

CHECKLIST FOR THE TOWN OF CLAYTON ZONING PERMITS

****** FAILURE TO FOLLOW THIS CHECK LIST AND SUPPLY ALL THE ITEMS REQUESTED MAY DELAY YOUR APPROVAL ******

APPLICATION FOR A ZONING PERMIT

- * _____Tax Map Number
- _____Road Name
- _____Post Office
- _____Applicants Name
- _____Phone number
- * _____Tract Name
- * _____Located on north, east, south or west side of street
- _____Size of lot (frontage, depth, Square feet)
- _____Other building on lot
- _____Proposed to erect, etc.
- _____Proposed size of building (including height from grade)
- _____Total square footage of usable floor space
- _____Proposed cost
- _____Estimated date construction to begin
- * _____Flood Hazard Area - yes or no
- _____Owner or Agent (**SIGNATURE**)
- _____Present Address
- _____Date
- * _____Application fee as determined by square footage and type of structure. We need the sq. ft. of living space, decks, porches, garages & storage buildings. You may call us with that information. (Checks payable to the Town of Clayton)
- _____Plot Plan (as per attached sample)

After all requirements are met the Zoning Officer will issue you a zoning permit (red permit must be posted visible from the road). The Zoning Officer will then give you building permit applications, which you must submit to Jefferson County to receive a Jefferson County Uniform Code Building Permit.

Their Address: Jefferson County Code Office
175 Arsenal Street
Watertown, NY 13601 Tele (315) 785-5130

Submit the Zoning Permit Application to: Zoning Officer, 405 Riverside Drive, Clayton, NY 13624. Tele (315) 686-3512)
Office Hours: 9:00 AM to 12:00 Noon, Monday thru Friday

* Zoning Officer can determine