

# BUILDING PERMIT APPLICATION FORM

## *Nonresidential Occupancies*

### TOWN OF MILO, NEW YORK

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#### Contact Information:

Property owner(s) name:

Property owner(s) address:

Property owner(s) telephone:

Contractor(s) name:

Contractor(s) address:

Contractor(s) telephone:

#### Real Property Information:

Address of property:

Is the area of proposed construction located on a steep slope?

Yes

No

Does the property abut Keuka or Seneca Lakes?

Yes

No

Does the property abut Keuka Lake Outlet or Plum Point Creek?

Yes

No

#### Scope of Work Involved in the Improvement:

New Structure

Alteration

Change of Use

Addition

Accessory Structure

Electric Only

Repair

Historic Work

Mechanical Only

Plumbing Only

#### Brief Description of Work:

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**Project Information:**

(Please complete the following information and write “N/A” if it does not apply to your proposed project.)

Total Construction Cost:

*Utilities:*

Type of water system:  Private (well)  Public

Type of wastewater system:  Private (septic)  Public

Structure’s Heat Type:

Structure’s Fuel Type:

Number of Fireplaces:

Type of Fuel Burned:

*Floor Area:*

Number of stories:

Height of Structure (feet):

Basement Area (sq ft):

Type of Occupancy:

First Floor Area (sq ft):

Type of Occupancy:

Second Floor Area (sq ft):

Type of Occupancy:

Third Floor Area (sq ft):

Type of Occupancy:

Additional Floor(s) (sq ft):

Type of Occupancy:

*Fire Detection System:*

Does the project include a fire detection system?  Yes  No

If “Yes,” please submit fire detection construction plans in conformance with NFPA 72 that are prepared, signed and sealed by a registered design professional as well as a copy of your fire alarm installer’s license issued by the State of New York.

*Fire Protection System:*

Does the project include a fire protection system?  Yes  No

If “Yes,” please submit fire protection construction plans in conformance with the applicable NFPA code that are prepared, signed and sealed by a registered design professional.

*Zoning: (Note: The Code Enforcement Officer can fill in the Zoning District if you are unsure.)*

Zoning District:

Lot Coverage (%):

Front Setback (feet):

Side Setback (feet):

Rear Setback (feet):

Total Sides Setback (feet):

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

When reviewing an application for, or when conducting inspections in relation to, an application, the Town of Milo, 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 Milo, New York shall work cooperatively with the applicant to identify what scope of work shall require the employment of consultants. Additionally, the Town may require that an applicant deposit a lump sum in order to retain consultants. In the event that such sum is insufficient to fund the necessary consulting services, the Town of Milo, New York may require additional deposits.

Let it be understood and the property owner agrees that:

1. In hiring outside consultants, the Town of Milo, 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 Milo, New York pursuant to this section shall be deposited with the Town Clerk who shall establish a line item for this purpose. Expenditures from this line item may be made at the direction of the Town Clerk without further appropriation. Expenditures from this special account 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. Accrued interest may also be spent for this purpose. 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 Milo, 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 account attributable to a specific project shall be repaid to the property owner. A final report of said account 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 20 (twenty) 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 qualifications. 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 Milo, New York shall stand.

# CERTIFICATION PURSUANT TO SECTION 809 OF NEW YORK STATE'S GENERAL MUNICIPAL LAW

In accordance with Section 809 of the General Municipal Law of the State of New York, the undersigned certifies in submitting this application that no officer or employee of the Town of Milo, New York is interested in granting said application:

It is also understood that:

1. A person is "interested" in such an application when he or his spouse or their brothers, sisters, parents, children, grandchildren or spouse of any of them:
  - a. Is the applicant; or
  - b. Is an officer, director, partner or employee of the applicant; or
  - c. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or a association applicant; or
  - d. Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application, petition or request.
2. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purposes of this application.
3. Any person who knowingly and intentionally violates the provisions of Section 809 of said General Municipal Law shall be quality of a misdemeanor.

It is also understood that any applicant that cannot make the foregoing certification shall so state and furnish with the application a signed statement which sets forth in detail the reasons therefore.

The undersigned hereby applies for permission to do the above work in accordance with the Town of Milo's General Municipal Code, provisions of this town's Zoning Ordinance and any applicable codes, rules and regulations. The undersigned also affirms that all statements and information given herein are correct to the best of his/her knowledge and belief, and further affirms that all work shall be performed in compliance with the Town of Milo's General Municipal Code, the Uniform Fire Prevention and Building Codes of New York State and all other applicable codes, rules and regulations. Lastly, the undersigned certifies that the structure for which this building permit will be issued, or has been issued, will be built, or has been built, according to the latest standards of the Uniform Fire Prevention and Building Codes of New York State and further certify that the approved plans will not be deviated from without written approval from the registered design professional of record, if applicable, and the Town of Milo, New York.

Therefore, the foregoing certification as well as the contents of this entire application is hereby subscribed by the property owner, all matters understood and agreed to, and is hereby affirmed by the applicant as true under the penalties for perjury.

**Property Owner's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's name:** \_\_\_\_\_