

City of Watervliet

Building Department

2 - 15th Street, City Hall
Watervliet, New York 12189



Zoning Permit Application

Enclosed you will find an application to determine if your proposal meets the City's zoning regulations. Perhaps the most important information you can provide is the proposed use. Please include the following in that document.

Owner Info:

Name of the business, all owners, their addresses, phone numbers then date and sign the proposal.

Type of Business:

Detailed written description covering all aspects of the proposed business. Pay particular attention to the topic of truck traffic. For instance, size of the trucks, frequency of deliveries, shipping, truck routes and hours for this type of traffic.

Business Operation:

Days and working hours of operation.

Employees:

Approximate total number of employees.

Proposed Improvements to Interior and Exterior of Property

Detailed written description covering proposed improvements/renovations both interior and exterior.

Trash Removal:

Who will be removing the trash that you generate? Where will it be stored until removal? If you are having a dumpster located on the property, please indicate the location of that dumpster.

Parking:

Off street parking spaces available: Please provide a plot plan of the property, drawn to scale. This drawing should include the location of the structure and off street parking spots.

Floor Plan:

Please provide a drawing of the interior of the building.

Signage:

A separate Permit form will be required in order to place signage on the property. A permit for each sign will be required. Please inquire.

Reminder:

Sign and date the proposal. Attach it to the zoning permit application and include the \$50.00 filing fee.

SWPPP:

If you are disturbing an area 1 acre or larger you must submit a Stormwater Pollution Prevention Plan.