

TOWN OF WHITEHALL ZONING / DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY:

Flood zone determination: IN OUT Clerk Signature: _____	Submitted to FPA: _____ Submitted to PBC: _____
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Fee Amount: _____	Date Paid: _____	Clerk Initials: _____
Approved	Disapproved	Tabled
By the Planning Board on this date: _____		
Approved	Disapproved	Tabled
By the Town Council on this date: _____		

Notes:

Applicant Information

Applicant is: (circle one) Resident/Renter Owner/Landlord Contactor

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Builder / Contractor Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Builder / Contractor's business license number for Town of Whitehall: _____

Site Information

Building site address: _____

Is the site in the Flood Zone?: No Yes Unsure

Plan Details

Circle one: New Structure Addition to existing structure Other _____

If it's an existing structure, will it be torn down partially or fully to add new structure, please indicate structure to be torn down: _____

Estimated timeline of construction: _____ Estimated cost: _____

Dimensions of new structure: _____

Materials used in construction: _____

Building will be used for the following purposes: _____

Site Plan Drawing:

Please include the following information on your site plan:

- Dimensions of site lot
- Outside dimensions of building
- Distance of structure to street front
- Distance of structure to side street (if applicable)
- Distance of structure to neighboring lot
- Distance of structure to back of lot or alleyway
- Notation of planned parking space on lot

QUICK GUIDE:
Ordinance Setbacks
25' FROM FRONT OF LOT
8' FROM SIDE OF LOT
5' FROM BACK OF LOT



PLEASE NOTE: You may also be required to obtain State and County building, electrical, plumbing and/or mechanical permit(s) and inspections for your construction project. This permit is a building development permit for zoning purposes only and is not to be misconstrued as certification or qualification of state or federal building standards. The Town of Whitehall Planning Board is an advisory board only and final approval rests with the Whitehall Town Council.

The undersigned hereby agrees to do all work in accordance with the Ordinances of the Municipality and to build the project as shown on this permit. The applicant is to be responsible for any debris, construction, or destruction, materials to be removed from the Town.

Signature of Applicant: _____ Date: _____

Dear Development Permit Applicant,

The development permit process primarily evaluates the conformation of project to the Town Ordinances, as well as prioritization of safety, aesthetics, and neighborliness. We express our sincere appreciation for your diligent efforts in submitting your Zoning/Development Permit Application. Your proactive engagement in this process is essential in ensuring compliance with the municipality's regulations and fostering responsible development within our community.

Please take a moment to review the following procedures to ensure your understanding of the process.

DEVELOPMENT PERMIT PROCEDURE

The Town of Whitehall Planning Board Prior to initiating construction requiring a development permit, Town Council authorization is mandatory. The process entails:

1. Prospective builders receive a blank application from the Town Clerk.
2. Upon application submission, the Clerk verifies completion, including a proposed development drawing, applicant's signature, and contact details.
3. The application is then forwarded to the Planning Board for review during their monthly meeting.
4. Following review, the Planning Board provides recommendations to the Town Council.
5. The Town Council votes to approve or disapprove the permit.
6. Upon approval, construction may commence.

EARLY CONSTRUCTION PROCEDURE

For applicants seeking to commence construction before obtaining Town Council approval, the following steps are outlined:

1. Upon receipt of the application, the Town Clerk will forward it to the Planning Board Representatives.
2. The Representative(s) will then contact the applicant to schedule an on-site review of the proposed construction.
3. The Representative(s) will provide the applicant with a response reflective of their evaluation of the proposed construction.

It is important to note that:

- If a variance is necessary, construction **CANNOT** commence until the permit is reviewed by the Planning Board and approved by the Town Council.
- While the proposed construction may appear to align with zoning ordinance parameters during the review, please be aware that **preapproval does not ensure automatic issuance of the permit**. It is possible that removal, adjustments, or modifications to the project/structure may be necessary to align with requests made by the Planning Board or Town Council.
- Approval of the permit remains subject to final decisions by either the Planning Board or the Town Council.

By signing this form, you affirm that you have thoroughly read and comprehended the Zoning Ordinances of the municipality. Furthermore, you acknowledge your understanding of the outlined procedures. Your signature and the date on this form denote your acknowledgment of the information provided herein and your commitment to adhere to the decision rendered by the Town Council.

Applicant Signature: _____ Date: _____