FOR BUILDING AND ZONING PERMITS**

Complete BZPA application, submit to BI and

- 1) with BZPA include the following:
  - a) \$55.00 zoning fee (check made payable to Town of Jewett)
  - b) building permit fee, as determined by BI
  - c) TWO (2) copies of a general plot plan, drawn to scale, accurately dimensioned and showing all existing and proposed structures
  - d) THREE (3) sets of construction plans
  - e) THREE (3) sets of specifications
- 2) make appointment with Zoning Enforcement Officer (ZEO) for Zoning Initial Site Visit
- 3) ZEO will review submission
  - a) to determine compliance with Town of Jewett Zoning Law  
If lot or building is Non-Conforming attach Certificate of Non-Conforming Use or file Application for Certificate of Non-Conforming Use
  - b) to determine SEQR requirement, if any
  - c) to determine Agricultural Data Statement requirement, if any
  - d) and take action
    - i) If all requirements are met, ZEO will approve the Zoning Permit and refer application to the BI  
Note: The s is not the same as a Building Permit. Separate requirements must be met in order to receive a Building Permit from the BI
    - ii) If plans comply AND a Site Plan Review is required; see Section III
    - iii) If plans comply AND a Special Use Permit is required; see Section IV
    - iv) If plans do not comply, ZEO will deny Zoning Permit
      1. ZEO will inform the applicant of
        - a. The right to appeal and the appropriate procedure - If applicant decides, within 60 days, to apply to the ZBA, see Section V
        - b. Application for Yard Requirement Determination and procedure
        - c. Application for 50% Review for Non-Conforming Building and procedure
- 4) contact BI for Building Permit Requirements and to schedule initial inspection site visit
- 5) when BI issues Building Permit, applicant may commence project

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**III. SITE PLAN REVIEW**

Site Plan Review MUST BE HELD for all buildings that are not one or two family dwelling units and their normal accessory buildings, and for all commercial buildings [including home occupations]

APPLICANT MUST ATTEND PLANNING BOARD (PB) MEETING

- 1) with Application for Site Plan Review include the following
  - a) application fee (check made payable to Town of Jewett)
  - b) sketch plan
  - c) area map showing lot and all properties (with owner's names) within 200 feet
  - d) topographic or contour map of site
  - e) written statement of proposal
- 2) file completed application, one original and seven copies, with ZEO at least ten (10) days prior to PB's regularly scheduled meeting date (first Thursday of each month)
  - a) SEQR form, as determined by ZEO, attached to original PB application
  - b) Agricultural Data Statement, if required, attached to original PB application
- 3) attend PB meeting
- 4) if PB schedules PH, see Section VI, Steps 1 and 2
- 5) when PB makes decision, PB clerk will notify ZEO; if approved, ZEO will issue Zoning Permit, see Section II, step 4

**IV. SPECIAL USE PERMIT**

If a Special Use Permit is required under Article III of the Town of Jewett Zoning Law, the applicant will be required to obtain both a Zoning Permit and a Special Use Permit.

Note: Special Requirements must be met for Telecommunication Towers pursuant to the Zoning Law Amendment for Telecommunication Towers

APPLICANT MUST ATTEND PLANNING BOARD (PB) MEETING

- 1) with Application for Special Use Permit, include the following:
  - a) Special Use Permit fee (check made payable to Town of Jewett)
  - b) a detailed plot plan showing all information required in the general plot plan, drawn to scale, accurately dimensioned, and showing all existing and proposed structures, parking areas, traffic access and circular drives, open spaces, landscaping, topography, and special features
  - c) other information, including information about neighboring properties, as necessary
- 2) file completed application, one original and seven copies, with ZEO at least ten (10) days prior to PB's regularly scheduled meeting date (first Thursday of each month)
  - a) SEQR Form, as determined by ZEO, attached to original PB application
  - b) Agricultural Data Statement, if required, attached to original PB application
- 3) attend PB meeting
- 4) when PB schedules PH, see Section VI
- 5) when PB makes decision, PB clerk will notify ZEO, if approved, ZEO will issue Zoning Permit, see Section II, step 4

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**V. VARIANCE / APPEAL FOR INTERPRETATION**

**APPLICANT MUST APPEAR BEFORE ZONING BOARD OF APPEALS (ZBA)**

- 1) with a Appeal for Variance/Appeal for Interpretation Application, include the following:
  - a) Application fee (check made payable to Town of Jewett)
  - b) copy of Planning Board or ZEO's denial of application
  - c) a detailed plot plan showing all information required in the general plot plan, drawn to scale, accurately dimensioned, and showing all existing and proposed structures, parking areas, traffic access and circular drives, open spaces, landscaping, topography, and special features
  - d) include additional requirements
    - i) for variances - a written statement listing all the factors that the ZBA should consider in granting a variance, as described in Article VI of the Town of Jewett Zoning Law, and include all information about neighboring properties, also
      - (1) **for area variance:** clearly indicate why the benefits of the variance to you outweigh any possible detriments to the health, safety and welfare of the neighborhood or community; also indicate how substantial the variance is, the effect on neighborhood properties, the effect on available town, county and state services and facilities, other alternatives available, physical or environmental effects, and whether the need for the variance was self-created
      - (2) **for use variance:** show that strict enforcement of the Zoning Law will cause you "unnecessary hardship" provide specific evidence to prove that: the property in question cannot yield a reasonable return if used for the purposes allowed in the zone, the requested use will not alter the essential character of the locality, the plight of the owner is due to unique circumstances and not to the general conditions of the neighborhood, and the alleged hardship has not been self-created
  - ii) for interpretation – a written statement listing all the factors that the ZBA should consider, include documentation and information that the Board might need
- 2) file completed application with ZEO or ZBA Secretary **AT LEAST** ten (10) days prior to ZBA's regularly scheduled meeting date (first Wednesday of each month) with
  - a) SEQR Form, as determined by ZEO
  - b) Agricultural Data Statement, if required
- 3) attend ZBA meeting
- 4) when ZBA schedules PH, see Section VI
- 5) when ZBA makes decision, ZBA secretary will notify ZEO, if approved, ZEO will issue Zoning Permit, see Section II, step 4

**VI. PUBLIC HEARING REQUIREMENTS:**

When the Public Hearing (PH) date has been set, then:

- 1) notify all adjacent property owners by Certified Mail at least ten (10) days prior to PH hearing; include the specific reason, time, date and place of hearing
    - a) also notify other state or local agencies, if necessary
  - 2) submit copies of notices and USPO certified receipts showing property owners who have been notified to the appropriate Board at or prior to the PH
  - 3) \* post PH Notice sign, provided by the appropriate Board, at least ten (10) days prior to such hearing, locate on road frontage of property
  - 4) \* on or before the date of the PH, certify in writing to the Board that the sign was posted
- \* Not required for all applications