

## **VILLAGE OF ADAMS**

### **PROCESS FOR ZONING APPLICATIONS**

1. Applicant contacts Code Enforcement Officer to determine if permit is needed and if so what type.
2. Applications can be obtained online, from Code Enforcement Officer or at Village Office
3. Applicant fills out all necessary information required on application, construction specifications and SEQR form, and returns all paper work to the Code Enforcement Officer, along with applicable fees. Please make all checks payable to the Village of Adams.
4. Code Enforcement Officer will determine if any other steps are required.

**Village of Adams  
3 South Main St.  
Adams NY 13605  
(315) 232-2632**

**Application For: Zoning Permit:** \_\_\_\_\_  
**Special Use Permit:** \_\_\_\_\_

**Applicant/Property Owner Information**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Location: \_\_\_\_\_ Tax Map NO: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Frontage; \_\_\_\_\_ Depth; \_\_\_\_\_

Other buildings on lot: \_\_\_\_\_

Reason for Application/Construction Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requirements**

Applicant must submit one (1) complete site plan. No permit can be issued without showing property lines, building locations, etc. where below ground sewage disposal facilities are proposed. This plan must show design and layout or system. Building lines must be preserved.

In consideration of the granting of this permit I agree to abide by the Zoning Law, and other rules and regulations of the Village of Adams and not to make any changes without notifying the Code Enforcement Officer.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Village Use Only**

Permit Issued Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Inspection By: \_\_\_\_\_

Referral To ZBA: \_\_\_\_\_

Revised 5/19