



Code Enforcement Office
735 Utica Street, P.O. Box 394, DeRuyter NY 13052
• Cell: 315-400-2823 • Office: 315-367-1353 • Thursday 9:00 AM – Noon

Codes Office, Planning, Zoning – process flow chart

Discuss Your Project Idea with:

Chuck Ladd, Code Enforcement Officer
Town of DeRuyter Town Hall
735 Utica Street PO Box 394 DeRuyter, NY 13052
Cell: 315-400-2823 Office: 315-367-1353 (Thursday 9a-12n)
Web: <https://www.deruyter.gov>

Following the discussion a project is either approved or denied.

Approved	Building Permit Issued Required Inspections take place Certificate of Occupancy or Compliance is granted Project Complete
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Denied	Application to the Zoning Board of Appeals Zoning Board of Appeals Hearing
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Variance Denied	Process Stops
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Variance Granted	Building Permit Issued Required Inspections take place Certificate of Occupancy or Compliance is granted Project Complete
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Special Permit or Subdivision	Informal Site Plan Review Planning Board Hearing
Special Permit or Subdivision Denied	Process Stops
Special Permit or Subdivision Approved	Building Permit Issued Required Inspections take place Certificate of Occupancy or Compliance is granted Project Complete

1.Purpose

This pamphlet is designed to help you walk through the process of obtaining the necessary permits and approvals for you to proceed with your project. By working in a cooperative manner with Town personnel, your project may be completed in a timely manner without last-minute surprises.

The guidelines contained in this pamphlet are just that – guidelines. Although most building and remodeling projects can be categorized, each application for a permit is somewhat unique. Our intent is to provide general information on the most practical way for you to obtain your approvals. This brochure will not answer all questions BUT will point you in the right direction to obtain the answer.

2.Typical Questions

What are the Land Use Regulations? The Land Use Regulations are to provide for the orderly growth of the Town of DeRuyter; to encourage the most appropriate use of land; to protect and conserve the value of property; to prevent the overcrowding of land; to protect our water and recreational resources; to protect our farmland; to promote the health, safety and general welfare of the public; and to preserve the character of the Town of DeRuyter.

Do I need any Board Approvals? To best determine that answer, you need to schedule a meeting with the Codes Enforcement Officer (Cell: 315-400-2823, or Office: 315-367-1353). A brief meeting can take place at the office or on the site of your proposed project.

What Board do I go before? After your initial meeting with the Codes Enforcement Officer, and it has been determined that you do not qualify for a Building Permit, you will be directed to either the Planning Board or the Zoning Board to seek their approval for your project.

What do I need to bring to a meeting with the Codes Enforcement Officer? A tape location or instrument survey map will be needed. A property map is required for all land subdivisions, new homes, additions, accessory buildings and septic systems. Copies of this map are often included with the papers that you received at the closing when you bought your property or it might be at the office of the mortgage holder. The survey map must show the following information: 1) The scaled location of the proposed work. 2) The dimensions of the affected area. 3) The dimensions of the property lines.

Do my plans meet Land Use Regulations? After receiving your proposed action, the Codes Enforcement Officer will tell you whether your project complies with the Town of DeRuyter's Land Use Regulations.

And if they do? When your plans meet the Town of DeRuyter's Land Use Regulations you may apply for a Building Permit or, if you are subdividing property, be scheduled for a hearing before the Planning Board.

What if they don't? If, after meeting with the Codes Enforcement Officer, you find your plans do not meet the Land Use Regulations, you may request a hearing before the Zoning Board of Appeals.

When do I go to the Planning Board?

You go before the Planning Board for: 1) Subdivision approval. 2) Special Use permits. 3) Informal proposals for future work.

When do I go to the Zoning Board of Appeals? You may appear before the Zoning Board of Appeals when you have exhausted all ways of doing your project within the Land Use Regulation guidelines and have determined that you have a hardship in meeting those guidelines and you would like to request a variance.

How do I get on the various Boards' agendas? The Codes Enforcement Officer or the Planning/Zoning Clerk will pass along the project information to the proper Board chairperson, and they will schedule you for a hearing.

What should I expect next? The Planning Board or the Zoning Board of Appeals will notify you in the affirmative or the negative regarding your project. If your plans are approved, you can now apply for a Building Permit.