



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

7660 North State Street
Lowville, NY 13367
lewiscounty.org

Application for Town of Harrisburg Land Use/Zoning Permit

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 Harrisburg 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.

TOWN OF HARRISBURG LAND USE APPLICATION

Date: _____ Permit Number: _____

Tax Map Number: Example (111.00-01-01.100) _____

Construction Start Up Date: _____ Application Fee: \$ _____

Applicants Name: _____ Phone: _____

Applicants Mailing Address: (Street, Town, Zip) _____

Property Owner's Name: _____ Phone: _____

Property owner's address: _____

_____ Zone: _____

Exact location of property to be developed (911 address) _____

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

Describe the proposed development or use applied for (Single Family, Mobile Home, Storage Building, Garage, Home Occupation, Commercial, Retail, Other) _____

Size of Existing Building _____ Size of New Building/structure _____

Size of Addition Added to Existing Building _____ Closest Distance to Lot Lines, Right Side _____

Left Side _____ Rear Lot line _____ To Centerline of Road _____

Road Frontage _____ Depth of Lot _____ Total Acreage _____

To apply for a Land Use Permit, you MUST provide this Land Use Application filled out, a check payable to the Lewis County Clerk for the application fee, and One (1) copy of a Plot Plan (read directions on plot plan sheet).

The undersigned hereby makes application for a land use permit for the purpose and site described herein and agrees that such work will be undertaken in accordance with all applicable laws, ordinances, and requirements of the Town of Harrisburg, Lewis County New York

Signature of applicant _____ Date _____

FOR ENFORCEMENT OFFICERS USE ONLY

Application approved (YES, NO)

WORK MAY COMMENCE

Signature of Enforcement Officer: _____ Date: _____

Applications approved with conditions - SEE ATTACHED

Signature of Enforcement Officer: _____ Date: _____

WORK MAY NOT COMMENCE

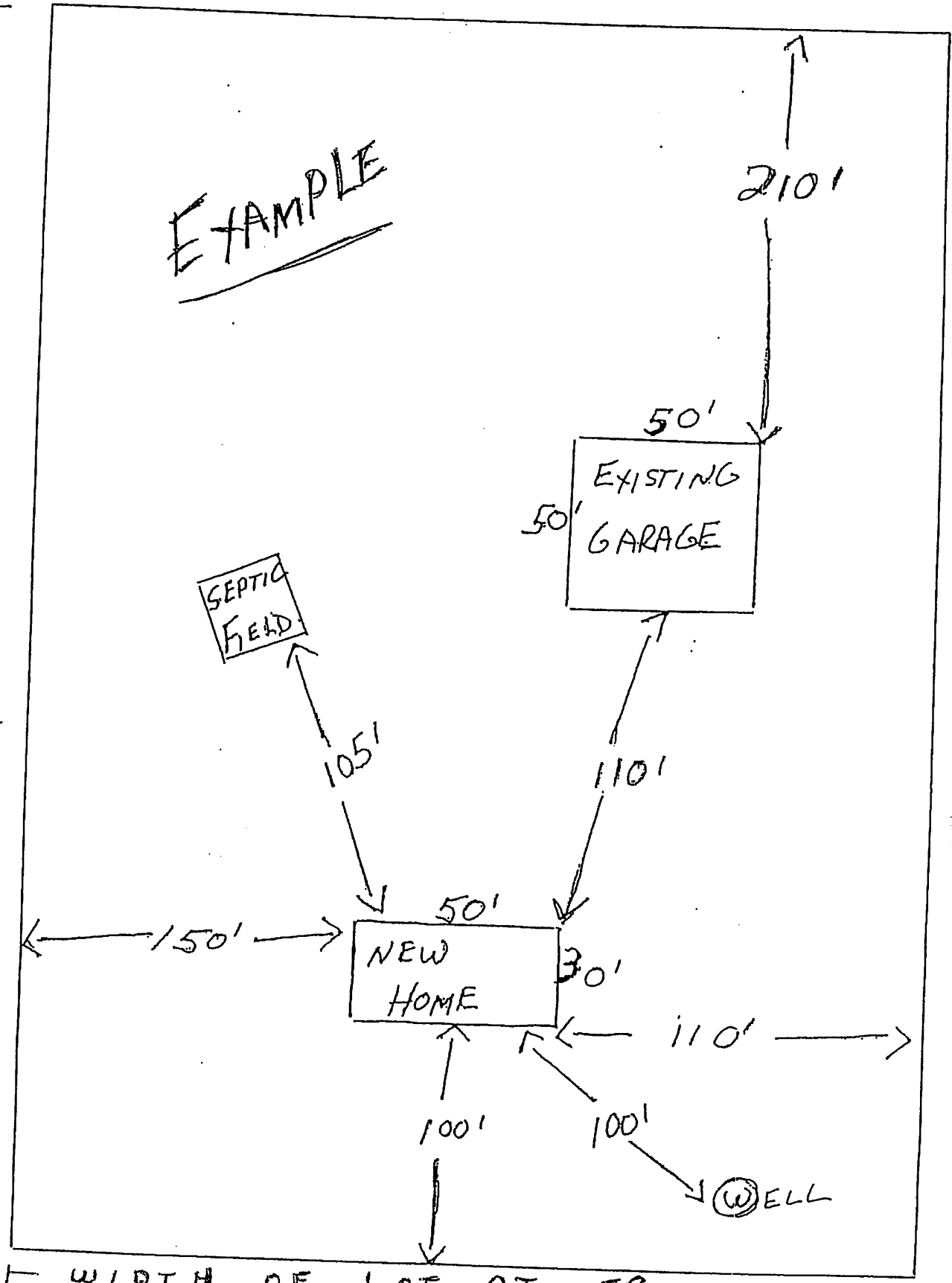
REASON ATTACHED

Signature of Enforcement Officer: _____ Date: _____

WIDTH OF LOT AT REAR

EXAMPLE

DEPTH OF LOT 500 FEET

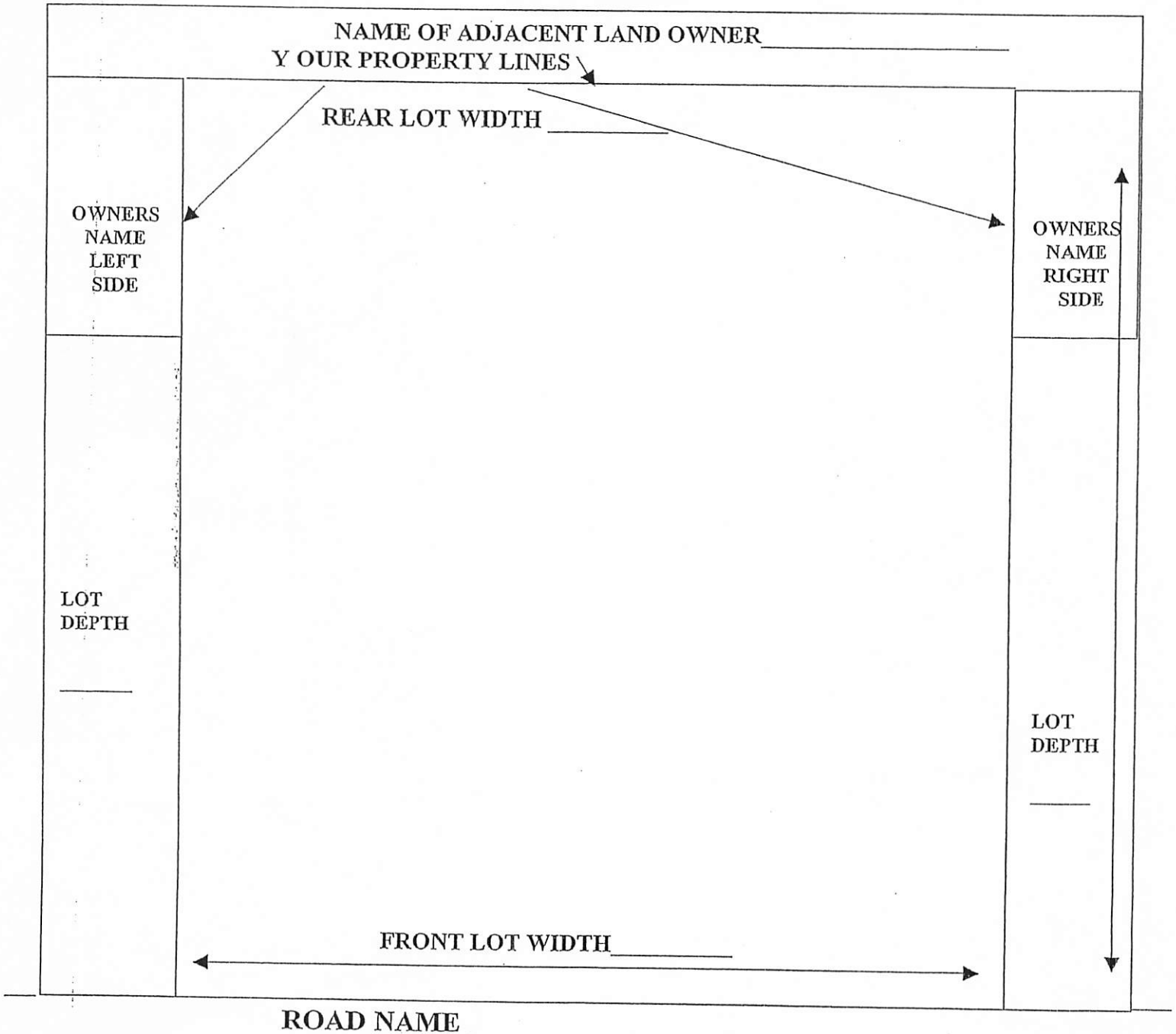


WIDTH OF LOT AT FRONT ROAD NAME

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



THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT. SHOW DRIVEWAY

Town of Harrisburg

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
Accessory Structures Under 100 square feet – Permit not required but setbacks must meet town code		N/C
Additions to Buildings and Structures and accessory structures 100 square feet to 500 square feet		\$25.00
Additions to Buildings and Structures and accessory structures Over 500 square feet		\$50.00
Temporary Land Use Permit not to exceed 6 month		\$50.00
If attendance of the zoning official is required at a <i>Town Board</i> , <i>Zoning Board of Appeals</i> or <i>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.

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