

Edinburg Planning and Zoning Board Application Checklist

Name of Applicant _____

Address of Application _____

Last date for submission _____

1. _____ Completed application(s) for Planning and Zoning (two separate applications if it is required to appear at both boards **(8 copies for each Board)**)
2. _____ Copy of deed or proof of ownership
3. _____ **Eight (8) Paper copies of the Survey Map with the following as per Section 5.4.2:**
 1. Property dimensions
 2. Locations of all proposed or existing wells and septic systems
 3. All proposed and current structures
 4. Bodies of water and wetlands
 5. Roads and right of ways on the property and within 250' of the property line.
- _____ **Five (5) Additional Survey Maps if referred for variance**
4. _____ Fees (Application Fee and Fee for Adjoining Neighbor Notification*)
*List of Adjoining Property Owners will be provided by Secretary
5. _____ A completed Environmental Assessment Form (SEQR):
SEQR fillable form online:
https://extapps.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
6. _____ APA Jurisdictional Inquiry (JIF) completed:
JIF fillable form online: <https://it.apa.ny.gov/files/forms/jiform.pdf>
7. _____ Area Variance – Submitted to APA for ALLUP Review
8. _____ Notarized affidavit appointing representative in applicant's absence
9. _____ Statement from Fire Department that access has been inspected, name of Fire Department Official who signed the Statement, and date Statement was signed if required, i.e. new access road.
[Fire departments are required to inspect access roads to ensure they meet the necessary standards and are in good condition for effective firefighting operations.](#)

WHEN ALL OF THE ABOVE ARE COMPLETE, IT WILL BE REFERRED TO THE APPROPRIATE BOARD(S)

Office Notes: