



**BUILDING AND CODES**  
P: 315-376-5377 | F: 315-377-3137

7660 North State Street  
Lowville, NY 13367  
[lewiscounty.org](http://lewiscounty.org)

## Application for a Town of Croghan Land Use/Zoning Permit Manufactured Home

### INSTRUCTIONS

Permits are available at the Town Clerks Office for the town you are building in, or at the Lewis County Building Codes Office.

Please fill in all of the information requested on the permit that pertains to your project.

If you have questions or need help, please call the Lewis County Codes Office.

You will need an approved Town of Croghan Land Use Permit (from this office) in order to obtain a Lewis County Building Permit (for the structure).

The landowners name and address should also be on the permit if different from the applicants.

Location of development is the address of the location being developed or where the building is going. Please use the new 4 or 5 digit number assigned to your location by the Lewis County 911 Data Processing Office. If you don't know your 4 or 5 digit number, call 315-376-5294.

Please provide the correct Tax ID number from your tax bill: it will look like: 348.00-01-02.300

Please provide a complete description of your project.

An accurate and complete plot plan is required as explained on the application; applications will not be processed without a completed plot plan. Plot plan example attached.

Driveways may be subject to regulation, applicant is responsible to contact entity that controls Right of Way prior to installation.

**Please be advised that if you build on a road designated as a seasonal or minimum maintenance road, you cannot expect the road to be maintained or the snow to be plowed.**

Application Fee: See attached fee schedule  
(Check payable to: Lewis County Clerk)

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_

**TOWN OF CROGHAN**  
**APPLICATION FOR MOBILE HOME PERMIT, TEMPORARY PERMIT**

The undersigned hereby makes application for a permit to - (circle one)

1. Locate, relocate or replace a mobile home
2. Erect, enlarge or replace an accessory structure to the mobile home.

As described herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws and requirements of the Town of Croghan, County of Lewis, and the State of NY.

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street/Physical Address

\_\_\_\_\_  
Telephone/Best Time To Be Reached

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
911 Address for Building Site

Describe Activity: \_\_\_\_\_

Accessory building (s) (describe): \_\_\_\_\_

General data for mobile home/accessory structure: length \_\_\_\_\_ width \_\_\_\_\_

HUD Seal present ( ) Yes ( ) No Lot Size \_\_\_\_\_

Tax Map No. - Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

County, State and Federal permits needs (list type and appropriate department):  
\_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Attach site plan indicating: All property lines and dimensions; all existing or proposed structures; all existing roads, easements, or proposed driveways; all existing or proposed wells and sanitary facilities; all bodies of water, streams or wetlands.

Approved ( ) Disapproved ( )

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

Is proposed Development/Use within a FEMA Designated Flood Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

**Set-backs:** 25 feet from road right-of-way  
30 feet from side-line  
30 feet from rear line  
One home - 20,000 sq. ft. lot minimum size  
Two homes - one acre lot minimum size

**\* Additional Charges**

- (1) The developer/applicant shall pay actual costs of professional review including, but not limited to, material costs (copying, etc.) consultant fees (legal, engineering, architectural, etc.) and recording costs.
- (2) Where final application departs from the preliminary application and further referral is determined necessary by the Town Board, such costs will be paid by the developer/applicant prior to final approval.

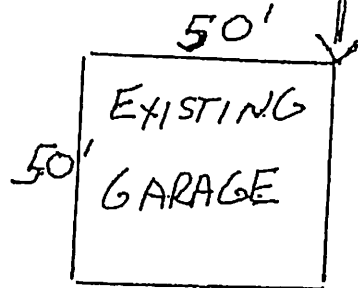
**Additional Inspection Charges**

Any additional inspection charges shall be paid prior to issuance of Certificate of Occupancy by the Enforcement Officer.

WIDTH OF LOT AT REAR

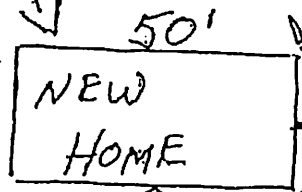
EXAMPLE

210'



105'

110'



150'

110'

100'

100'



DEPTH OF LOT 500 FEET

WIDTH OF LOT AT FRONT  
ROAD NAME

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

|                                                                       |                                 |
|-----------------------------------------------------------------------|---------------------------------|
| NAME OF ADJACENT LAND OWNER _____                                     |                                 |
| YOUR PROPERTY LINES ↘                                                 |                                 |
| OWNERS<br>NAME<br>LEFT<br>SIDE                                        | OWNERS<br>NAME<br>RIGHT<br>SIDE |
| LOT<br>DEPTH<br>_____                                                 | LOT<br>DEPTH<br>_____           |
| FRONT LOT WIDTH _____                                                 |                                 |
| ROAD NAME _____                                                       |                                 |
| THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY |                                 |

The Lewis County Building Codes Department enforces the Zoning and Land Use Laws as an accommodation to the towns and villages. The Zoning and Land Use Permit Applications may be obtained at the County Building Codes Department, Monday – Friday, 8:30 a.m. – 4:30 p.m.

**ZONING / LAND USE PERMIT FEE SCHEDULE**

|                                                                                                                                                                         |                                     |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------|
| Principal Structure                                                                                                                                                     |                                     | \$50.00 |
| Multi-family dwelling                                                                                                                                                   | \$15.00 per living unit plus        | \$50.00 |
| Agricultural structure (new and new additions)                                                                                                                          |                                     | \$25.00 |
|                                                                                                                                                                         | <i>(Where required by town law)</i> |         |
| Additions to Buildings and Structures                                                                                                                                   |                                     |         |
| Under 144 square feet                                                                                                                                                   |                                     | \$25.00 |
| Additions to Buildings and Structures and accessory structures                                                                                                          |                                     |         |
| 144 square feet to 500 square feet                                                                                                                                      |                                     | \$25.00 |
| Additions to Buildings and Structures and accessory structures                                                                                                          |                                     |         |
| Over 500 square feet                                                                                                                                                    |                                     | \$50.00 |
| If attendance of the zoning official is required at a <i>Town Board, Zoning Board of Appeals or Planning Board</i> meeting, the applicant will pay a per hour charge of |                                     | \$25.00 |

Questions on Subdivisions should be referred to the Town Clerk or Planning Board Chairman of the Town or Village.

The above fee schedule only covers Zoning and Land Use permits. Town law determines the regulations and fees.

**Building permits are also required for most all construction in Lewis County and are governed by state law.**