

Town of Hague

Instructions for Application for Land Use Development Zoning Compliance Certificate

Zoning Enforcement Office
Town of Hague
PO Box 509
Hague, NY 12836
(518) 543-6161

General Information

The issuance of a Land Use Development Zoning Compliance Certificate is required for any land use or development within the Town of Hague. This includes the construction or alteration of any building or structure, fence or sign. This application is intended to provide sufficient information to the Zoning Enforcement Officer to allow issuance of this Certificate. Depending upon the scope of the request the process may require additional permit, reviews and/or public hearings.

Applicants are encouraged to discuss the proposed project the Zoning Enforcement Officer prior to submitting applications. This will permit the applicant to understand the specific information required and the procedures to be followed.

Instructions

1. This application must be completely filled in by typewriter or ink and submitted to the above address with the appropriate fee (\$30.00). Checks should be made out to Town of Hague.
2. This application must be accompanied by:
 - a. Plot plan drawn to scale showing:
 - i. Location of existing and proposed structure(s) and setback dimensions from property lines, lake and streams.
 - ii. Location of wastewater facilities and water supply
 - b. Plan sheets showing floor plan and elevation views of proposed structure, including exterior dimensions
3. Following submission of this application, the Zoning Enforcement Officer will determine if a site plan review and/or zoning variance will be required. If proposed project does not conform to the attached criteria, the Zoning Enforcement Officer must deny the permit at which time the applicant may apply to the Zoning Board of Appeals for a variance. Variances for wastewater proposals must be presented to the Town Board for approval.
4. Zoning Compliance Certificate will not be issued until:
 - a. Wastewater Treatment System Permit has been approved
 - b. Copy of Storm Water Management Permit as submitted to Lake George Park Commission is provided
 - c. Site Plan has been reviewed and approved by Planning Board (if required)
 - d. Variance request has been approved by Zoning Board of Appeals (if required)
5. Proposed work must be completed within two years of issuance of the Zoning Compliance Certificate. Any proposed changes to the exterior dimensions, number of bedrooms, or location of buildings or wastewater disposal system must be submitted in the form of a request for permit modification for approval to the Zoning Enforcement Officer.
6. Additional information is available in the Hague Zoning Code which can be accessed from the Town website, www.townofhague.org
7. **It is the responsibility of the applicant to obtain a Warren County Building and Occupancy Permit, Lake George Park Commission Storm Water Permit and Adirondack Park Agency permit as may be required**

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As Required by Code of the Town of Hague, Chapter 160 – Zoning

Applicant Information

Tax Map # Sec. _____ Block _____ Lot _____ Zoning District: Hague _____ APA _____

Name of Applicant _____ Mailing Address _____

Phone: _____ Fax (optional): _____ E-Mail (optional): _____

Check whether applicant is: Owner _____ Agent _____ Architect/Engineer _____ Contractor _____ Other _____

Name and address of owner of different than above _____

Address of proposed work _____

Type of Application: New _____ Addition _____ Modification of existing appl. _____ Change of Use _____ Other _____

Description of project: _____

Please complete the following information as applicable

	Minimum Lot Size		Minimum Yard Dimensions (Setback)			Max. Percent of Lot to be Occupied	Max. Height of Bldg (ft.)	Shoreline Min. Dimensions	
	Area (acres or ft.)	Width (ft.)	Front (ft.)	Side (ft.)	Rear (ft.)			Lot Width (ft.)	Setback from MHW ¹ or stream (ft.)
Code ²									
Existing									
Proposed									

¹ Mean High Water is at elevation 320.2

² Refer to Zoning Requirements for appropriate Zoning District. On reverse side of instructions

³ If addition is proposed to an existing nonconforming structure, applicant is to complete Worksheet for Area Calculations.

Topography of disturbed area: Flat _____ Moderate slope (< 15%) _____ Steep slope (> 15%) _____

Signature of applicant _____ Date _____ Signature of owner _____ Date _____

To Be Completed by Zoning Enforcement Officer

Application # DEV _____ - _____ Date Received ____/____/____ Required Fee (\$30.00) paid _____

Agency Reviews (date sent if applicable): WCPC _____ APA _____ LGPC _____

Environmental Considerations (SEQRA):

Category II (No EAF required) _____ Unlisted (completion of Short EAF required) _____ Category I (Completion of full EAF required) _____

Action Taken: Zoning Compliance Certificate issued _____ Referred to _____ Approved with conditions _____ Denied _____

Describe conditions or reasons for denial _____

Additional approvals required: Site Plan Review _____ Variance _____ Wastewater _____ Storm water (LGPC) _____ Other _____

_____, Zoning Enforcement Officer Date: _____

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SITE INSPECTION

During the processing of this application the Zoning Enforcement Officer, The Planning Board, and /or the Zoning Board of Appeals may need to visit this site for the purpose of inspecting, measuring and /or photographing set backs, structures, property lines, or gather any other pertinent information.

I authorize the Hague Planning and Zoning staff to conduct such a site inspection
I wish to be contacted prior to any site inspection

circle one
yes no
yes no

Signature of owner _____ Date _____

Worksheet for Area Calculations

Additions (Must be completed for additions to a nonconforming structure or uses)

Size of existing dwelling (square footage of living space - not including garage, attic, porches, decks) (a) _____ sq. ft.

Desired increase in square footage of living space: (b) _____ sq. ft.

Percent increase in living space (b) ÷ (a) x 100 _____ %

If increase is greater than 25% a variance may be requested.

Lot coverage

Size of lot in acres _____ X 43,560 sq ft / acre = Existing Proposed
(a) _____ sq. ft (a) _____ sq. ft.

Area of each structure (footprint)

Principal structure (b) _____ sq. ft. (b) _____ sq. ft.

Accessory structure(s) (c) _____ sq. ft. (c) _____ sq. ft.

Area of other impervious surfaces (driveway, walks, patio, etc) (d) _____ sq. ft (d) _____ sq. ft

Total of Impervious surfaces (b) + (c) + (d) (e) _____ sq. ft (e) _____ sq. ft

Percentage of lot coverage (e) ÷ (a) x 100 _____ % _____ %