

**VILLAGE OF COOPERSTOWN  
APPLICATION FOR ZONING COMPLIANCE PERMIT**

**\$25.00 application fee**

The Village of Cooperstown Zoning Law prescribes regulatory guidelines for development within the Village boundaries. These laws apply to new construction, renovations and alterations, signs, fences, additions (commercial and residential), and regulate the operation of existing non-conformities. This form and its attachments shall be used to permit Village Officials to review your project as it relates to the Village Law. Please complete this form in its entirety. You must also submit the appropriate supplemental application for the specific project you wish to complete. Any questions should be referred to the Zoning Enforcement Officer (ZEO).

**Applicants are strongly encouraged to contact the ZEO at (607) 547-2411 ext 112 or email [zoning@cooperstownny.org](mailto:zoning@cooperstownny.org) prior to completing an application in order to ensure that appropriate reviews are included in the application.**

GENERAL INFORMATION (required for all permit requests):

Project Address: \_\_\_\_\_

Tax Map No Of project site: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Property Owner Information (if different than Applicant):*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current use of the property: \_\_\_\_\_

Description of Proposed Project (include existing uses/structures):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Owner's signature authorizes 1) all correspondence to be referred to applicant/agent unless otherwise requested; 2) Access to project property for review purposes.*

Additional Information may be required for certain types of applications, confirm with ZEO prior to completing:

OFFICIAL USE ONLY:

REQUIRED REVIEW BODY(S):     BOT         PB         HPARB         ZBA

DATE ACCEPTED: \_\_\_\_\_

**Planning:**

**Signs:**

- A colored scaled drawing, showing proposed sign dimensions, its shape, coloring, type of letter (font type), sign material, sign type (freestanding, etc), any architectural details attached to the sign board (frame, etc), and height above of lowest portion of sign above grade.
- Recent color photo(s) of property where sign to be located that clearly show, to scale, where the sign is to be placed, and other signage on the same building and adjacent buildings.
- Details of any illuminating fixtures.
- A plan for anchoring the sign securely in place.

**Site Plan Review:** *A complete site plan shall include the following;*

- Location and dimensions of all property lines.
- Location of all existing and proposed structures and/or features (parking areas, building locations, parking, fencing, etc) on the property and within 20' of the property line on adjacent properties.
- Dimensions of all setbacks (required and proposed).
- Any known easements.

**Historic Preservation and Architectural Review (HPARB):**

**For those projects requiring a Certificate of Appropriateness:**

- Sketch plan of all proposed work with dimensions.
- Existing and proposed exterior views, including drawings and/or photos of existing structures (historical if available).
- Description of the compatibility with the historic character of the property and the surrounding neighborhood.
- Description of proposed new materials and manufacturer's literature and/or samples.

**Zoning Board of Appeals:**

**Area Variances, Use Variances, Interpretations, certain Special Use Permits:**

- Variance review criteria (Use variance or area variance, as applicable).
- Site plan drawing showing the requested variances.
- Copies of any action to be appealed, including minutes.
- Copy of Code section for interpretation.

**Special Use Permits:**

- See Village Code for requirements.

**Board of Trustees (BOT):**

- Those applications requiring BOT approval will require the "General Information" only. Additional information may be required based on the proposed project. Such information will be requested by the ZEO as appropriate.