

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

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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 PLANNED WORK OR PROJECT: *(circle one)

To: USE, ERECT, ALTER, EXTEND, MOVE,
DEMOLISH. _____

LOCATED AT: _____

Please enclose the required fee of \$25.00 by check made payable to Town of Theresa.

All permits are the Home Owner's Liability:

Must be signed by Home Owner:

*THIS IS NOT A BUILDING PERMIT

(for office use only)

Zoning Permit # _____

Approved _____ Denied _____ Date _____

Reason for Denial _____

Forwarded to _____ Planning Board or _____ Z.B.A.

VARIANCE Approved () Denied () Date _____

Terry McKeever, Zoning Enforcement Officer

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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

