

**VILLAGE OF MARCELLUS**  
**CODE ENFORCEMENT OFFICE**

6 Slocombe Avenue | Marcellus, NY 13108

Phone: (315) 673-3112

codes@villageofmarcellus.com

**SITE DEVELOPMENT PERMIT**  
**APPLICATION PROCEDURE**

- A) Complete all applicable sections of this Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application (Some may not be applicable to your project):
- A copy of your property survey indicating the project location with dimensions
  - A complete description of the project
  - Details on the erosion, runoff and siltation control measures to be installed
  - Contractor Insurance Certificates with the Village of Marcellus as certificate holder:
    - General Contractor's Liability Insurance Certificate
    - General Contractor's Workman's Compensation Insurance Certificate or exemption  
(Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
  - A Stormwater Pollution Prevention Plan (SWPPP) and NYSDEC Notice of Intent for Construction Activity are required for projects that include clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acre of total land area that is part of a larger common plan of development or sale, even though multiple separate and distinct land development activities may take place at different times on different schedules.
- D) Projects disturbing less than an acre typically take 3-5 days to review.
- E) The erosion, runoff and siltation control measures must be installed, inspected and approved before work can commence. The permit fee will be doubled if work is started without an approved permit.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the end of the first year and good cause is shown. An extension request may require review by the Zoning Board of Appeals.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- H) The applicant shall be responsible for:
1. Calling 811 before bringing heavy equipment on site or excavating.
  2. Erosion, runoff, and siltation control measures in accordance with the New York State Stormwater Management Design Manual.
  3. Dust, mud, and debris control on public highways.
  4. Screening for surrounding areas, if required.
  5. Reclamation, including suitable replacement of ground cover, topsoil and seeding.
  6. The entire cost of reclamation should agents of the Village be required to complete said reclamation.

**VILLAGE OF MARCELLUS**

6 Slocombe Avenue, Marcellus, NY 13108

(315) 673-3112 / Fax: (315) 673-3217

**SITE DEVELOPMENT PERMIT APPLICATION**

All applicable sections of this application must be completed - incomplete applications will be returned.

**Project Address:** \_\_\_\_\_ **Tax Map No.** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Day Time Phone:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project Type:** ( ) Residential ( ) Commercial ( ) Other: \_\_\_\_\_

**Description of the proposed project and its proposed use:** \_\_\_\_\_

**Has planning board approval been obtained for this project?** \_\_\_\_\_ **Has a SWPPP been prepared?** \_\_\_\_\_

**Will the project (ultimately) cause the disturbance of one or more acre of soil?** \_\_\_\_\_

**Approximate total square footage or acreage of the work area:** \_\_\_\_\_

**Is the project within 100' of any wetlands?** \_\_\_\_\_ **Is the project in a flood hazard zone?** \_\_\_\_\_

**Estimated timeframe for completion of work:** \_\_\_\_\_ **Estimated cost of the site work: \$** \_\_\_\_\_

**General Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Trained SWPPP Employee Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Trained SWPPP Employee NYSDEC SWT#:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Qualified SWPPP Inspector/ Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Certification:** I hereby certify that this application is true and correct to the best of my knowledge. That all work done under any resulting permit will comply with the requirements of the New York State Department of Environmental Conservation, Village of Marcellus Code and all other applicable regulations. I also understand that the granting of a permit does not give authority to violate or cancel the provisions of any other laws or regulations.

**Inspections Required:** I understand I am responsible to ensure that the erosion, runoff and siltation control measures are in place and maintained and that in no case shall work commence until such measures have been approved by the the code enforcement officer. The permit fee will be doubled if work is started without an approved permit.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application and to ascertain compliance with any resulting permit.

**SIGNATURE OF OWNER OF PREMISES: X**

**DATE:**

**Official Use Only**

Application No.:	Date Completed:	Fee:
Date Approved:	Approved By:	FMV:
Date Denied:	Denied By:	Date Notified:
Reason Denied:		