

PERMIT PROCEDURES

- 1) The owner or his agent shall submit a permit application typewritten or printed legibly on forms available from the Highway Department, and (if requested) 4 copies of a plot plan or site plan. If approved, two copies will be returned (one for the applicant and one for the local Municipal Building Inspector) showing required conditions. A plot or site plan, as amended and approved, shall be considered a part of a permit.
- 2) The owner or agent will submit with the application a fee, to be determined by the County Superintendent of Highways, a check payable to the County Commissioner of Finance.
- 3) Plot plans or site plans, if requested, shall be drawn to scale by a Professional Engineer or Land Surveyor licensed in the State of New York unless waived or modified by the Superintendent of Highways or his representative. The Superintendent may refuse to issue a permit until a requested plot plan with required conditions has been submitted and approved. Plot plans or site plans shall show the following:
 - a) General location of the site from the nearest intersection, stream or other permanent and distinctive landmark.
 - b) Site boundaries and corners.
 - c) Existing location of all culverts, drainage structures and stream channels.
 - d) Location of driveway, house and garage or parking area.
 - e) Elevation of finished garage floor and/or parking area, along property lines at lot corners, along existing edge of pavement, center of driveway at the property line and at the pavement centerline opposite the center of the driveway.