

Town of Allegany

INSTRUCTIONS FOR COMPLETION OF **FORM A - FORM B - FORM C** ZONING / BUILDING APPLICATIONS

NOTICE: No permit for construction will be issued unless the Application is properly and completely filled out.

- 1) Application for Zoning Permit and Building Permit is to be filled out by typing or printing and each form submitted must be signed.
- 2) State clearly on the application the type of occupancy/use of building or structure proposed.
- 3) Provide a Site Plan for the project proposed. Use space on back of Application or submit separate plan.
The Site Plan must show the location and size of property; location of all Buildings and/or structures upon the premises in question (both existing and proposed); and any buildings and/or structures on adjacent property which may have an effect on the project with regard to distance separation.
- 4) On the Site Plan, locate and label clearly all buildings and structures; show width of all streets and indicate setback distances from street and all property lines (front yard setback, side and rear yard setbacks) and be sure to indicate North on the site plan.
- 5) Additional supplementary sketches, drawings and/or specifications may be submitted to clarify the proposed project. For all major construction and/or additions - two (2) sets of Engineering Plans, Specifications and Site Plans must be submitted with the application for review.
A copy of sample plans are available from the Town of Allegany Zoning/Building Inspector's office.
- 6) The completed Zoning Permit (**Form A**), Building Permit (**Form B**) and **Form C** must be submitted by the applicant, or by his/her representative, prior to the start of any work on the proposed project. No work covered by this application shall be started prior to the issuance of the Building Permit.
- 7) The Application will be reviewed by the Zoning Officer for Zoning Compliance and if approved will be forwarded to the Fire/Building Department for review and approval with regard to Building Code Compliance.
Upon completion of both approvals, A Building Permit will be issued. The Building Permit must be posted upon the premises where the work is to be done so as to be visible from the street throughout the period of construction.
- 8) Applicant will be notified when the Permit may be picked up at the Zoning/Code Office.