



23 GENESEE STREET  
AVON, NY 14414

## TOWN OF AVON

585-226-2425  
[www.avon-ny.org](http://www.avon-ny.org)

# SITE DEVELOPMENT / GENERAL BUILDING PERMIT APPLICATION

### **NOTICE TO ALL APPLICANTS:**

It is the responsibility of the applicant that all forms are filled out completely and accurately prior to the application being processed. All completed applications are subject to the rules and standards set forth by the Town of Avon and State statutes. The Building & Zoning Department does not guarantee any board approvals for completed applications.



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## SITE DEVELOPMENT/GENERAL BUILDING PERMIT APPLICATION

1. **Subject Property Address:** \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name and Address of Property Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

1. **Name and Address of Applicant (if not property owner):** \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. **Demo Required:**    YES ☐                      NO ☐

4. **Scope of work** – including the total square footage of the project if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Is this project/property located within a flood zone?**    YES ☐                      NO ☐

6. **Contractor Information:**

General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INSURANCE CERTIFICATES REQUIRED PER NYS:**  
**WORKER COMPENSATION (C-105.2 or U-26.3) and (DISABILITY) DB-120.1**

**OR**

**CONTRACTORS & HOMEOWNERS MAY COMPLETE A CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200)**



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## 7. IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST (Required by NYS General Municipal Law § 809)

- a. **If the Applicant is an Individual:** Is the applicant or any of the immediate family members of the applicant (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) related to any officer or employee of the Town of Avon?

YES ☐ NO ☐

- b. **If the Applicant is a Corporate Entity:** Are any of the officers, employees, partners, or directors, or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Avon?

YES ☐ NO ☐

- c. **If the Applicant is a corporate entity:** Are any of the stockholders or partnership members (holding 5% or more of the outstanding shares), or any of their immediate family members (including spouse, brothers, sisters, parents, children, grandchildren, or any of their spouses) of the company on whose behalf this application is being made related to any officer or employee of the Town of Avon?

YES ☐ NO ☐

- d. **If the Applicant has made any agreements contingent upon the outcome of this application:** If the applicant has made any agreements, express or implied, whereby said applicant may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of this application, petition, or request, are any of the parties to said agreement officers or employees of the Town of Avon?

YES ☐ NO ☐

If the answer to any of the above questions is YES, please state the name and address of the related officer(s) or employee(s) as well as the nature and extent of such relationship

***Property Owner is responsible for any consultant fees  
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

8. Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Avon Planning Board will normally receive chargeback fees of at least four (4) hours to eight (8) hours for planning services including intake, project review and comment, resolution preparation, and SEQR. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Avon Planning Board, Zoning Board of Appeals, or the Town of Avon Development Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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9. **Per Article 145 of NYS Education Law** - To alterations to any building or structure costing more than twenty thousand dollars or to projects which involve changes affecting the structural safety or public safety - No official of NY state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications, or geologic drawings or reports that are not stamped.

Project Cost (Including Labor) exceeds \$20,000?

YES

☐

NO

☐

8. **Earthwork:**

Square feet (SF) of area to be disturbed:

\_\_\_\_\_ (length (ft) x width (ft) = SF)

Cubic yards (CY) to be excavated:

\_\_\_\_\_ (length (ft) x width (ft) x depth (ft) divided by 27 = CY)

9. **Type and Cost of Building:**

A. Type of Improvement

- ☐ New Building  
☐ Addition (if residential enter number of new housing units added) \_\_\_\_\_  
☐ Alteration

- ☐ Repair  
☐ Fencing  
☐ Change of Occupancy  
☐ Accessory Building  
☐ Pool: Above ☐ In-Ground ☐

B. Ownership

- ☐ Private (individual, corporation, nonprofit institution)  
☐ Public (federal, state, or local government)

C. Cost

- ☐ Electrical \_\_\_\_\_  
☐ Plumbing \_\_\_\_\_  
☐ HVAC \_\_\_\_\_  
☐ Other \_\_\_\_\_

Total \_\_\_\_\_

D. Proposed Use

i. Residential

- ☐ One Family  
☐ Two Family  
☐ Multi-Family/Apartments/Townhouses  
☐ Transient Hotel/Motel/ Dormitory

- ☐ Garage  
☐ Carport  
☐ Other \_\_\_\_\_

ii. Non-residential

- ☐ Recreational  
☐ Church or other religious  
☐ Industrial  
☐ Parking garage  
☐ Service station/Repair Garage/Automotive Sales  
☐ Hospital/Institutional  
☐ Office or Professional

- ☐ Public Utility  
☐ School Library or other educational  
☐ Stores, Mercantile, Restaurants  
☐ Tanks, Towers, Antennas, or Solar  
☐ Other \_\_\_\_\_

E. Nonresidential: Describe in detail the proposed use of the building:

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## 10. Building Characteristics:

### A. Principal Type of Frame

- ☐ Fire-Resistive Materials – Category 1
- ☐ Non-Combustible – Category 2
- ☐ Ordinary – Category 3
- ☐ Heavy Timber – Category 4
- ☐ Wood-Framed – Category 5
- ☐ Other \_\_\_\_\_

### B. Heating Fuel

- ☐ Gas
- ☐ Oil
- ☐ Electric
- ☐ Wood
- ☐ Coal
- ☐ Geothermal
- ☐ Other \_\_\_\_\_

### C. Dimensions

Length \_\_\_\_\_  
Width \_\_\_\_\_  
Stories \_\_\_\_\_  
Square feet first floor \_\_\_\_\_

Square feet each additional floor \_\_\_\_\_  
Total square feet \_\_\_\_\_  
Total Land Area Square feet \_\_\_\_\_  
Percent lot coverage \_\_\_\_\_  
Height (Average between soffit and peak) \_\_\_\_\_

D. Will there be central air? Yes No

E. Will there be an elevator? Yes No

F. Number of off-street parking spaces? \_\_\_\_\_ | Material \_\_\_\_\_

G. Number of bedrooms and Bathrooms (residential only)

Bedrooms \_\_\_\_\_

Bathrooms: Full \_\_\_\_\_ Partial \_\_\_\_\_

**PLEASE INCLUDE APPLICABLE CONSTRUCTION PLANS AND A SITE PLAN DETAILING THE PROPOSED PROJECT.**

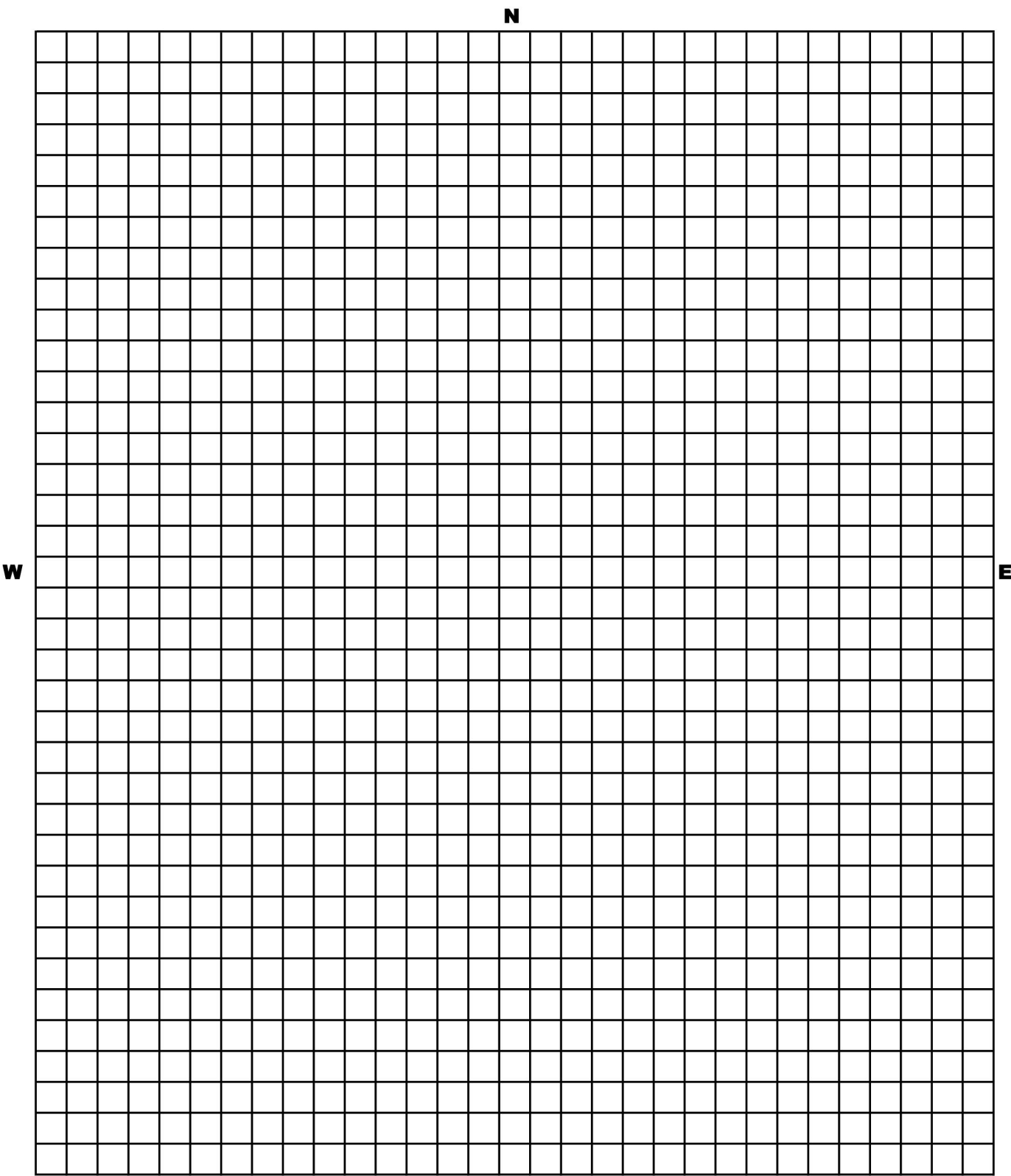
The undersigned represents and agrees as a condition to the issuance of this permit that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER SIGNATURE.**

Please **DO NOT** send payment with this application.  
Payment shall not be made until the fee is determined and the permit is issued.

**Project Name and Applicant**



**Height**

**Length**

**Width**

**Square Feet**

**Date**



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ADDRESS: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

## For Office Use Only

Application requires review by Planning Board and/or Zoning Board of Appeals?

YES ☐ NO ☐

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

Floodplain Development Permit Required?

YES ☐ NO ☐

FEMA FIRM Panel # \_\_\_\_\_

Flood Hazard Area: \_\_\_\_\_

Demolition? – Is the Structure over 50 years old with potential historical significance?

YES ☐ NO ☐ (If YES – contact Town Historian to coordinate)

Comments:

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Permit Approved?

YES ☐

NO ☐

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

Permit Issued	Permit Number	Fee
Building Permit Fee (non-refundable)		



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## AGREEMENT TO PAY FEES FOR CONSULTANT SERVICES INCURRED BY THE TOWN OF AVON

When reviewing an application for, or when conducting inspections in relation to an application, the Town of Avon, New York may determine that the assistance of outside consultants is warranted due to the size, scale or complexity of a proposed project, because of a project's potential impacts, or because the Town lacks the necessary expertise to perform the work related to the application. Whenever possible, the Town of Avon, New York shall work cooperatively with the applicant to identify what scope of work shall require the employment of consultants. In the event that such sum is insufficient to fund the necessary consulting services, the Town of Avon, New York may require additional deposits.

Let it be understood and the property owner agrees that:

1. In hiring outside consultants, the Town of Avon, New York may engage registered design professionals, financial analysts, planners, lawyers or other appropriate professionals who can assist the Town in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Town's decision or regulations, or inspecting a project during construction or implementation.
2. Funds received by the Town of Avon, New York pursuant to this section shall be deposited with the Code Enforcement Clerk who shall establish a line item for this purpose. Expenditures from this line item may be made at the direction of the Code Enforcement Clerk without further appropriation. Expenditures from this line item shall be made only for services rendered in connection with a specific project or projects for which a project review fee has been or will be collected from the property owner. Additionally, the failure of a property owner to pay any fee shall be grounds for denial of an application. Lastly, any outstanding fees incurred by the Town of Avon, New York shall be charged against the property, and shall constitute a lien thereon in favor of the municipality, and the amount of such costs shall be entered on the tax rolls as being due and payable. Such fees may also be recovered in any other lawful manner.
3. At the completion of the Town's review of a project, any excess amount in the line item attributable to a specific project shall be repaid to the property owner. A final report of said line item shall be made available to the property owner if requested.
4. Any property owner may take an administrative appeal from the selection of the outside consultant to the Town Board. Such appeal must be made in writing and may be taken only within twenty (20) days after the Town has mailed or hand-delivered notice to the property owner of the selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualification. The required time limit for action upon an application by the Town Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Town Board within one month following the filing of the appeal, the selection made by the Town of Avon, New York shall stand.

**I have examined this application and declare that is true, correct and complete upon submission. I understand that my application and all supporting documentation will be examined by the Town of Avon as an integral component of deliberations.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





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## AUTHORIZED REPRESENTATIVE FORM

**WHEN TO USE THIS FORM:** This Authorized Representative form is enclosed if the owner would like someone to represent him/her/they at the public meeting and hearing. Please complete this form and submit it to the Code Enforcement Clerk. The owner is responsible to notify his/her/their representative of the time and place of the public meeting and hearing.

### OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### REPRESENTATIVE INFORMATION

Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The Owner hereby permits the Authorized Representative to act on his/her/their behalf regarding an application submitted to the Town of Avon, New York. Such Owner authorizes this Town to release any or all information relating to this application to this Authorized Representative.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

### STATE OF NEW YORK

SS:

COUNTY OF:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_,

to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

\_\_\_\_\_  
Notary Public



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## BUILDING PERMIT CHECKLIST

### Sketch Plan (Optional) - § 130-45.E\*

Item	Applicant Confirmation	Initial Town Review	Follow-up Town Review
A. Statement of intent			
B. A sketch plan of the proposed improvements, and which includes:			
• Title Block including name and address of the applicant, and date			
• Existing lot lines			
• Name of owner(s) and Tax Account numbers of subject property(ies) and all adjoining properties.			
• All existing restrictions on land use including easements, covenants or zoning lines/district			
• Existing/proposed utilities			
• All existing structures, wooded areas, streams, wetlands and other significant physical features.			
• Existing contours at 5' min. intervals (2' min. if site contains significant environmental / topographic features)			
• Existing/proposed structures			
• Existing/proposed roads, driveways, and other hard surfaces			
• An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, easements, and other pertinent features within 200 feet of the boundaries thereof.			

*\*Please note that this checklist is intended to serve as an overview of the application requirements. Additional detail and specific requirements can be found in the Town Code provisions listed above.*