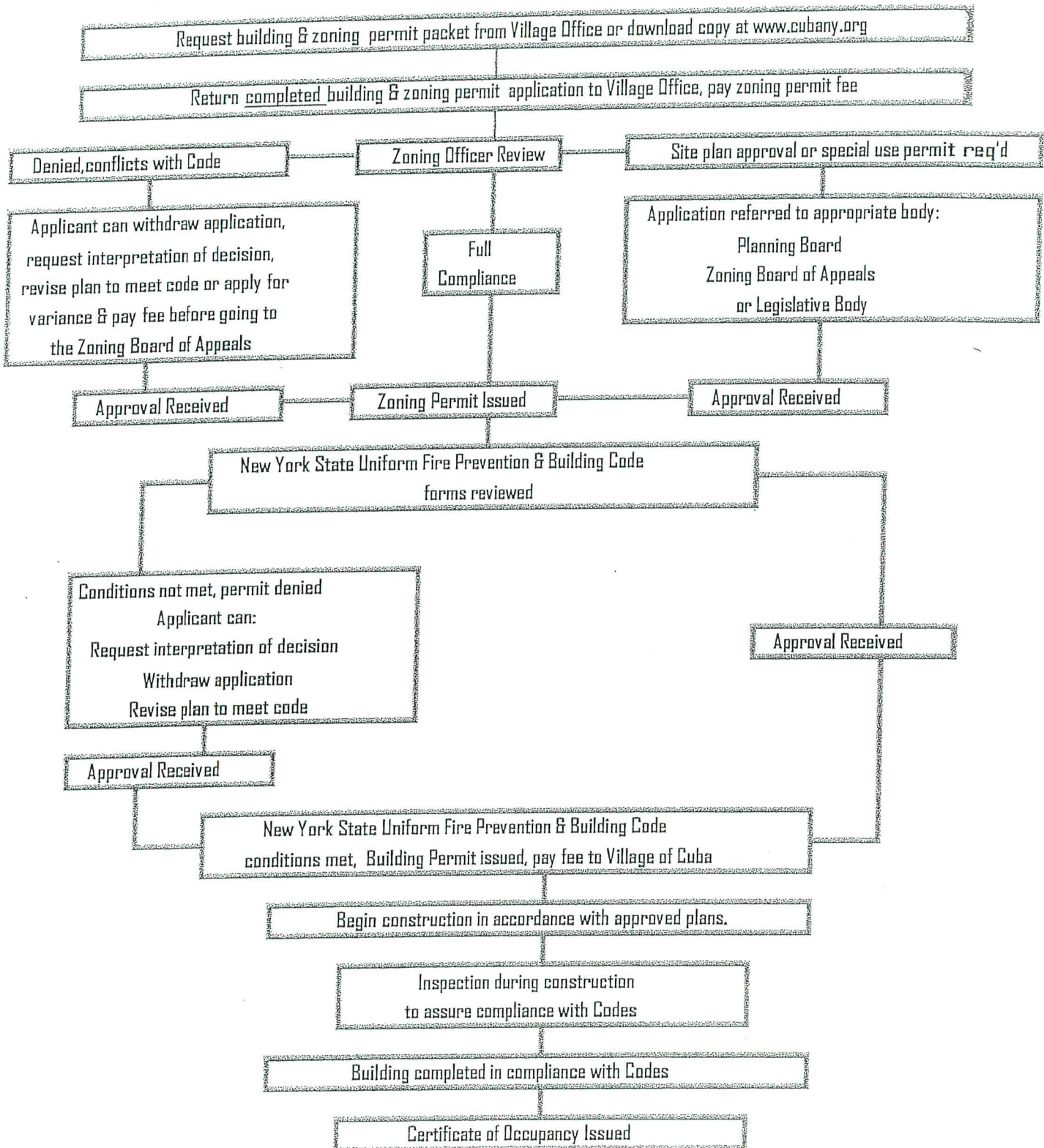


Village of Cuba Building Permit Process



A Zoning permit must be obtained for:

- New construction
- Additions or alterations to existing structures
- A change in the use of or an additional use of any land or structure or any part thereof
- Special Permit Uses listed in the Zoning Law
- Swimming Pools

The following requirements must be complied with:

1. All requested information must be filled in. Use "NA" to denote "not applicable".
2. Use a typewriter or print legibly in black ink.
3. Check the Zoning Law and the Zoning Map first; you may delay your project if you are not in compliance with the Zoning Law.
4. If your proposed use is not permitted by the Zoning Law, check with the Zoning Inspector.
5. Include a fully dimensioned site plan, drawn to scale as closely as possible. See "Sample Site Plan"
6. Sign and date the application.

Submittal of the fully completed application to the Village Clerk will initiate a call and review by the Zoning Inspector.

The Zoning Inspector is available to you by calling his cell /

NOTE: Nearly all projects except changes in use or additional uses require that a Building Permit also be obtained. Application blanks can be obtained from the Village Clerk.

A copy of the Zoning Permit must be attached to the Building Permit application.

CUBA VILLAGE
17 E. MAIN STREET
CUBA, NY 14727
PHONE 585-968-1560
FAX 585-968-9104

MEMORANDUM TO APPLICANTS
FOR BUILDING AND ZONING PERMITS

(the third Monday of every month is planning board meeting)
(the fourth Tuesday of every month is the zoning board meeting)

The undersigned hereby applies for a Zoning Permit for the purposes and on the site described herein and agrees that such purposes shall be undertaken in accordance with all applicable laws and requirements of the Village of Cuba Village and the State of New York.

The applicant understands that any permit issued by the zoning inspector shall expire if the project or use has not commenced within one year from the date of issuance.

The undersigned further declares that all statements contained in the application and any accompanying plans and specifications are true to the best of his/her knowledge and specifications are performed and/or the use of the property will be conformity with the limitations set forth in this application and in any plans or specifications filed therewith.

All applications must be delivered to the Village Clerk the Wednesday prior to the Planning Board Meeting by 4:00pm. This will give time for the zoning officer to deliver these applications in time for review prior to the meeting. NO EXCEPTIONS!

Signature_____

Date_____

DATE RECEIVED_____

RECEIVED BY_____

CUBA VILLAGE ZONING PERMIT APPLICATION

A Zoning permit must be obtained for:

- New construction
- Additions or alterations to existing structures
- A change in the use of or an additional use of any land or structure or any part thereof
- Special Permit Uses listed in the Zoning Law
- Swimming Pools

The following requirements must be complied with:

- 1) All requested information must be filled in. Use "NA" to denote "not applicable".
- 2) Use a typewriter or print legibly in black ink.
- 3) Check the Zoning Law and the Zoning Map first; you may delay your project if you are not in compliance with the Zoning Law.
- 4) If your proposed use is not permitted by the Zoning Law, check with the Zoning Inspector.
- 5) Include a fully dimensioned site plan, drawn to scale as closely as possible.
- 6) Sign and date the application.

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NOTE: Nearly all projects except changes in use or additional uses require that a Building Permit also be obtained. Application blanks can be obtained from the Village Clerk. A copy of the Zoning Permit must be attached to the Building Permit application.

CUBA VILLAGE
ZONING PERMIT APPLICATION

1. APPLICANT'S NAME _____
MAILING ADDRESS _____

TELEPHONE HOME () _____ BUSINESS () _____
2. LOCATION OF PROPERTY (street and number) _____

3. APPLICANT IS ☐ OWNER ☐ REGISTERED ARCHITECT
☐ TENANT OR LESSEE ☐ REGISTER PROFESSIONAL
ENGINEER
☐ OTHER (describe) ☐ CONTRACTOR

4. WHERE THE APPLICANT IS NOT THE OWNER, COMPLETE THE FOLLOWING
OWNER (S) _____
MAILING ADDRESS _____

TELEPHONE HOME () _____ BUSINESS () _____
5. CURRENT USE AND OCCUPANCY _____
DATE THE PREVIOUS USE WAS DISCONTINUED _____
6. DESCRIBE THE PROPOSED PROJECT OR USE THAT IS THE SUBJECT OF
THIS APPLICATION

7. THE APPLICANT PROPOSES TO
☐ ERECT OR CONSTRUCT ☐ CHANGE THE USE OF
☐ CONTINUE CURRENT USE OF ☐ ALTER
☐ EXTEND ☐ DEMOLISH
☐ RESUME LAST PREVIOUS USE OF ☐ OCCUPY
☐ OTHER (specify) ☐ REMOVE

A STRUCTURE OR STRUCTURES OR LAND IN THE VILLAGE OF CUBA, TO
BE USED

- ☐ SINGLE-FAMILY RESIDENCE
☐ TWO-FAMILY RESIDENCE
☐ MULTI-FAMILY RESIDENCE
☐ AGRICULTURAL

- ☐ BUSINESS
☐ INDUSTRIAL
☐ ACCESSORY STRUCTURE
☐ SWIMMING POOL

8. CHECK THE INTENDED USE AS LISTED IN THE ZONING LAW
☐ PERMITTED PRINCIPAL USE
☐ PERMITTED ACCESSORY USE
☐ PROHIBITED
☐ SPECIAL PERMIT USE
☐ NON-CONFORMING
☐ NOT LISTED IN THE ZONING
LAW

9. ZONING DATA

Lot dimensions _____ Area _____ Square feet or _____ Acres

List all existing structures on the lot _____

(Note: All existing structures must be shown on the accompanying site plan.)

Area of Principal Structure (s) _____ square feet.

Height _____ Stories _____

Percentage of lot area proposed to be occupied by all structures _____ %

Size of new structure of addition _____ feet x _____ feet.

Area _____ Height of new structure or addition _____

Stories _____

SETBACKS: PRESENT

PROPOSED

Depth of front yard _____ feet

_____ feet

Width of side yards _____ feet & _____ feet

_____ feet & _____ feet

Depth of rear yard _____ feet

_____ feet

If corner lot, setback from side street _____ feet

_____ feet

10. COMMENTS ON THE PROPOSED PROJECT _____

APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT

54. Number of
bathrooms

IV. IDENTIFICATION - To be completed by all applicants

Name		Mailing address - Number, street, city, and State	ZIP code	Tel. No.
owner or lessee				
contractor			Builder's License No.	
architect or engineer				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
------------------------	---------	------------------

DO NOT WRITE BELOW THIS LINE

PLAN REVIEW RECORD - For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
OILER					PLUMBING				
URB OR SIDEWALK CUT					ROOFING				
LEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
URNACE					STREET GRADES				
RADING					USE OF PUBLIC AREAS				
IL BURNER					WRECKING				
OTHER _____					OTHER _____				

VALIDATION

Building
Permit number _____
Building
Permit issued _____
Building
Permit Fee \$ _____
Certificate of Occupancy \$ _____
Bin Tile \$ _____
Bin Review Fee \$ _____

FOR DEPARTMENT USE ONLY

Use Group _____
Fire Grading _____
Live Loading _____
Occupancy Load _____

Approved by: _____

TITLE

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

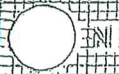
SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - *For Applicant Use*



NYS Workers' Compensation Forms Applicant Instructions for Form CE-200 Effective December 1, 2008

Form CE-200 reflects a totally new process for granting exemptions from workers' compensation and disability benefits insurance coverage requirements. Effective December 1, 2008, exemptions will no longer be valid for multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized; nor do they have to be stamped by the NYS Workers' Compensation Board. (Please note that government agencies may continue to use insurance and Self-Insurance certificates for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting December 1, 2008, ONLY applicants eligible for exemptions must file a new CE-200 for each and every new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that the legal entity name on Form CE-200 exactly matches the legal entity name that is applying for the permit, license or contract. Please also ensure that the applicant signs and dates Form CE-200.

Each CE-200 will have a certificate number printed on it. Form CE-200s may be verified on the Board's web site at www.wcb.state.ny.us.

The applicant attests under penalty of perjury that the information contained in the CE-200 is accurate – the Board does not initially verify this information. However, Board staff may investigate applicants filing Form CE-200.

Government agencies have the authority to verify that the business is eligible for the workers' compensation and/or disability benefits exemption reason described on the CE-200 and notify the Board's investigative staff if there are discrepancies. For example, if you are applying for a license for a 150 seat restaurant and indicate on the CE-200 exemption form that you are a sole proprietor with no employees, this may indicate a problem.

To make this process as easy and as efficient as possible for business owners, the vast majority of these forms will be processed electronically on-line. Applicants having access to the internet will be able to fill out the CE-200 on the internet and immediately upon completion, be able to print out a hard copy of the CE-200 that they will then submit to the government agency issuing the permit, license or contract. Computers with internet access will also be available for CE-200 electronic application processing at Customer Service Centers located in Workers' Compensation Board District Offices.

Filling out the electronic Form CE-200 on the internet is very similar to filling out a hotel reservation request on the internet for frequent travelers. The applicant will create a pin and password so that they can easily access their information. Once an applicant enters his/her basic information on the Board's web site, it can be retrieved by that applicant in the future by using that pin number and password when the applicant is applying for another permit, license or contract.

Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract. This delay results from Workers' Compensation Board staff having to manually enter information from the applicant's paper application into the web based application.

Employees of the Workers' Compensation Board cannot assist applicants in answering questions about this form. Please contact an attorney if you have any questions regarding Form CE-200.

However, if you have questions regarding workers' compensation coverage requirements, please call the Bureau of Compliance at (866) 546-9322.

MACE - BUILDING PERMIT FEES

FLAT FEE

Residential alterations, structure mounted solar collection equipment, repairs, moveable sheds, re-roof, solid fuel devices, swimming pools, open decks, demolition, change of occupancy \$ 65.00

Installation of an electrical system or extension of an existing electrical system devices installed in an approved and inspected Main Breaker Panel..... \$100.00

Non-habitable pole-style buildings and unfinished detached garages: unheated, no electric \$200.00

Non-habitable finished pole-style buildings and garages: heated and/or electric...\$400.00

(Electrical inspections required by a Public Utility must be performed by an approved 3rd party electrical inspector.)

Fee for commercial alterations/renovations will be determined upon discussion with MACE code officers. The minimum fee for any permit is..... \$65.00

NEW CONSTRUCTION

Based solely on square footage rather than construction value

RESIDENTIAL AND COMMERCIAL - PER SQUARE FOOT

Unfinished attic-type space in a habitable dwelling \$0.15 per sf

Covered and unfinished enclosed porches..... \$0.15 per sf

Primary or accessory structures; including pre-manufactured and modular structures, including additions that increase the gross area of an existing structure.

0	to	500 sf	\$0.45 per sf
501	to	1000 sf	\$0.40 per sf
1001	to	1500 sf	\$0.35 per sf
1501	to	2000 sf	\$0.30 per sf
2001 sf and up			\$0.25 per sf

(August 2019)