

Zoning / Development Permit Application

Owner Information

Name: _____ Site Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Builder / Contractor Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Builder / Contractor's business license number for Town of Whitehall: _____

Applicant is (circle one) Resident, Owner/Landlord, Contractor for said building. (If not owner, owner information and signature must be attached as well.)

New structure Addition to existing structure Other _____

If it's an existing structure, will it be torn down partially or fully to add new structure, please indicate structure to be torn down: _____

Estimated time line of construction: _____ Estimated cost: _____

Dimensions of new structure: _____

Materials used in construction: _____

Building will be used for the following purposes: _____

The undersigned hereby agrees to do all work in accordance with the Ordinances of the Municipality and to be responsible for any debris, construction, or destruction, materials to be removed from the Town.

Signature: _____ Dated this _____, day of _____, _____

Print Name: _____ Preferred Contact Method: _____

It is strongly recommended that any applicant attend the upcoming Planning Board meeting, held the first Monday of every month

Application due 12:00 pm Wednesday before meeting to be put on agenda.

Checklist for required drawing information:

- Dimensions of lot for said building*
- Outside dimensions of building*
- Distance from building to front street*
- Distance from building to side street (if applicable)*
- Distance from building to neighboring lot*
- Distance from building to back of lot or alleyway*
- Notation of planned parking space on lot*

ORDINANCE SETBACKS:
25' FROM FRONT OF LOT
8' FROM SIDE OF LOT
5' FROM BACK OF LOT



PLEASE NOTE: You may also be required to obtain State and County building, electrical, plumbing and/or mechanical permit(s) and inspections for your construction project. This permit is a building development permit for zoning purposes only and is not to be misconstrued as certification or qualification of state or federal building standards. The Town of Whitehall planning board is an advisory board only and final approval rests with the Whitehall Town Council.

Approved / disapproved / tabled by the planning board at a meeting held on: _____

Approved / disapproved / tabled by the Town Council at a meeting held on: _____

****Permit may be rescinded without refund of fee if building is not done as specified on this application. Permit is also issued according to timelines specified by Ordinance and will be enforced as such. ****

Amount of fee: _____ date paid: _____

Signature of Town Clerk: _____

Dear Development Permit Applicant:

Thank you for being a responsible property owner by completing our development permit application. This letter is provided to give a brief overview of the intent of the zoning ordinance. It doesn't replace the actual ordinance but gives the recipient a candid explanation of why the ordinance was written and adopted.

A development permit only looks at the footprint and height of a proposed building or fence. Examining an application for a building or a fence the Planning Board and eventually the Town Council is looking to address these three main concerns:

- 1. Safety.** Does the proposed building or fence create a safety issue such as creating a blind corner? This is why a 25' setback is required from the front of the lot.
- 2. Aesthetics.** A fence constructed from old sheet metal torn from a rusting barn is extremely unattractive to most people and no permit would be granted to construct one. There again is a safety issue as a high wind could send tin flying about town.
- 3. Neighborliness.** The old saying; "good fences make good neighbors" is exemplified by the ordinance requiring fences to be built on the property line and approved by the adjacent property owners. If a fence is built a few feet short of a property line this creates a no-man's land which could be visually displeasing to neighbors.

The above-mentioned items of safety, aesthetics and neighborliness also apply to any kind of building and not just fences.

As with every rule there are exceptions. The zoning ordinance allows for exemptions by the applicant applying for a variance. If the Planning Board and the Town Council approves the variance the building or fence then could be constructed. The variance, of course, would need to be approved prior to beginning construction.

Attached you will find the zoning ordinance. Please read it and sign below. By signing this document, it means you have read and understand the zoning ordinance. If you have any questions call a representative of the Planning Board.

Sincerely,

The Town of Whitehall Planning Board

Signature: _____ Date: _____

DEVELOPMENT PERMIT PROCEDURE

Prior to beginning construction of any building or fence that requires a development permit, authorization is required through a vote by the Town Council.

The Town Clerk provides a blank application to prospective builder. After submission of application the Clerk verifies completion including a drawing of the proposed development, the applicants' signature, and contact information is included. The Town Clerk then forwards the application to the Planning Board. It is then reviewed during their regularly scheduled monthly meeting and forwards their recommendations to the Town Council. The Town Council then votes to approve or disapprove the permit. If the development permit is approved the applicant may commence with construction.

In order to best serve an applicant for a development permit the following procedure has been implemented:

EARLY CONSTRUCTION PROCEDURE

If an applicant desires to start construction prior to getting approval from the Town Council, the Town Clerk will forward the submitted application to a Planning Board Representative. The member will then contact the applicant and schedule an on-site review of the proposed construction. If a variance is required construction cannot begin until the permit is reviewed by the Planning Board and approved by the Town Council.

If the proposed construction appears to meet the parameters of the zoning ordinance the representative will inform the applicant. **This is NOT an approval of the permit. The permit could still be denied by either the Planning Board or the Town Council.**

The applicants' signature and date on this form letter is the acknowledgement that he/she understands the information included in this letter and will abide by the decision rendered by the Town Council.

Signature: _____ **Date:** _____