TOWN OF THERESA

Building & Zoning Officer

Terry McKeever 215 Riverside Ave. Theresa, NY 13691 (315) 778-5831 (cell phone)

TOWN OF THERESA

ENFORCEMENT OFFICE 215 RIVERSIDE AVE THERESA, NEW YORK 13691

This packet contains information and forms for obtaining the required permits for your project in the Town of Theresa.

Please use your 911 Address on all correspondence and paperwork you submit:

Some of the enclosed material is for your information and does not have to be returned with your application, you should keep this in your homeowner's file.

The first step in your process is obtaining a "Zoning Permit". A Zoning Permit is NOT a Building Permit.

The "Building Permit" is the second part of the process if a Building Permit is required for your project.

When issuing checks for permit fees please make all checks payable to: Town of Theresa

See enclosed fee schedule for fee required upon submitting application and fees are required to be submitted with your paperwork.

If you have any questions or problems with your application please do not hesitate to call or stop in and see me.

It is suggested you call ahead to make sure I will be in the office and not out doing inspections and investigating complaints.

Completed Application should be dropped off at Town Hall they may be Mailed to: Town of Theresa, Enforcement Office, 215 Riverside Ave, Theresa, N.Y. 13691.

Any question or problems do not hesitate to call me at (315) 778-5831

Theresa Form 4-96

TOWN OF THERESA

ENFORCEMENT OFFICE 215 RIVERSIDE AVE THERESA, NEW YORK 13691

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ZONING PERMIT APPLICATION

The undersigned hereby makes application to the Town of Theresa for a "Zoning Permit" for the purposes listed below. Applicant agrees that such purposes shall be undertaken in accordance with all applicable laws, rules, regulations, ordinances and requirements of the Town of Theresa, County of Jefferson and the State of New York.

NAME		DATE	
ADDRESS			
PHONE	:		
DESCRIPTION OF To: USE, ERECT, A DEMOLISH.	LTER, EXTEND,		
Please enclose the re	quired fee of \$25.0	0 by check made payable to Town	n of Theresa.
All permits are the H	ome Owner's Liab	ility:	
*THIS IS NOT A BU	********	Must be signed by Home C	
	\	•/	
Approved	Denied _	Date	
Reason for Denial _			
		Planning Board or Date	
		Terry McKeever, Zoning En	forcement Officer

TOWN OF THERESA

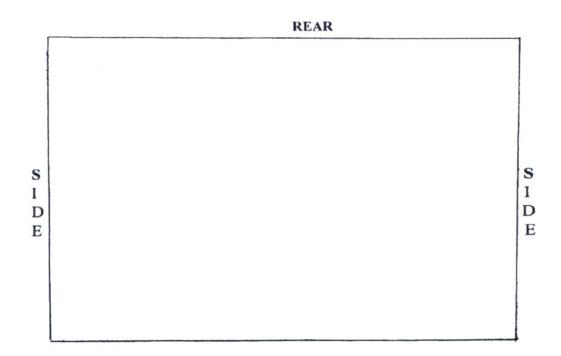
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ENFORCEMENT OFFICE 215 RIVERSIDE AVE THERESA, NEW YORK 13691

1. Type of Structure			
2. Height in Stories	Width	Length	
3. Lot Depth		_	
4. Lot Front			
5. Lot Rear			

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all set back dimensions from property lines, show septic tank, leach field, well.

SITE PLAN SHOW LOCATION OF ROAD OR STREET



ROAD CENTER LINE

Theresa Form 4-96