

Office Telephone (315) 429-9631
Office Fax (315) 429-9109

Town of Manheim

Herkimer County
New York

David Kuehnle
Building & Zoning
Enforcement Officer

Dear Applicant,

Enclosed is a building permit application form. The building permit applied for with this form complies with the Uniform Fire Prevention and Building Code.

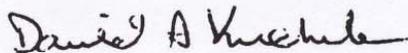
* A detailed set of plans must accompany this application. Your failure to supply these will delay the issuance of the permit.

The permit and all correspondence will be mailed to the owner at the address on the application form (unless personally picked up at the town office). If you wish the application to be sent to another address, please indicate so in the space following the applicants signature.

If you have any questions concerning the application or the enclosed rules and regulations, please contact David Kuehnle at (315) 866-6313.

The permit fee, as specified in the enclosed rules and regulations, will be submitted after the completed application is approved and before the permit is issued. Please make all checks payable to the Town of Manheim. All electrical permit charges are to be paid to the N.Y. Board of Fire underwriters.

Sincerely



David Kuehnle
Building Codes Inspector

David Kuehnle
Building Codes Inspector
(315) 866-6313

Town of Manheim
3 Slawson St.
(315) 429-9631

BUILDING PERMIT APPLICATION

1. PERMIT APPLICANT

Name _____ Home Phone () _____

Mailing Address _____ Bus. Phone () _____

2. PROPERTY OWNER IF DIFFERENT FROM APPLICANT

Name _____ Phone () _____

Mailing Address _____

3. PROJECT LOCATION

Street Address _____

Parcel Identification Number (Tax Map Number) _____
(Check with Local Assessor or Zoning Officer)

4. ARCHITECT OR ENGINEER OF RECORD

Name _____ Bus. Phone () _____

Mailing Address _____

5. PRIME CONTRACTOR/BUILDER

Name _____ Bus. Phone () _____

Mailing Address _____

6. CONTRACTOR INSURANCE

A. Workman's Compensation Secured by Contractor? Yes () No () N/A ()

B. Disability Benefits Secured by Contractor? Yes () No () N/A ()

7. PROJECT SQUARE FOOTAGE _____

8. PROPOSED WORK, CONSTRUCTION, AND OCCUPANCY CLASSIFICATION (Attach.1)

A. Nature of work _____

B. Occupancy or Use Classification _____

C. Construction Classification _____

9. SITE INFORMATION

A. Fire Limits: Is site within established Fire Limits? _____

B. Flood Plain: Is the site within a flood plain? _____

- C. Water Supply: Public _____ or On-premise Well _____
- D. Sewage Disposal System: Public _____ Private Septic _____
- E. Energy Information: Heating source - Primary _____ Secondary _____

10. OTHER

- A. The applicant shall notify the Department of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire three years from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made; (2) the relevant information in the application is up to date; and (3) the renewal fee is paid.

11. CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOWN THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Owner/Authorized Agent: _____ Date _____

12. SUBMISSION

One set of plans (including site and landscaping, elevations, sections, details, dimension and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing under ten thousand dollars.

INSTRUCTIONS

ATTACHMENT 1

LISTING OF PROPOSED WORK, CONSTRUCTION, AND OCCUPANCY CLASSIFICATION FOR
USE IN ITEM 8 OF APPLICATION

A. NATURE OF WORK

New Building
Addition
Alteration
Change of Use
Relocation
Demolition

Mobile Home
Manufactured Home
Garages, Carport
Storage Shed
Swimming Pool

B. Construction Class

Type 1 - Fire Resistive
Type 2 - Noncombustible
Type 3 - Heavy Timber
Type 4 - Ordinary
Type 5 - Frame

C. OCCUPANCY USE CLASSIFICATION

A1 One-Family Dwelling
A2 Two-Family Dwelling

B1 Multiple-Dwelling Apartments
B2 Multiple-Dwelling Hotel-Motel
B3 Multiple-Dwelling Senior Citizen

C1 Business
C2 Mercantile
C3 Industrial
C4 Storage
C5 Assembly
C6 Institutional
C7 Miscellaneous

4/26/2016

TOWN OF MANHEIM

FEES FOR IMPLEMENTATION OF CONSTRUCTION CODE *

(Not including electrical inspections)

No permit required---separate freestanding buildings of 0 to 140 square feet.

HOMES---\$.15 per square foot

ADDITIONS---\$.20 per square foot or \$25.00 minimum (for additions under the minimum size—Zoning Permit fee is included in the building permit fee of \$25.00 minimum)

GARAGES---Utility/storage--\$.15 per square foot or \$25.00 minimum

DECKS AND PORCHES---\$.15 per square foot

MOBILE HOMES---\$150.00 each, Replacement Mobile Home \$75.00.

INDUSTRIAL AND COMMERCIAL---\$.25 per square foot.

BUILDING PERMIT RENEWAL---\$25.00

DEMOLITION---Commercial \$50.00 for first story and \$35.00 for each additional story

Residential \$35.00

Agricultural \$25.00

INSTALLING INGROUND SWIMMING POOLS---\$50.00, ABOVE GROUND SWIMMING POOLS---\$25.00
(Zoning Permit fee included in this amount)

REMODELING---\$.15 per square foot or \$25.00 Minimum

PLAN REVIEW--- (no permit requested) 50% of permit cost.

CERTIFICATE OF OCCUPANCY---No charge with Permit

TEMPORARY CERTIFICATE OF OCCUPANCY--- \$25.00

SEPTIC SYSTEMS---\$25.00 each (no zoning permit required)

CHIMNEY INSPECTIONS---\$25.00 fee, OUT DOOR FURNACES---\$25.00

COMMERCIAL WIND TURBINES (SEQR required) ---\$10.00 per foot of height

CELL TOWERS, METEOROLOGY TOWERS----\$10.00 per foot of height

RESIDENTIAL WIND TURBINES--\$5.00 per foot of height

All Wind Energy Facilities are governed under Local Law #1 of 2006

RESIDENTIAL SOLAR---\$50.00

COMMERCIAL SOLAR PROJECTS---Special Use Permit Required--\$250.00 per acre plus **all fees and costs incurred by the town during the permitting process (SEQR required)

Any non-emergency inspections requested outside of established business hours by appointment will be billed at the rate of \$25.00 per hour (minimum of 2 hours) in addition to permit fee.

Enforcement of the Town Zoning Ordinance will include additional fees for non-compliance. If work is commenced prior to an appropriate permit being issued, the application fee will be doubled and further sanctions may be imposed.

ZONING FEE---\$10.00 if project conforms to zoning ordinance

USE/AREA VARIANCE (RESIDENTIAL) ---\$100.00

USE/AREA VARIANCE (COMMERCIAL) ---\$200.00 plus \$130.00 for each meeting of the planning board and zoning board of appeals and **all fees and costs incurred by the town during the permitting process (SEQR required)

SPECIAL USE PERMIT (RESIDENTIAL) ---\$100.00

SPECIAL USE PERMIT (COMMERCIAL) ---\$200.00 plus \$130.00 for each meeting of the planning board and zoning board of appeals and **all fees and costs incurred by the town during the permitting process (SEQR required)

SEQR – short form - \$300.00

SEQR – long form - \$900.00

* See Resolution #27 of 2016 entitled “Resolution adopting Fee Schedule for Zoning, Land Use and Zoning Enforcement Applications, Permits and Reviews” dated April 26, 2016, effective April 26, 2016 attached hereto.

** Fees and Costs incurred by the Town: The applicant/developer shall reimburse the Town for all costs for professional services, including but not limited to engineering and legal fees, incurred by the Town associated with the application, permit or review by the Zoning Ordinance, state and local law, or as deemed necessary by the Town in connection with such application, permit, or review. See Resolution #25 of 2016 entitled “Resolution that the town Amend the Zoning Ordinance with Regard to Establishing a Fee Schedule for Permits, Applications and Reviews” dated April 12, 2016, effective April 25, 2016 attached hereto.

Town of Manheim

Town Board

RESOLUTION NO. 25 of 2016

Dated: April 12, 2016

RESOLUTION THAT THE TOWN AMEND THE ZONING ORDINANCE WITH REGARD TO ESTABLISHING A FEE SCHEDULE FOR PERMITS, APPLICATIONS AND REVIEWS

MOTION made by Councilman Peter Jaikin, seconded by Councilman Kevin Snell

WHEREAS, the Town of Manheim Zoning Ordinance (“Zoning Ordinance”) was enacted pursuant to section 264 of Article 16 of the Town Law in March 1996; and,

WHEREAS, the Town Board has reviewed the Zoning Ordinance in regard to applications, permits and reviews required by the Zoning Ordinance and state and local law in connection with certain land use and zoning matters; and

WHEREAS, the Town Board has recognized the need to amend its Zoning Ordinance to authorize, and revise as necessary, a fee schedule to offset and reimburse the Town and its Boards and Departments for the cost of reviewing applications, issuing permits and conducting the reviews required by the Zoning Ordinance, state and local law, or deemed necessary by the Town and its Boards and Departments; and,

WHEREAS, the Town Board has considered whether its proposal to amend the Zoning Ordinance to establish a fee schedule is an “Action” under the State Environmental Quality Review Act (“SEQRA”); and,

WHEREAS, the Town Board has determined that the proposed amendment of the Zoning Ordinance to establish a fee schedule should be classified as a “Type II Action” pursuant to New York Code Rules and Regulations, Part 617.5(c) (20) as constituting “routine or continuing agency administration and management, not including new programs or reordering of priorities that may affect the environment”; and,

WHEREAS, the Town Law and the Zoning Ordinance provide that any proposed amendment of the Zoning Ordinance requires that a public hearing be held upon notice being given to the public as required by law; and,

WHEREAS, section 210 (3) of the Zoning Ordinance requires that every proposed amendment of the Zoning Ordinance “shall be referred to the Planning Board for a report before the public hearing;” and

WHEREAS, the Town Board has determined that it would be in the best interest of the Town to amend its Zoning Ordinance to authorize a fee schedule to offset and reimburse the Town for its costs in connection with certain land use and zoning matters; and

WHEREAS, the Town Board having referred the proposed amendment to the Town Planning Board and having received the required report, and having held the required public hearing, the Town Board has determined it is in the best interest of the Town to adopt the amendment to the Zoning Ordinance;

Now Therefore, Be It Resolved, that the Town Board of the Town of Manheim approves and adopts the Amendment to the Zoning Ordinance, as annexed hereto, which establishes and provides for the future revision of a fee schedule to offset and reimburse the Town and its Boards and Departments for the costs of reviewing applications, issuing permits and conducting the reviews required by the Zoning Ordinance, state and local law, or deemed necessary by the Town and its Boards and Departments; and,

It is further Resolved, that the Town Board of the Town of Manheim hereby directs the Town Clerk to enter the Amendment in the minutes of the Town Board and file this Resolution and the Amendment to the Zoning Ordinance annexed hereto to in the Town Clerk’s office; and,

It is further Resolved, that the Town Board of the Town of Manheim hereby directs the Town Clerk to cause a copy, summary or abstract of the Amendment to be published once in a newspaper published in the town, if any, or in such newspaper published in the county in which such town may be located having a circulation in such town, as the town board may designate, and cause the affidavits of the publication thereof to be filed with the Town Clerk; and,

It is further Resolved, that the Amendment shall take effect ten days after the publication of a copy, summary or abstract of the Amendment; and,

It is further Resolved, that the Town Board of the Town of Manheim hereby directs the Town Clerk to cause a copy of the Amendment to the Zoning Ordinance be attached to the Zoning Ordinance and to be sent to the Clerk of the Planning Board, the Clerk of the Zoning Board of Appeals and to the Code Enforcement Officer and cause the Amendment to be posted on the Town’s Website.

Roll Call Vote:

John Haughton, Supervisor	Aye	X	Nay	_____
Peter Jaikin, Councilmember	Aye	X	Nay	_____
Frederick Doerrer, Councilmember	Aye	X	Nay	_____
Kevin Snell, Councilmember	Aye	X	Nay	_____
Rodney Swartz, Councilmember	Aye	X	Nay	_____

IN WITNESS WHEREOF, I have affixed my name as secretary and clerk on this 12th day of April, 2016

Marie Gressler, Town Clerk

Town of Manheim

Town Board

RESOLUTION NO. 27 of 2016

Dated: April 26, 2016

RESOLUTION ADOPTING FEE SCHEUDLE for Zoning, Land Use and Zoning Enforcement Applications, Permits and Reviews

MOTION made by Councilman Peter Jaikin, seconded by Councilman Kevin Snell

WHEREAS, the Town Board of the Town of Manheim reviewed the existing fee schedule in connection with the fees associated with applications, permits, and reviews of certain zoning, land use and zoning enforcement matters; and,

WHEREAS, the Manheim Town Board requested the Town Planning Board to review the current fee schedule and to make recommendations regarding fees for applications, permits, and reviews of certain zoning matters to offset and reimburse the Town and its Boards and Departments for the cost of reviewing applications, issuing permits and conducting the reviews required by the Zoning Ordinance, state and local law, or otherwise deemed necessary; and,

WHEREAS, the Planning Board reviewed the current fee schedule, and after gathering information and holding a workshop, made recommendations to the Town Board; and,

WHEREAS, the Town Board has received and accepted the recommendations of the Planning Board with regard to the fee schedule to be established in connection with applications for permits and reviews of certain land use and zoning enforcement matters,

Now Therefore Be It RESOLVED, the Town Board approves and accepts the recommendations of the Planning Board in connection with the fee schedule for certain applications, permits and reviews of zoning, land use and enforcement matters; and,

Be It Further RESOLVED that the fee schedule for applications, permits, and reviews of certain zoning matters to offset and reimburse the Town and its Boards and Departments for the cost of reviewing applications, issuing permits and conducting the reviews required by the Zoning Ordinance, state and local law, or otherwise deemed necessary attached hereto and made a part hereof, is hereby adopted and shall take effect ten days after the publication of a copy, summary or abstract of the Amendment.

Roll Call Vote:

John Haughton, Supervisor	Aye	X	Nay	_____
Peter Jaikin, Councilmember	Aye	X	Nay	_____
Frederick Doerrer, Councilmember	Aye	X	Nay	_____
Kevin Snell, Councilmember	Aye	X	Nay	_____
Rodney Swartz, Councilmember	Aye	X	Nay	_____

IN WITNESS WHEREOF, I have affixed my name as secretary and clerk on this 26th day of April, 2016.

Marie Gressler, Town Clerk