

Town of Pulteney

Local Law No. 1 for the Year 2025

A Local Law Amending Local Law No. 3 of the Year 2023 entitled “Land Use and Zoning Regulations”

Be it enacted by the Town Board of the Town of Pulteney, as follows:

SEE ATTACHED

This Local Law shall take effect upon filing with the New York Secretary of State.

ARTICLE I: TITLE AND PURPOSE

100: SHORT TITLE

This local law shall be known and cited as the "Town of Pulteney Land Use and Zoning Regulations" and is adopted pursuant to the New York Municipal Home Rule Law to carry out the provisions of Article 16 of the Town Law, the New York State Uniform Fire Prevention and Building Code, and the State Energy Conservation Construction Code. It shall apply to all land within the Town of Pulteney to the low water mark of Keuka Lake, or further lakeward as other laws may apply.

110: PURPOSE

These Regulations are made in accordance with the Town of Pulteney Comprehensive Plan and designed to lessen congestion in the streets, secure safety from fire, flood, panic, and other dangers; to promote the health and general welfare; to prevent overcrowding of land, facilitate provision of transportation, water, sewage, parks and other public facilities; to encourage the most appropriate use of land; and otherwise carry out the purposes set forth in Article 16 of the Town Law.

ARTICLE II: DEFINITIONS

200: INTERPRETATION

For the purpose of these Regulations, certain terms or words used herein shall be interpreted as follows:

The word "person" includes a firm, association, organization, partnership, trust, company or corporation as well as an individual, or any other legal or commercial entity of any kind or description.

Words used in the present tense include the future tense.

Singular words include their plural forms.

The word "shall" is mandatory.

The words "used" or "occupied" include the words "intended", "designed", or "arranged to be" used or occupied.

The words "lot" includes the words "plot" or "parcel".

210: DEFINITIONS

A. GENERAL ZONING DEFINITIONS

ACCESSORY USE OR STRUCTURE: A use or structure of a nature customarily incidental and subordinate to the principal use or structure, including by way of illustration and not limitation free-standing walls, fences, signs, TV-dish, stairways and portable docks.

ADULT DAY CARE: Max occupants <10, daytime hours only.

AGRICULTURE: The use of land for agricultural purposes including tilling of the soil, dairying, pasture, agriculture, aquaculture, arboriculture, horticulture, floriculture, viticulture, forestry, animal and poultry husbandry and the necessary accessory uses for packing or storing of products, provided that the operation of any such accessory uses shall be secondary to that of normal agricultural activities, and provided further that such uses shall not include the commercial feeding of garbage and offal to swine or other animals.

ALTERATION, STRUCTURAL: Any change in the supporting members of a building such as bearing walls, columns, beams, or girders.

ASSEMBLY AREA: an area in any building, or in any portion of a building, that is primarily used or intended to be used for gathering fifty or more persons for uses including, but not limited to, amusement, athletic, entertainment, social, or other recreational functions; patriotic, political, civic, educational, or religious functions; food or drink consumption; awaiting transportation; or similar purposes.

BATH HOUSE: An accessory building used by persons to change from street clothes to swimming or boating attire, with no space or services offered for financial compensation and not to be used as a dwelling unit.

BED AND BREAKFAST: A dwelling with not more than six (6) rooms for transient guests in which lodging and breakfast are offered for compensation.

BOAT HOUSE/ BOAT HOIST: An accessory building used exclusively to house a boat or boats and related equipment and not to be used as a dwelling unit.

BOAT SLIPS AND MOORING BUOYS: Any structure or buoy, which is used for the purpose of parking a boat at or in the water, to include boatlifts. Structures will be allowed based upon perpendicular lines to the shoreline.

BOAT STORAGE: A commercial enterprise for the storage of boats.

BUILDING: A structure having a roof supported by columns or walls used or intended to be used for the shelter or enclosure of person, animal or property.

BUILDING HEIGHT: The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the rooftop.

BUILDING PERMIT: includes a construction permit, demolition permit, building permit, or other permit that authorizes the performance of work. The term “Building Permit” shall also include a Building Permit which is renewed, amended, or extended pursuant to any provision of this local law.

BUSINESS, COMMERCIAL: Retail space up to 5,000 sq. ft. excluding applications that would fall under business convenience.

BUSINESS, CONVENIENCE: Small commercial establishments catering primarily to nearby residential areas and tourists providing convenience goods and services, including but not limited to, the sale of artwork, pottery, local goods, antiques, gifts, bait, pharmaceuticals, beauty salons, barber shops, laundry services in structures limited to 1000 sq. ft. Those activities not qualifying as home occupation shall require a special use permit.

CAMPGROUND: A parcel of land used or intended to be used, rented or leased for occupancy by campers or for occupancy by or of trailers, tents, or movable or temporary dwellings, rooms or sleeping quarters of any kind.

CERTIFICATE OF COMPLIANCE WITH THESE LAND USE AND ZONING REGULATIONS: A certificate issued by the Zoning Officer stating that a structure or the use thereof is in compliance with these Regulations.

CERTIFICATE OF OCCUPANCY: A certificate issued by the Zoning Officer certifying that the building or structure, or portion thereof, complies with the approved construction documents that have been submitted to, and approved by the Zoning Officer, and indicating that the building or structure, or portion thereof, is in a condition suitable for occupancy.

CODE ENFORCEMENT OFFICER: See Zoning Officer.

CODES: means the Uniform Code and Energy Code.

CLUB, MEMBERSHIP: An organization catering exclusively to members and their guests, including structures and premises for recreational or athletic purposes, which are not conducted primarily for gain, not including any vending stands, merchandising or commercial activities except as required generally for the membership and purposes of such club.

CLUSTER DEVELOPMENT: A residential development with each lot containing less than the minimum lot area required for the district within which such development occurs, but

maintaining the density limitations imposed by said minimum lot area through the provision of open space as part of the subdivision plan.

CONSTRUCTION: New Construction - to build or cause to be built any structure that is not defined as reconstruction; Reconstruction - to build or cause to be built a structure in the exact place and of the exact dimensions as a previously existing structure that has been destroyed by flood, fire or some other event beyond the owner's control.

DECK: An outdoor extension of living space. See Section 501.

DOCK: See Boat Slips and Moorings.

DOMESTIC ANIMAL BOARDING/DAY CARE: Up to 6 animals.

DRIVE-IN ESTABLISHMENT: An establishment which is designed to provide, either wholly or partly, service to customers while in their automobiles parked upon the premises.

DWELLING: Any building or portion thereof designed for use exclusively as a residence or sleeping place of one (1) or more persons.

SINGLE-FAMILY: A dwelling occupied by one family only, including Manufactured Home and Modular Home as herein defined.

MULTI-FAMILY: A residential building containing more than one dwelling unit.

MANUFACTURED: A single-family dwelling unit built on a chassis having a body width of ten feet (10') or more and a length of forty feet (40') or more, containing complete bathroom and kitchen facilities, used for long-term occupancy when connected to utilities. A factory built residential dwelling unit designed to be occupied as a single-family dwelling, complete and ready for minor and incidental unpacking and assembly operations and placement on a permanent foundation and connections to utilities. Manufactured housing must be built after July 15, 1976 and shall meet the National Manufactured Home Construction Safety Standards as set forth by the U.S. Department of Housing and Urban Development (HUD). This definition specifically does not include so called "modular homes" where the chassis upon which the unit or part of a unit transported is not a part of the structure of the unit itself. This definition specifically does include both the so-called "single wide" and "double wide" units which have been issued the said HUD seal. A travel trailer shall not be considered as a manufactured dwelling.

MODULAR HOME: An assembly of materials or products comprising all or part of a total structure constructed according to New York State Standards as set forth in Part 1211 of the **NYS Uniform Fire Prevention and Building Code** and which is self-sufficient except for utility services and other necessary preparations for its placement, and when constructed and installed, constitutes a dwelling unit.

DWELLING UNIT: Two or more rooms connected and constituting a separate, independent housekeeping establishment, containing independent cooking and sleeping facilities, for owner occupancy, rental, or lease on a weekly, monthly or longer basis, and physically separated from any other rooms or dwelling units which may be in the same structure.

EAF, FULL: A "Full Environmental Assessment Form" as specified in 6 NYCRR Part 617, Section 617.21, Appendix A. It is part of an Application or Appeal for development likely to have a significant effect on the environment.

EAF, SHORT: A "Short Environmental Assessment Form" as specified in 6 NYCRR Part 617, Section 617.21, and Appendix C. It is part of an Application or Appeal for development not likely to have a significant effect on the environment.

ENERGY CODE: the New York State Energy Conservation Construction Code adopted pursuant to Article 11 of the Energy Law.

ESSENTIAL SERVICES: Erection, construction, alteration, operation or maintenance by municipal agencies or public utility of telephone dial equipment centers, electrical or gas substations, water treatment or storage facilities, pumping stations and similar facilities.

EVENT CENTER: Premises which are frequently rented out for public or private activities that are not repeated on a weekly basis, and which are not open to the public on a daily basis at times other than when an event is scheduled.

EXCAVATION OPERATIONS: Applies only to over five hundred (500) cubic yards. See Section 511.

FAMILY: One or more persons occupying a single dwelling or dwelling unit as a family.

FCNYS: the 2020 Fire Code of New York State as currently incorporated by reference in 19 NYCRR Part 1225.

FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTION: an inspection performed to determine compliance with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 and the publications incorporated therein by reference.

FENCES: An accessory use/yard accessory, not to exceed 8' in height with best side out. Fences along highway must abide by safety regulations of appropriate authority (state, town or county).

GARAGE (PARKING): See "PARKING GARAGE".

GARAGE (PRIVATE): An enclosed space for the storage of one or more motor vehicles, provided that no business, occupation or service is conducted therein, nor space therein for more than one car is leased to a non-resident of the premises.

GARAGE SALES: Three (3) yard sales per year, three (3) days long otherwise a business, for all districts.

HAZARDOUS PRODUCTIONS MATERIALS: shall mean a solid, liquid, or gas associated with semiconductor manufacturing that has a degree-of-hazard rating in health, flammability, or instability of Class 3 or 4, as ranked by NFPA 704 (Standards Systems for Identification of the Hazards of Materials for Emergency Response), and which is used directly in research, laboratory, or production processes which have, as their end product, materials that are not hazardous.

HOME OCCUPATION: Selling a service out of your home (example: beautician). No such occupation shall involve sales of goods or merchandise, except as incidental to services provided.

INSPECTOR: an inspector appointed pursuant to Article 7 of this local law.

LAND USE PERMIT: A document issued by the Zoning Officer authorizing the use of lots, structures, uses of land and structures, and the characteristics of the uses in conformity with these Regulations.

LANDFILL, SANITARY: A designated area where solid waste may be placed for disposal under the direction and supervision of a designated person, which area is located and operated in compliance with the requirements of the State.

LIGHT MANUFACTURING: Any manufacturing or assembly activity requiring no highly specialized or heavy equipment, generating no manufacturing by-products and limiting all light, noise, vibration and odors to the immediate area of the activity.

LIVESTOCK SALES: A market for the sale of domestic animals such as cattle, horse, sheep, and hogs at wholesale.

LOADING SPACE, OFF-STREET: Space logically and conveniently located for bulk pickups and deliveries scaled to delivery vehicles expected to be used and accessible to such vehicles when required off-street parking spaces are filled.

LOT: For the purposes of these Regulations, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage and area and to provide such yards and other open spaces as are herein required. Such lot shall have frontage to be minimum lot width in Section 420 herein on an approved public highway or serviceable private road and may consist of:

- a) A single lot of record;

- b) A portion of a lot of record;
- c) A combination of complete lots of record, of complete lots of record and portions of lots of record, or of portions of lots of record;
- d) A parcel of land described by metes and bounds, provided that in no case of division or combination shall any residential lot or parcel be created which does not meet the requirements of these Regulations.

LOT OF RECORD: A lot, which is part of a subdivision recorded in the Office of the Steuben County Clerk or a lot or parcel described by metes, and bounds, the description of which has been so recorded.

LOT WIDTH (DISTRICT 1 ONLY): The minimum lot width for a dwelling unit will be measured at the mean high-water line on the lake side of the lot or at the minimum dwelling setback line on the lake side of the lot, whichever is more restrictive.

LOT WIDTH (DISTRICTS 2 & 3 and 4): The width of that portion of the lot nearest the highway or serviceable private road or the width of the lot of the minimum setback line as measured from the highway right-of-way, whichever is more restrictive.

LOW WATER MARK OF KEUKA LAKE: The level of Keuka Lake which cannot be further lowered by use of lake level control gates, also known as the gate sill, located in Penn Yan, New York operated by the Keuka Lake Outlet Gate Manager and established at 709.10 feet above sea level.

MANUFACTURED HOME: See under "DWELLING".

MARINA: Any commercial establishment for the sale, repair, service, storage, rental, launching, fueling and other treatment of boats and marine accessories.

MEAN HIGH WATER LINE: The Keuka Lake level determined by the Army Corps of Engineers as the desirable summer level to avoid subsequent drought condition and shall be 715.15 feet above sea level, all as recognized in the "Oswego River Basin Management Plan Analysis-Final Feasibility Report" dated January, 1984.

MEAN LOW WATER LINE: The Keuka Lake level determined as the desirable winter level to avoid subsequent flooding conditions and shall be 712.00 feet above sea level, all as recognized in the "Oswego River Basin Management Plan Analysis-Final Feasibility Report" dated January 1, 1984.

MOBILE FOOD PREPARATION VEHICLES: vehicles that contain cooking equipment that produces smoke or grease-laden vapors for the purposes of preparing and serving food to the

public. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles.

MODULAR HOME: See under "DWELLING".

MOTEL: A building or group of buildings, whether detached or in connected units, used as individual sleeping or living quarters with direct outside access and related management office, with or without restaurant/cocktail bar facilities, designed primarily for travelers and provided with accessory off-street parking facilities. The term "MOTEL" includes buildings designed as tourist courts, motor lodges, auto courts, and other similar appellations but shall not be construed to include parking areas for **HOUSE TRAILERS** or **MANUFACTURED HOMES** or to include **DWELLING UNITS**, except for that of the owner or manager.

MULTIPLE-FAMILY DWELLING: See under "DWELLING".

MUNICIPAL PARKS: Parks and playgrounds established and operated by the Town.

NON-CONFORMING LOT: A parcel of land existing at time of enactment of these regulations which does not meet the minimum area, set-back or frontage requirements on an approved public highway in the district which it is located.

NON-CONFORMING USE: A building, structure or use of land existing at the time of enactment of these Regulations which does not conform to the regulations of the district in which it is located.

NURSING HOME: Premises occupied by sick, infirm or convalescent persons who are attended by nurses caring for their physical or mental requirements.

OPERATING PERMIT: a permit issued pursuant to Article 5 of this local law. The term "Operating Permit" shall also include an Operating Permit which is renewed, amended, or extended pursuant to any provision of this local law.

ORDER TO REMEDY: an order by the Code Enforcement Officer pursuant to Section 795 of this local law.

PARKING GARAGE OR LOT (PUBLIC): A structure or lot in which automobiles may be parked in consideration of the payment of a fee and in which no repair or other service is offered.

PERMANENT RESIDENCE: A fixed, stable living space with normal utilities.

PERMIT HOLDER: the Person to whom a Building Permit has been issued.

PMCNYS: The 2020 Property Maintenance Code of New York State as currently incorporated by reference in 19 NYCRR Part 1226.

PRIVATE RECREATIONAL USE: The use of land by its owner primarily for recreational pursuits involving recreational interest in the natural environment such as nature study, hiking, hunting, bird watching, camping and/or management of flora and fauna primarily for recreational purposes.

PRODUCE MARKET: A market for the sale of farm products at retail.

PRODUCE STAND: A wholly or partly enclosed shed for the sale of products produced on the land on which said shed is located, which stand shall be located so as to permit customers to drive completely off the highway while dealing.

RCNYS: The 2020 Residential Code of New York State as currently incorporated by reference in 19 NYCRR Part 1220.

RECREATIONAL DEVELOPMENTS (MAJOR): Any of the following: travel trailer parks, campgrounds; hunting, riding and fishing clubs; trails; country clubs, golf courses; ski lodges; gun clubs; race tracks; sport arenas; trails for all-terrain vehicles; motor-cross trails, ski trails; and related activities and facilities. **More than one permanent structure built for the purpose of renting, including but not limited to: cabins, huts, permanent and semi-permanent tents and/or bathhouse/wash facilities shall be considered a MAJOR RECREATIONAL DEVELOPMENT**

RECREATIONAL DEVELOPMENTS (MINOR): Outdoor facilities and activities requiring less than fifty (50) acres that are designed for public use, including but not limited to golf driving ranges, miniature golf courses, tennis courts, volleyball courts and related facilities and activities.

RECREATIONAL EQUIPMENT: Shall include recreational vehicles/trailers, all-terrain vehicles and snowmobiles.

RECREATIONAL VEHICLES: Outside of recreational developments regulated by Section 515(A), no occupied recreational vehicle/trailer may be on any lot in Districts 1, 2 & 4. NOTE: If an existing or current recreational vehicle/trailer is removed for more than three hundred sixty-five (365) days, it may no longer be located in Districts 1, 2 & 4.

- a) No more than two (2) occupied recreational vehicles/trailers may be on any lot in Districts 3 with up to four (4) recreational vehicles/trailers NOT TO EXCEED 30 DAYS.
- b) No recreational vehicle/trailer shall be connected permanently to any water supply or sewer.
- c) All solid waste and sewage resulting from occupancy of a recreational vehicle/trailer shall be collected and disposed of in a sanitary fashion as required by Town and State Regulations.

- d) A homeowner's unoccupied recreational vehicle/trailer, intended for travel purposes only, is exempt from these conditions.
- e) **LOCATION:** Side of setbacks of ten (10) ft.; road of street setbacks of fifteen (15) ft.; lake setback of thirty (30) ft. from high water line.

REPAIR: The reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

RESTAURANTS: Any establishment, however designated, at which food is sold for consumption to patrons seated within an enclosed building or on the premises. However, a snack bar or refreshment stand at a public or community swimming pool, playground or park operated by the owner thereof or an approved vendor operating the recreational facilities for the convenience of the patrons of the facility shall not be deemed to be a restaurant. (See also "DRIVE-IN ESTABLISHMENTS")

SELF STORAGE: Multiple storage units rented to tenants with a primary use for residential and small business storage. The building should be a single story and not exceed 10,000 sq. ft. in size.

SERVICEABLE-PRIVATE ROAD: A road which owners bind themselves to maintain at their own expense and be so located as to provide safe, convenient access for servicing fire protection and off highway parking.

SERVICE STATION: Building and premises where gasoline, oil, grease, batteries, tires and automobile accessories may be supplied and dispensed at retail and general automobile repair services are offered.

SET-BACK (Also referred to as YARD): Open area on all sides of a lot required to be unoccupied and unobstructed by any building or portion of a structure.

SET BACK, FRONT: A space extending between side lot lines across the front or road side of a lot adjoining a public or private roadway measured from the roadway right-of-way to the principal structure.

SET BACK, SIDE: A yard extending from the rear line of the required front yard to the rear lot line, or in the absence of and clearly defined rear lot line, to the point on the lot farthest from the intersection of the lot line involved with the highway. In the case of through lots, side yards shall extend from the rear lines of front yards required. In the case of corner lots, yards remaining after front yards have been established shall be considered side yards. Width of a required side yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the side lot line.

SET BACK, REAR: A space extending between side lot lines across the rear or lakeside of a lot. In the case of through lots and corner lots, there will be no rear yards, but only front and side yards. Depth of required rear yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the rear lot line.

SEWAGE: Any liquid waste containing animal or vegetable matter in suspension or solution, or the water-carried wastes resulting from the discharge of water closets, laundry tubs, washing machines, sinks, dishwashers or any other source of water-carried waste of human origin or containing putrescible material.

SIGNS AND BILLBOARDS: Any letter, pictorial representation, symbol, advertising flag, emblem, illuminated or animated device displayed in any manner whatsoever, which directs attention of persons off the premises on which the sign is displayed to any object, subject, place, person, activity, product, service, institution, organization or business.

SPECIAL PERMIT USES: Those particular uses which are specifically permitted in a given district only when specific criteria enumerated herein are applied in such a manner so as to carry out the intent of these Regulations.

STOP WORK ORDER: an order issued pursuant to Section 775 of this local law.

STREET LINE: The right-of-way line of a street.

STRUCTURE: Anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground, including by way of illustration and not limitation: buildings, manufactured homes, carports and attached walls. **NOTE:** A concrete or cement pad that is placed on the ground is not a structure but is considered a structure if supported on piling or a foundation raising it above the ground level.

STRUCTURE, AGRICULTURAL: Customary non-residential farm structures including barns, silos, storage sheds, corn cribs, grain bins, milk houses, animal pens and similar structures when used in connection with agricultural activities.

SUGARHOUSE: a building used, in whole or in part, for the collection, storage, or processing of maple sap into maple syrup and/or maple sugar.

TAVERN: Any establishment licensed by the State of New York to sell, at retail, alcoholic beverages in single serving quantities for consumption on the premises.

TEMPORARY CERTIFICATE OF OCCUPANCY: a certificate issued pursuant to Section 710 of this local law.

TENT: a collapsible shelter of fabric (such as nylon or canvas) stretched and sustained by poles and used for camping outdoors or as a temporary building. **Not allowed to be a rental dwelling.**

“TINY” HOUSE: If constructed on a **Mobile Platform**, refer to “RECREATIONAL VEHICLES”

TOWN: The Town of Pulteney.

TOWN BOARD: The governing body of the Town of Pulteney.

TOWN COMPREHENSIVE PLAN: The Plan described by these Land Use Regulations.

TOWN HOUSE: A building consisting of two or more single-family dwelling units, in which adjacent dwelling units are separated by a common fireproof wall.

TRAVEL TRAILER: See "RECREATIONAL EQUIPMENT".

UNIFORM CODE: the New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of Title 19 of the NYCRR, adopted pursuant to Article 18 of the Executive Law.

USE DISTRICT: A geographic subdivision of the Town of Pulteney as delineated on the Official Land Use District Map, for which the requirements of these Regulations governing the uses, densities, setbacks, and other specifications, are uniform therein.

VARIANCE: (AREA) A departure from the strict letter of these Regulations as applied to a particular piece of property, pertaining to dimensional requirements only. **(USE)** - Not a permitted, accessory or special permit use.

VETERINARIAN ANIMAL HOSPITAL: A structure where animals are medically treated, including escape-proof pens which may be located outside of the structure, provided that no nuisance is created thereby.

WINERY/BREWERY/DISTILLERY: A winery, brewery, or distillery licensed to make wine, beer, or spirits.

YURT: a circular domed dwelling that is portable and self-supporting; originally used by nomadic Mongol and Turkic people of central Asia but now used as inexpensive alternative or temporary housing. **Not allowed to be a rental dwelling.**

ZONING OFFICER: The official designated pursuant to Section 700 of this local law to administer and enforce these Regulations.

B. SIGN LAW DEFINITIONS

SIGN: For purposes of this law, a “sign” shall be defined as any structure, or part thereof, or any device designed to display words, symbols, trademarks, models, banners, pennant, insignia, decorations, or representation in any language, painted on, or attached to any building, fence or other structure including, without limitation, on or in a window or permanently or temporarily on a vehicle or trailer, which is intended to, or has the effect of, advertising a business, professional or other service or providing directions to a business, professional or other service. A “sign” shall include, without limitation, the types of signs defined herein and the following:

- a) Animated signs;
- b) Billboards;
- c) Canopy signs;
- d) Changeable copy sign;
- e) Freestanding sign;
- f) Illuminated sign;
- g) Marquee sign;
- h) Mobile sign;
- i) Temporary sign;
- j) Roof sign; and
- k) Window sign.

ABANDONED SIGN: A sign that no longer correctly identifies, exhorts, or advertises any person, business, lessor, lessee, owner, product, or activity conducted or available on or off the premises on which such sign is located. **Abandoned signs are prohibited.**

ADVERTISING: Any display of letters, numerals, characters, words, symbols, emblems, illustrations, objects or registered trademarks which serve to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

ADVERTISING VEHICLE: A vehicle or trailer visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the purpose of providing advertisement of products or directing people to a business, professional service or activity located on the same or nearby property or any other premises.

BANNER SIGN: Any sign intended to be hung, with or without framing, and possessing characters, letters, symbols, emblems, trademarks, illustrations, or ornamentations applied to fabric or similar flexible material. Flags, streamers, decorative banners, canopy signs, and temporary signs, treated elsewhere in this chapter, shall not be considered banner signs.

BENCH SIGN: A sign located on any part of the surface of a bench or seat placed on or visible from a public right-of-way.

BILLBOARD: Any outdoor sign containing advertising which is not related to any use or activity on the premises on which the sign is located, but not including directional signs as defined in this title.

BUSINESS: Any commercial enterprise wherein goods and/or services are offered

CANOPY: A temporary or permanent shelter supported entirely from the exterior wall of a building without other means of support to the ground. For the purposes of this chapter, “canopy” shall include “awning.” A Canopy sign shall mean any sign erected upon or against a canopy or awning.

CHANGEABLE INSERT SIGNAGE: Any monument or double-pole sign with changeable copy for available items, including, without limitation, restaurant menu items.

COMMEMORATIVE PLAQUE: A memorial plaque, sign, plate or tablet which is permanently affixed to or near the structure, object or event it is intended to commemorate and which displays no advertising.

COMMERCIAL USE: The use of any structure or property for a purpose directly related to the sale of goods, the furnishing of services of any kind, or used in conjunction with the adjacent commercial property.

COMMUNITY ANNOUNCEMENT SIGN: Any sign erected or authorized by the Town on or over public right-of-way.

COMMUNITY EVENT SIGN: An informational or directional sign pertaining exclusively to a specific upcoming event sponsored by a governmental entity or nonprofit organization and held within a public facility.

CONSTRUCTION SIGN: Any sign which is temporarily erected on premises undergoing construction and which identifies the architect, engineers, contractors, suppliers or other individuals or firms involved with the construction, or announces the character of the building or enterprise.

DIRECTIONAL SIGN: A sign which contains specific directional information and contains no advertising but otherwise directs members of the public to a location where a business is located, whether such business is temporary or permanent.

DIRECTORY SIGN: A sign which displays exclusively the names, logos and locations of occupants or uses of a building or complex; which includes, but may not be limited to, signs for office buildings, church directories and signs for malls, arcades, and similar commercial

buildings. No advertising other than the name, logo and locations of occupants or uses is included.

EXTERNALLY ILLUMINATED SIGN: A sign that is highlighted by a light source separated from the sign surface and illuminating the sign surface by means of spotlights or similar fixtures.

FLAG: The officially recognized symbol of a government jurisdiction displayed on cloth or similar flexible fabric. See “Streamer” for other flags.

FLASHING SIGN: A sign or a portion thereof which changes light intensity or switches on and off in a repetitive pattern, or uses electrical energy to provide motion or the optical illusion of motion and/or flashing or changing colors. This includes text or array LED signage. Flashing signs are prohibited.

FREESTANDING SIGN: A sign which is supported by uprights or braces connected permanently to the ground and which is not connected to a building.

ILLUMINATED SIGN: Any sign illuminated in any manner by an artificial light source.

INCIDENTAL SIGN: A small, non-illuminated information sign two square feet or less in area which pertains to goods, products, services or facilities which are available on the premises where the sign occurs, and intended primarily for the convenience of the public while on such premises.

INTERNALLY ILLUMINATED SIGN: An indirect, concealed light source which is recessed or contained within any element of a sign.

MARQUEE: Any permanent or temporary structure attached to and supported by the building and projecting over public or private property.

MONUMENT SIGN: Any ground-related, freestanding sign which is attached to the ground or to its base on grade by a solid sign structure and which structure extends from the ground or base to the sign face at the same or greater width as the sign face.

MOVING SIGN: Any signage that exhibits movement (including inflatable structures) or changes advertising images faster than every thirty seconds. **Moving signs are prohibited.**

MULTIPLE-BUSINESS COMPLEX OR MALL: Any single structure or group of structures housing two or more separate businesses or agencies, or a single structure containing more than one business with separating walls sharing a common lot, access and/or parking facility.

MULTIPLE-TENANT BUILDING: Any single structure housing more than one business or agency which does not incorporate a separate outside access for each enterprise, but not including residential apartment buildings.

MURAL SIGN: A wall sign which consists exclusively of paint applied to the wall of a building without application of any other material or framing and whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

NEON LIGHTING: Lettering, numerals, symbols, logos, emblems or illustrations which are directly visible and are constructed of and illuminated solely by glass tubes filled by neon gas or equivalent light-emitting gaseous elements.

NONCONFORMING SIGN: Any sign in existence within the Town of Pulteney on the date of adoption of the ordinance codified in this chapter, or located in an area annexed to the Town thereafter which does not conform to the provisions of this chapter.

OFF-PREMISES SIGN: Any sign relating, through its message and content, to an activity, use, product, or service which is not available on the premises on which the sign is erected.

OUTDOOR ADVERTISING DISPLAY: A sign of any kind or character whatsoever placed for outdoor advertising purposes on the ground or on any tree, wall, bush, rock, post, fence, building, structure or thing whatsoever. The term “placed” includes erecting, construction, posting, painting, printing, tacking, nailing, gluing, sticking, carving or otherwise fastening, affixing and making visible in any manner whatsoever.

POLE SIGN: Any freestanding sign composed of a sign cabinet, backboard, frame or base and the visible sign pole or pylon by which it connects to the ground.

POLITICAL SIGN: Any sign which serves to influence, is intended to influence, or appears to be of the type which is commonly erected to influence an election or ballot proposition.

PORTABLE SIGN: Any exterior movable sign, including, without limitation what is commonly known as a sandwich board sign, which is capable of being moved easily and is not permanently affixed to the ground or a structure or building.

PRIMARY STREET FRONTAGE: Shall mean the length of the principal building along the street frontage where the main entry is located; provided, that if the principal building is located on a corner primary street frontage shall be determined using the building side which abuts the more heavily traveled street.

PRINCIPAL BUILDING: A fully enclosed and roofed structure, or portion thereof in separate ownership, which houses the primary uses of at least one business, residence or other establishment. Accessory buildings or outbuildings are not included in this definition.

PROJECT SIGN: An on-premises sign that advertises a large commercial, residential or mixed-use project prior to its construction and occupancy.

READER BOARD: That portion of a sign on which copy may be easily changed by manual/mechanical means or by lighting effects without reworking, repainting, or otherwise altering the physical composition of the sign. Reader boards that use simple block letters that must be physically manipulated to change the message are prohibited within the National Historic Landmark District, and portable reader boards are prohibited in all zoning districts.

REAL ESTATE TOUR SIGN AND REAL ESTATE OPEN HOUSE SIGN: A portable, non-permanent, sign erected by a real estate company or real estate seller on the day of the tour or open house intended to direct realtors and prospective purchasers to real estate locations.

REAL ESTATE SIGN: A portable or freestanding sign erected by an owner, or his/her agent, advertising the real estate upon which the sign is located for rent, lease or sale.

ROOF-MOUNTED SIGN: A sign erected upon or above a roof of a building or structure. Roof-mounted signs, including any signs painted directly on the roof surface.

SANDWICH BOARD SIGN: A portable sign that may or may not be located on the business premises whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

SIGN: Any object, structure or portion thereof, other than a flag or government symbol, which contains advertising and which is visible from any right-of-way open to the public and whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

SIGN FACE: Any surface of a sign upon which there is lettering or other advertising.

SIGN STRUCTURE: Any structure which supports or is capable of supporting any sign as defined in this chapter. A sign structure may be a pole or poles, or may be an integral part of a building. Structures which perform a separate use, such as a telephone booth, bus shelter, recycling or used goods container, etc., shall not be considered a sign structure.

SNIPESIGN: A sign made of any material when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences, or other objects, and the advertising matter appearing thereon is not applicable to the use of the property where the sign is located and whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

STREAMER: An attention-attracting device consisting of two or more flags, pennants, balloons, ribbons, reflectors, fringes or similar objects strung together on a common line, pole, or sign structure, or attached to one or more products offered for sale.

SYMBOL SIGN: A projecting sign consisting exclusively of a symbol, picture or object which represents the specific products or services available on the premises, and which sign does not include any lettering, numerals or registered trademarks.

TEMPORARY SIGN: Any sign or advertising display whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions, constructed of cloth, canvas, light fabric, paper, cardboard, or other light materials, without frames, which is displayed for a limited time only. Residential yard signs and signs painted on window surfaces which are readily removed by washing shall also be considered temporary signs.

TRAILER SIGN: A sign used for advertising purposes mounted on a vehicle normally licensed by the state as a trailer.

VEHICLE CANOPY SIGN: A sign placed on a structure built high enough to allow vehicles to drive underneath it.

WINDOW SIGN: A sign placed upon the interior or exterior surface of a window, or placed inside the window within three feet of the window, which faces the outside and which is intended to be seen primarily from the exterior and whose purpose is to call to the attention of the public products, services, businesses, buildings, premises, events, candidates or ballot propositions.

A “sign” shall not include a flag or pennant or insignia of any governmental agency, political subdivision or municipality, state, nation, educational entity, not-for-profit organization or corporation, civic or religious organization.

ARTICLE III: ESTABLISHMENT OF DISTRICTS: **PROVISIONS FOR OFFICIAL LAND USE AND ZONING REGULATION**

300: ESTABLISHMENT OF DISTRICTS

For the purpose of promoting the public health, safety and welfare, and otherwise carry out the objectives of these Regulations, the Town of Pulteney is hereby divided into the following land use districts:

DISTRICT 1: That portion of the Town of Pulteney east of the centerline of State Route 54A.

DISTRICT 2: That portion of the Town of Pulteney between the centerline of State Rte. 54 A and a line drawn in a generally north-south direction five hundred (500') west of the centerline of State Rte. 54A.

DISTRICT 3: That portion of the Town of Pulteney not included in District 1, 2 or 4.

DISTRICT 4: That portion of the Town of Pulteney commonly known as the Hamlets of Pulteney and South Pulteney whose boundaries are defined as follows:

Hamlet of Pulteney: From the intersection of Wagener Gulley and County Rte. 78 south to intersection of County Rte. 74 (Boyd Hill) and County Rte. 78. From this intersection one-half mile west on Brown Rd., one-quarter mile east on County Rte. 74 (Boyd Hill) and continues south on County Rte. 74 to intersection of County Rte. 74 and Roff Hill. From this intersection one-quarter mile east on Roff Hill and continues south on County Rte. 74 to Mill St., thence west on Mill St. to Brown Rd., thence south on County Rte. 74 to Stone Rd. Also south on Cross St. from the intersection of Cross St. and Roff Hill to the intersection of Cross St. and the second creek running west to east, south of Roff Hill. This district will cover a distance of three hundred feet (300') on either side of the centerline of the above defined roads, except that all the land beyond three hundred feet (300') bounded by Brown Road, Mill Street and County Route 74 be included.

Hamlet of South Pulteney: Starting at a point eight hundred and twenty-eight feet (828') south of the intersection of County Route 76 and Gallagher Road continuing north along County Route 76 to five hundred feet (500') beyond the intersection with Judson Road and from said intersection, five hundred feet (500') north on Judson Road. These distances being one thousand six hundred and sixteen feet (1,616') north from the intersection of County Route 76 and Gallagher Road. This district will cover a distance of three hundred feet (300') on either side of the centerline of the above defined roads.

310: LAND USE AND ZONING REGULATION MAPS

Said districts are shown and bounded on the Official Land Use and Zoning Regulation Maps, which maps together with all explanatory matter thereon, is hereby adopted and attached hereto. Said maps shall become official on the effective date of these Regulations and shall be duly certified by the Town Clerk.

320: INTERPRETATION OF LAND USE AND ZONING REGULATION MAPS

Where uncertainty exists with respect to the boundaries of any land use district as shown on the Official Land Use and Zoning Regulation Maps, the following rules shall apply:

- a) Where boundaries are indicated as approximately following the centerlines of streets or highways, such centerlines shall be construed to be such boundaries.
- b) Where boundaries are so indicated that they approximately follow platted lot lines, such lot lines shall be construed to be said boundaries.
- c) Where the boundaries follow a stream, lake or other body of water, said boundary line shall be that follow such shorelines, and in the event of change in the shoreline shall be construed as moving with the actual shoreline. Boundaries indicated as approximately following the centerlines of streams, lakes or other bodies of water, shall be construed to follow such centerlines.
- d) Where physical or cultural features existing on the ground are at variance with those shown on the Official Land Use and Zoning Regulation Maps, or in other circumstances not covered herein, the Board of Appeals shall interpret the boundaries.

ARTICLE IV: DISTRICT REGULATIONS

400: APPLICATION OF REGULATIONS

The requirements set by these Regulations within each land use district shall be minimum regulations and shall apply uniformly to each class or kind of structure or land.

- a) No structure shall hereafter be erected and no existing structure shall be moved, structurally altered, added to or enlarged, nor shall any land be used for any purposes other than those included among the uses listed as permitted uses in each district. No activities that exacerbate an existing non-conforming use will be permitted. No open space contiguous to any building shall be encroached upon or reduced in any matter, except in conformity with the regulations for the district in which such building or space is located. In the event of any such unlawful encroachment or reduction, such building shall be deemed to be in violation of these Regulations.
- b) No building or other structure shall hereinafter be erected or altered to have narrower or smaller rear yards, front yards, side yards, or other open spaces than required herein or in any other manner contrary to the provisions of these Regulations.
- c) The foregoing restrictions shall not apply to reconstruction of an identical building or other structure destroyed by act of God or other force majeure.
- d) Any lawful use existing prior to the enactment of these Regulations which does not conform to the requirements herein may continue as a non-conforming use as provided herein. Any use of land, which is a non-conforming use and discontinued for a period of more than two hundred and seventy-five (275) days shall not thereafter be permitted as a non-conforming use but may be allowed upon application for a variance.

- e) Owners of non-conforming parcels with dwellings in place prior to enactment of this law shall be exempt from the minimum area requirements of these regulations for the district in which the parcel is located, provided that: (1) Such parcels do not adjoin any other parcel (s) held by the same owner where aggregate area is equal to or greater than the minimum lot area required for that district. (2) There is compliance with all other requirements of these regulations for that district.
- f) Any erosion occurring due to man-made alterations to the landscape shall be confined to the work site so as to prevent siltation of Keuka Lake.

410: DISTRICT REGULATIONS

A. DISTRICT # 1:

- 1. INTENT - The purposes for creating the district are to encourage the preservation of natural resources, scenic and recreational values, and wildlife resources; to provide for recreational use of natural resources; and to otherwise carry out the objectives of these Regulations. In this District, no structure shall be erected or altered, and no structure or land shall be used, except for one or more of the following specified uses:
 - a) Permitted Principal Uses
Single-family dwellings, but not including manufactured homes.
 - b) Accessory Uses
Bath houses;
Boathouses/boat hoist, slips and docks;
Private vehicle garages customarily accessory to a permitted principal use;
Swimming pools, tennis courts;
Uses customarily accessory to a permitted principal use
 - c) Special Permit Uses
Adult daycare- Max Occupants <10 Daytime Hours Only.
Bed and breakfasts
Essential Services
Home occupations
Marinas
Membership clubs
Municipal Parks
Restaurants
 - d) Special Requirement

All structures other than boat houses/boat hoist and docks shall be set back twenty-five feet (25') from the mean high-water line of Keuka Lake and shall have a site elevation of not less than seven-hundred twenty-three feet (723') above sea level.

e) Keuka Lake Access

- i. Purpose: Recreational and related use of the shore of Keuka Lake in District #1 shall be limited in order to prevent access use harmful to scenic values, near-shore water quality, fish habitat, and established community character. Such limitation shall be in addition to the density provisions of **Section 420**.
- ii. No easement, right of way, right of access or right of use of property adjacent to Keuka Lake shall be granted to more than one person nor be allowed to serve more than a single dwelling except for the purpose of drawing water. Each lakeside lot shall be limited to one easement, right-of-way, right of access or right of use. Such easement or right shall be personal to the grantee and shall not run with either the grantee or grantor's land.
- iii. Such easement shall be granted in writing and acknowledged by the grantor. As required for a deed to be recorded, such instrument shall be recorded in the Office of the Steuben County Clerk, and a copy certified by the Steuben County Clerk shall be delivered to the Zoning Officer by certified or registered mail.
- iv. Any boathouse/boat hoist erected on a dock beyond the mean high waterline (shoreline) must remain open sided.

B. DISTRICT # 2

1. INTENT: To permit establishment of low-density residential areas with adequate individual water and sewer facilities; to avoid congestion and otherwise carry out the objectives of these Regulations. In this District, no structure shall be erected or altered, and no structure or land shall be used, except for one or more of the following specified uses:

a) Permitted Principal Uses

Customary agricultural uses and structures;
Day nurseries;
Produce stands;
Single family dwelling, but not including manufactured homes.

b) Accessory Uses

Private vehicle garages - garages servicing dwellings in District # 1 do not require 40,000 sq. ft. but must meet setbacks;
Swimming pools;

Tennis courts;
Uses customarily accessory to a permitted principal use

c) Special Permit Uses

Adult daycare- Max Occupants <10 Daytime Hours Only;
Bed and Breakfasts;
Boat storage;
Business, convenience;
Churches, parish houses and similar places of worship;
Essential Services;
Home occupation;
Membership clubs;
Multi-family dwelling;
Restaurants;
Self-storage;
Town houses;
Wineries, Breweries, Distilleries

C. DISTRICT # 3

1. INTENT: To preserve agricultural land, encourage continued agricultural uses, preserve open space and natural resources, reduce land use conflicts and otherwise carry out the objectives of these Regulations and the Town Comprehensive Plan. In this District, no structure shall be erected or altered, and no structure or land shall be used, except for one or more of the following specified uses:

a) Permitted Principal Uses

Customary agricultural uses and structures;
Day nurseries;
Historical museums, markers and monuments;
Municipal parks, playgrounds and libraries;
Poultry and livestock housing;
Produce stands;
Single-family dwelling

b) Accessory Uses

Customary residential storage structures;
Private vehicle garages;
Similar uses customarily accessory to a permitted principal use;
Swimming pools;
Tennis Courts

c) Special Permit Uses

Adult daycare-Max Occupants <10 Daytime Hours Only;
Airports;
Bed and Breakfasts;
Boat storage;
Business, convenience;
Business, commercial;
Cemeteries;
Churches, parish houses and similar places of worship;
Domestic animal boarding/day care- up to 6 animals;
Essential services;
Event Center- NOT to exceed 250 people;
Excavation operations;
Home occupations;
Light Manufacturing;
Membership clubs;
Motels;
Multi-family dwellings;
Produce Markets;
Recreational Development, major/minor;
Restaurants/Taverns;
Sawmills, except when part of a farming operation;
Self-storage;
Service stations;
Veterinarian hospitals;
Wineries, Breweries, Distilleries

D. DISTRICT #4

1. INTENT: To provide a district for the Hamlets of Pulteney and South Pulteney in recognition of their unique characteristics within the Town. In this District no structure shall be erected or altered and no structure or land shall be used, except for one or more of the following specified uses.

a) Permitted Uses

Customary agricultural uses and structures;
Day nurseries;
Historical museums, markers, and monuments;
Municipal parks, playgrounds and libraries;
Produce stands;
Single-family dwellings, but not including manufactured homes.

b) Accessory Uses

Swimming pools;
Private vehicle garages;
Tennis courts;
Uses customarily accessory to a permitted principal use

c) Special Permit Uses

Adult daycare- Max Occupants <10 Daytime Hours Only;
Bed and Breakfasts;
Boat storage;
Business, convenience;
Business, commercial;
Churches, parish houses and similar places of worship;
Customary agriculture uses and structures;
Day Nursery;
Essential services;
Event Center- NOT to exceed 250 people;
Home occupations;
Membership clubs;
Multi-family dwellings;
Museums;
Restaurants/Taverns;
Self-storage;
Service station;
Town houses;
Wineries, Breweries, Distilleries

420: DIMENSIONAL REQUIREMENTS

A. The dimensional requirements in Pulteney District No. 1 shall be as follows:

1. Minimum lot size: 15,000 sq. ft. (.344 acres)
2. Minimum lot width: 75 feet
3. Minimum setbacks: front 25 feet; side 10 feet; rear 25 feet
4. Maximum structure height: 35 feet; boathouse and garage 25 feet
5. Structure coverage: 40%

B. The dimensional requirements in Pulteney District No. 2 shall be as follows:

1. Minimum lot size: 40,000 sq. ft. (.918 acres)
2. Minimum lot width: 80 feet
3. Minimum setbacks: front 25 feet; side 10 feet; rear 25 feet

4. Maximum structure height: 35 feet

5. Structure coverage: 35%

C. The dimensional requirements in Pulteney District No. 3 shall be as follows:

1. Minimum lot size: 80,000 sq. ft. (1.84 acres)

2. Minimum lot width: 200 feet

3. Minimum setbacks: front 50 feet; side 50 feet; rear 50 feet

4. Maximum structure height: 35 feet

5. Structure coverage: 20%

D. The dimensional requirements in Pulteney District No. 4 shall be as follows:

1. Minimum lot size: 20,000 sq. ft. (.46 acres)

2. Minimum lot width: 75 feet

3. Minimum setbacks: front 25 feet; side 10 feet; rear 25 feet

4. Maximum structure height: 35 feet

5. Structure coverage: 35 %

ARTICLE V: SUPPLEMENTAL REGULATION

The provisions of the District Regulations shall be supplemented by the following:

500: PROHIBITED USES

A. Any use of any structure or premises in such manner that the health, safety or welfare of the community may be endangered.

B. In any district, the following standards for activities shall apply:

1. No offensive or objectionable vibration, odor, noise or glare shall be noticeable or beyond the property line excepting normal agricultural pursuits.

2. No activity shall create a physical hazard by reasons of fire, explosion, radiation or other such cause to persons or property in the same or adjacent district.

3. There shall be no storage of any material either indoors or outdoors in such a manner to facilitate the breeding of vermin or endangering health in any way.

4. The emission of smoke, fly ash or dust which can cause damage to the health or persons, animals, plant life or to other forms of property, shall be prohibited.

501: ARCHITECTURAL PROJECTIONS

Open structures such as porches, decks, patios, balconies, carports and similar architectural features shall be considered parts of the building to which they are attached or provide access to and shall not extend into required minimum front, side or rear set back areas.

502: PARKING AND STORAGE OF UNLICENSED AUTOMOBILES

Where permitted by these Regulations, automobile junkyards shall be governed by General Municipal Law Section 136.

503: ACCESSORY STRUCTURE

No accessory structure shall be located in any required yard, and no separate accessory building shall be located within five feet (5') of any other building, provided, however, that hedges, fences and other customary yard accessories may be permitted in any yard.

504: ERECTION OF MORE THAN ONE PRINCIPAL STRUCTURE ON A LOT

In any district, more than one structure housing a permitted principal use may be erected on a single lot, provided that minimum yard setbacks and other requirements of these Regulations shall be met for each structure as though it were on an individual lot. A temporary structure can be permitted while remodeling or new construction for 6 months maximum.

505: HIGHWAY ACCESS

- A. Every building hereafter erected or moved shall be located on a lot with frontage on a public street or highway or serviceable private road which builders or owners bind themselves to maintain at their own expense and be so located as to provide safe, convenient access for servicing fire protection and off-highway parking. Curb cuts and driveways will be carefully located and kept to a minimum in all cases. Parallel access roads or internal development roads will be required where appropriate to achieve this purpose.
- B. Vehicular access to and from streets and highways shall consist of well-defined entrances and shall comply with applicable regulations of the New York State Department of Transportation, the Steuben County Department of Public Works or the Town of Pulteney, whichever applies and the following provisions, whichever is more restrictive.
- C. Access driveways shall not open upon any public right-of-way within fifty feet (50') of the nearest right-of-way line of any intersecting public street or highway or where the sight distance in either direction along the public thoroughfare would be less than five hundred feet (500'). When the posted speed limit is thirty-five (35) miles per hour or less, the sight distance requirement shall be reduced to two hundred fifty feet (250').

- D. Driveways opening on State highways shall be subject to New York State Department of Transportation regulations.
- E. Driveways opening on County highways shall be subject to the regulations of the Steuben County Department of Public Works.
- F. All driveways opening on Town highways shall be classified "Residential" or "Commercial" and shall conform to the following specifications (except where these may be in conflict with other State and County regulations, in which case, the more restrictive shall govern):

1. RESIDENTIAL

- a. Driveway pipe shall be a minimum of eighteen inches (18") in diameter and twenty feet (20') in length. Larger sizes may be required depending on the flow.
- b. Driveway pipe shall be placed so as to maintain the drainage gradient of the road ditch.
- c. Driveway angle of entry to the highway shall not be less than sixty (60) degrees.
- d. Driveways shall have a minimum width of twelve feet (12').
- e. Driveways shall be a minimum of five feet (5') from property lines.
- f. Driveway grades between the highway and the building line shall not exceed twelve percent (12%).
- g. Driveways shall not have less than a five-foot (5') transition radius at the curb line or the equivalent in a flared entrance.
- h. Normally, there shall be one drive per residence; one additional may be granted if sufficient frontage exists.

2. COMMERCIAL: The following provisions shall not apply to access driveways serving single or multi-family dwellings, but shall apply in the case of all other uses:

- a. Separate entrance and exit driveways shall have a minimum width of twelve feet (12') and maximum width of twenty-four feet (24') measured at right angles to the driveway centerline; shall be separated by at least a ten foot (10') traffic island; and shall not intersect the public right-of-way at an acute angle of less than sixty (60) degrees. Driveway pipe shall be a minimum of eighteen inches (18") in diameter and extend two feet (2') beyond each edge of each driveway.
- b. Combined exit-entrance driveways and common driveways serving more than one establishment shall have a minimum width of twenty-four feet (24') and a maximum

width of thirty feet (30') measured at right angles to the driveway centerline and shall intersect the public right-of-way at an angle of not less than sixty (60) degrees.

- c. In cases where the size of an existing lot of record at the effective date of these Regulations is such that the strict application of these Regulations would prohibit highway access to the property, a plan for access which shall provide the greatest traffic safety possible under the circumstances shall be submitted for approval by the Planning Board prior to the issuance of a building permit.

506: PRIVATE SWIMMING POOLS

No private swimming pools, excluding farm ponds, shall be allowed in any district except in compliance with the following requirements:

- A. Any private swimming pool shall be intended for use by the occupants of the property on which said pool is located.
- B. No private swimming pool shall be less than ten feet (10') from any lot line.
- C. Any in-ground pool, or the entire property on which it is located, shall be walled or fenced to prevent uncontrolled access by children and animals. Said wall or fence shall not be less than six feet (6') in height, or such greater height required by New York Law, and maintained with a self-closing and self-latching gate of height equal to the fence.
- D. Any above ground pool shall have a gate or other device to prevent uncontrolled access by children and animals. Such device shall be self-closing and self-latching.

507: ESSENTIAL SERVICES

- A. Such facilities shall not be located on a residential street unless no other site is available and shall be located so as to draw a minimum of vehicular traffic to and through such streets.
- B. The location, design and operation (including noise) of such facility shall be of such a character as not to affect adversely the surrounding residential areas.
- C. Fences, barriers, and landscaping shall be provided as may be required by the Planning Board.

508: HOME OCCUPATIONS

Where home occupations are permitted by these Regulations, the following conditions shall be mandatory.

- A. No such occupation shall involve sales of goods or merchandise except as incidental to services provided.
- B. No equipment or process shall be used which creates visual or audible interferences in any radio or television receivers off the premises, or causes fluctuation of line voltage off the premises.
- C. No traffic shall be generated by such home occupation insubstantially greater volume than normal in the neighborhood, and any need for parking generated by such occupation shall be provided off-street other than in the required front yard.
- D. No such accessory use shall be considered a home occupation if there are no outward indications that said use is occurring i.e. signs, parking lots, additional lighting, increased noise and/or traffic levels, etc.

509: ANIMALS AND POULTRY

In District # 1, #2 and #4, no housing of poultry or livestock, no placement of feeding equipment or structures therefore and no outdoor storage of odor or dust producing materials shall be permitted within two hundred feet (200') of a lot line or three hundred feet (300') of an existing dwelling on an adjoining lot.

510: SERVICE STATIONS, AUTOMOTIVE

In any district where permitted, a service station shall be subject to the following requirements:

- A. Structures and areas for use by motor vehicles, except access driveways, shall not encroach upon any required yard area.
- B. No fuel pump shall be located closer than twenty feet (20') from any side lot line nor closer than twenty feet (20') from any street right-of-way.
- C. Accessory goods for sale may be displayed on the pump island and the building island only.
- D. No motor vehicle parts or partially dismantled motor vehicles shall be stored outside for a period exceeding two (2) weeks except vehicles being repaired.
- E. Where a service station abuts a residential lot, densely planted evergreens, solid fencing or a combination of both shall be required to obscure the view of the service station from such residential lot. Failure to maintain such screen in good condition shall constitute a violation of these Regulations.

511: COMMERCIAL EXCAVATION OPERATIONS

Excavation operations, including the extraction of fill, sand and gravel, and processing or other operation for the preparation of sand and gravel, where permitted as a special permit use, are subject to the following provisions in addition to other requirements of these Regulations. (This Section shall not be construed to prevent the excavation or moving of earth on premises when such is solely for farming purposes).

- A. All excavations shall comply with the New York State Mined Land Reclamation Law.
- B. The Town Board may require the posting of a bond or equivalent security sufficient to cover the costs of rehabilitation of the area.

512: WATER SUPPLY AND SEWAGE DISPOSAL

- A. Water supply facilities shall be provided in accordance with the standards set forth in the publication "**Rural Water Supply**" as published by the New York State Department of Health, or revisions thereof.
- B. Any new structure containing bathroom facilities shall be equipped with a system or facility for the separate disposal of water-borne sewage or trade wastes in accordance with standards for such facilities as set forth in New York State Department of Health Rules and Regulations Part 75 and Appendix 75-A, or any subsequent revisions thereto, or any duly adopted Town regulations, whichever are more strict.
- C. Where said standards are not applicable due to inadequate percolation rates, topography problems, rock formation or other circumstances, a sewage treatment system shall be designed according to standards set forth by the New York State Department of Health. Said systems shall be approved by the New York State Department of Health and by a registered professional engineer or other qualified professional person authorized and licensed by the State of New York to design such systems.

513: SIGNS AND BILLBOARDS

Statement of Purpose:

- A. The Town Board of the Town of Pulteney finds that signage regulations are necessary and crucial as a means of protecting the health, safety, welfare and property of the citizens of the Town of Pulteney and visitors to the Town of Pulteney and to:
 - 1. Provide a neat, clean, orderly and aesthetically pleasing appearance to the community;
 - 2. To improve the effectiveness of signs;
 - 3. To provide for safe construction, location, erections and maintenance of signs;
 - 4. To prevent the proliferation of signs and sign clutter; and

5. To minimize adverse visual safety factors to travelers on public highways and roads and on private areas open to the public.
- B. The Town Board finds that it is necessary to regulate signs in the Town as a means of assuring that the Town of Pulteney is a safe and attractive place in which to reside and conduct business. In drafting this legislation, the Board has taken into consideration the following community interest:
1. Safety through care in placement, sizing and illumination of signs so as to avoid visual clutter, distraction or obstruction of vision of motorists, pedestrians and bicyclists;
 2. The need to maintain public right of ways in a manner that is consistent with safe and unobstructed travel;
 3. Compatibility of signs with the architectural, cultural and historical values, culture and qualities of the Town of Pulteney;
 4. The need of business and governmental entities to effectively communicate messages and advertise services to the public in a safe and consistent manner; and
 5. General public health, safety, and welfare.
- C. Signs and billboards may be erected and maintained only in compliance with the following provisions and are allowed in all districts.
- D. The surface area of any sign is the entire area within a single continuous perimeter enclosing the extreme limits of lettering, representation, emblems, or other figures, together with any material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed. Structural members bearing no sign copy shall not be included. Only one side of a freestanding or projecting double-faced sign shall be included in calculating surface area, providing that the two display surfaces are joined at an angle no greater than 60 degrees. All sides of multi-faced signs visible from any one street shall be included in the calculation of surface area.

Sign Regulations:

- A. Sign Lettering: All lettering must be a minimum of 3 inches in height, excluding temporary sign.
- B. Right of Way: Signs may be installed in the Town road rights of way according to the standards of line of sight and reasonable judgments of the Code Enforcement Officer (CEO). Signs to be installed in County and State rights of way must comply with these regulations and may be subject to permitting regulations/permits from the County or State Highway Departments. Signs placed in the highway rights of way must be installed using breakaway fixtures.

- C. Sign Material: All signs will be made of professional grade material, excluding temporary signs.
- D. Sign Permit: All applicants excluding temporary signs must apply for and obtain a permit. All applicants for a sign permit will complete an application and present to the CEO for approval. The CEO has the ultimate decision as to if a sign application is approved. All permitted signs will have the permit number 1 inch or less in height affixed to the back of permitted sign.
- E. **Off Premises Signs:**
1. Number of Signs: No business may exceed 12 signs in the Town of Pulteney; and may not exceed 4 signs in District #1 and #2 combined, up to 10 signs in District #3, and up to 4 signs in District #4.
 2. Sign Size: All signs including permitted and temporary will be a maximum of 6 sq. ft. with exception of 1 sign of 9 sq. ft. in proximity to business.
- F. **On Premises Signs**
- On premises signs including real estate developments or subdivisions shall not exceed 20 square feet in surface area and shall advertise only the names of the owners, trade names, products sold, business or activity conducted on the premises on which the sign is located. No more than 2 signs and 2 banner or flag signs shall be allowed for each business or commercial activity on the premises. On premises signs not reasonably visible from Town, County, or State highways are not subject to these regulations.
- G. **Temporary Signs**
- Temporary signs are political signs, yard sale signs, and signs advertising upcoming events. Temporary signs may be posted for a period of no more than 30 days. Temporary signs erected for any purpose, excluding not for profit or political signs, shall not be erected more than 7 days prior to the event, sale, etc. and shall be removed within 7 days after the termination of such event, sale transaction, etc.
- H. Enforcement of sign laws will be the responsibility of the Pulteney Code Enforcement Officer. All signs in violation shall receive a notice of violation of this law by the CEO and have 30 days to correct the violation. Any person who continue to willfully violate or cause to be violated or assist in the violation of any provision of this law, shall be subject to conviction of a violation as defined in the Penal Law of the State of New York and shall be subject to a fine of not less than \$100 nor more than \$250. Each week that such violation continues shall constitute a separate offense.
- I. All owners of signs in effect prior to the adoption of this law will have 6 months to bring all signs up to code. If after 6 months existing signs are not up to code the sign will be considered in violation and will receive a notice of violation.

Application for Permit

All applications for permit shall be made in writing to the CEO upon forms provided by the Pulteney CEO or Pulteney Town Clerk. Application shall include any fee such as may be prescribed by the Town Board of the Town of Pulteney and shall contain the following information:

1. The name, address, and telephone number of applicant.
2. The location of the building, structure or land to which the sign is to be erected.
3. A detailed drawing or blueprint showing a description of the construction, mounting and electrical details of the sign and showing the letter and/or pictorial matter composing the sign; the position of lighting or other extraneous devices; a location plan showing the position and colored rendering of the sign on any building or land, and its position in relation to nearby building or structures and its interrelationship with the surrounding area.
4. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected, in the event that the applicant is not the owner.
5. A copy of any required or necessary electrical permit issued for said sign or a copy of the application therefore.
6. A copy of any required State or County approval or permits if applicable.
7. Application must be submitted to the CEO.

514: RESIDENTIAL CLUSTER DEVELOPMENT

- A. **POLICY:** In accordance with Section 281, Article 16 of the Town Law, the Planning Board is authorized to permit modifications of these Regulations in the case of Residential Cluster Development in any Residential District. The purpose of such modifications shall be to allow and encourage flexibility of design and manner of development in order to promote the most appropriate use of land, to facilitate economical provision of streets and utilities and to preserve open space.
- B. **CONDITIONS:** This procedure shall be governed by the following requirements:
1. Cluster development shall be applicable only within residential districts. For each such development, the owner shall file a written application.
 2. **Density:** Although the Planning Board may, hereunder, approve reductions from the required lot area, lot width, and yard dimensions, the total number of dwellings permitted in such a development shall in no way exceed the number which could be permitted if the land were subdivided into lots conforming to the minimum lot size.

3. Open Space: In the event that this procedure results in land being available for open space or recreation uses, such lands shall either be deeded to the Town or held in corporate ownership by the owners of the lots within the development, and in such case, the deeds of all property within the development shall carry a clause giving the lot owners an interest in such open space uses only. Such lot owners shall enter into agreements providing for the continuing maintenance of such open space and recreation areas.
4. Site Plan Review: A proposed site plan shall be submitted to the Planning Board. It shall show areas within which structures may be located, the height and spacing of buildings, open spaces, landscaping, parking areas, streets and other physical features as shown or otherwise described in the written application. The Site Plan shall be subject to review and public hearing by the Planning Board.

515: RECREATIONAL DEVELOPMENTS (MAJOR)

- A. Any recreational development shall contain at least fifty (50) acres and shall have sufficient highway frontage to permit proper access design without creating traffic hazards as required by **Section 505**.
- B. An applicant seeking approval from the Planning Board for a recreational development shall submit a plan which shall include a written description of the proposed development and shall include appropriate drawings to the scale of 1" = 400' signed by a licensed engineer or other licensed professional authorized by New York State to design such plan and development. Such plan shall contain the following:
 1. Topographic data, contours, slopes and finished grades at the same intervals; and
 2. Layout of all uses and structures, to scale, including proposed lighting, sewage and water systems, drainage, streets, roads, parking areas, service facilities (such as laundry and shower buildings) and all other appurtenant uses and structures.
- C. Spaces for individual occupancy shall be dimensioned and arranged so that no portion of any living unit thereon shall be within thirty feet (30') of any portion of any other unit or building.
- D. No structure or device containing sleeping quarters shall be located within seventy-five feet (75') of the centerline of any public street.
- E. Utilities shall be provided in accordance with applicable State regulations.
- F. Occupancy shall be limited to short-term housing devices such as travel trailers, tents and motor homes.
- G. All activities of such development shall be contained on the site. Intensive activity areas and structures shall be located no closer than three hundred feet (300') from any property line.

- H. Internal streets shall be privately owned and maintained. They shall be designed for safe and convenient access to all spaces and facilities. Surfacing and maintenance shall provide sound all weather driving surfaces, free from mud, excessive dust and standing water. Roads and drainage facilities shall meet applicable standards of Town of Pulteney. All traffic into and out of the development shall be through marked exits and entrances.
- I. In addition to the requirements herein, any travel trailer park developed pursuant to this Section shall be established and operated under permit as required by the New York State Sanitary Code and shall be in full compliance with all applicable provisions of said Code.

516: RECREATIONAL DEVELOPMENTS (MINOR)

Are covered by Special Use Permit Only.

- A. **RECREATIONAL VEHICLES**: Outside of Recreational Developments regulated by Section 515. See "RECREATIONAL VEHICLES" in the Definitions.

517: MANUFACTURED HOMES

GENERAL REQUIREMENTS: All manufactured homes in the Town of Pulteney shall conform to the following:

1. **Construction Standards**: Manufactured homes shall comply with standards prescribed in Part 1221 of the New York State Uniform Fire Prevention and Building Code and HUD Standards (See Definitions)
2. **Manufactured Home Placement**
 - a. **Stand**: All singlewide and doublewide manufactured homes shall be installed on a concrete stand. This stand shall consist of 6" of concrete with reinforcement wire. This shall be over 6" of gravel base. This stand shall have the same exterior dimensions of the home being placed on it. This stand shall be 6" above the surrounding grade to insure drainage away from the stand.
 - b. **Clearance**:
 - i) **Manufactured Home Park** - in a home park, any home shall be located at least twenty-five feet (25') from any other home, from any permanent building and from any lot line.
 - ii) **Other Installations** - the density provisions of **Section 420** are in effect.
 - c. **Skirting**: Within sixty (60) days of placement on a stand, a manufactured home shall be skirted around the bottom portion with uniform durable material which shall be ventilated.

518: PROVISION FOR PERMANENT PARKING OR STORAGE SPACE

- A. Permanent off-street automobile storage, parking or standing space shall be provided as set forth in the off-street parking schedule included in this Local Law at the time of the erection of any building or structure, at the time any building or structure is enlarged or increased in capacity by adding boat slips, mooring buoys, dwelling units, guest rooms, seats or floor area or before conversion from one zoning use or occupancy to another. Such space shall be deemed to be required open space associated with the permitted use and shall not thereafter be reduced or encroached upon in any manner.
- B. If the vehicle storage space or standing space required by this Local Law cannot be reasonably provided on the same lot on which the principal use is conducted, the Board of Appeals may permit such open space to be provided on other off-street property, provided such space lies within four hundred feet (400') of the main entrance to such principal use. Such vehicle parking space shall be deemed to be required open space associated with the permitted use and shall not thereafter be reduced or encroached upon in any manner.

519: PARKING AND STORAGE SPACE

Convenient and adequate parking spaces at least ten feet (10') wide and twenty feet (20') long shall be provided and satisfactorily maintained by the owner of the premises or in convenient connection therewith.

520: OFF-STREET PARKING SCHEDULE

<u>USES</u>	<u>REQUIRED PARKING SPACE</u>
Churches or Synagogues	1 for each 3.5 seats
Community Buildings and Social Halls	1 for each 200 sq. ft. of gross floor area or 1 for each 3.5 seats, whichever is greater
Motels, Hotels, Boarding and Rooming Houses	1 for each sleeping room or dwelling unit
Manufacturing Plants, Research or Testing Laboratories	1 for each employee in the maximum working shift
Restaurants, Bars and Night Clubs	1 for each 50 sq. ft. of patron space
Retail Stores, Store Groups, Shops, etc.	1 space for each 200 sq. ft. of floor space plus 1 for each employee

Wholesale Establishments or Warehouses	1 for each employee in the maximum shift
Offices - General	1 for each 200 sq. ft. of first floor area and each 300 sq. ft. of floor area on the second floor and above
Doctor or Dentist Office	5 for each doctor
Home Occupation	Minimum of 3 spaces
Dwelling	Minimum of 1.5 parking spaces for each dwelling unit on the premises
Roadside Stands	2 spaces
Boat Slips & Mooring Buoys*	1 for each slip or mooring

* Exception: parking spaces allocated for residential use may be counted toward this requirement.

ARTICLE VI: STATE ENVIRONMENTAL QUALITY REVIEW

600: STATE ENVIRONMENTAL QUALITY REVIEW

A. POLICY

1. In accordance with State Environmental Quality Review (SEQR) Regulations (6 NYCRR Part 617), it is hereby declared to be a policy of the Town that protection and enhancement of the environment be given appropriate weight with social and economic considerations and that those factors be considered together in reaching decisions on proposed developments under these Regulations.
2. Accordingly, applications for Special Permits, Appeals for Variances and proposals for amending these Regulations shall be reviewed as provided for in this Section to determine whether the proposed action would be likely to have a significant effect on the environment, and if so, how possible adverse effects could be mitigated or prevented.

B. STANDARDS

1. The following actions under these Regulations are deemed likely to have a significant effect on the environment:
 - a. Amending these Regulations to change the allowable uses within any land use district, affecting an area of twenty-five (25) acres or larger;

- b. Approving a Special Permit or Variance, or amending these Regulations at the request of an applicant, to allow construction of fifty (50) or more dwelling units or non-residential development that would include site preparation covering an area of ten (10) acres, or parking space for more than one thousand (1,000) motor vehicles or a facility with gross floor area exceeding one hundred thousand (100,000) square feet;
 - c. Approving a Special Permit, Variance, or amending these Regulations at the request of an applicant to allow expansion of an existing non-residential development that would entail site preparation exceeding five (5) acres, or parking space for more than five hundred (500) motor vehicles or a facility with gross floor area exceeding fifty thousand (50,000) square feet; and,
 - d. Approving a Special Permit, Variance or amending these Regulations at the request of an applicant to allow non-agricultural development within an agricultural district created in accordance with Article 25-AA of N.Y.S. Agriculture and Markets Law, comprising construction of more than twelve (12) dwelling units or site preparation covering an area of two and one-half (2.5) acres or larger, or parking space for more than two hundred fifty (250) motor vehicles or a facility having a gross floor area of over twenty-five thousand (25,000) square feet.
2. The following actions are deemed unlikely to have a significant effect on the environment:
- a. Approving a Use Variance, other than for a development noted above in paragraph (1) above;
 - b. Approving a Special Permit for a development other than for a development noted in paragraph (1) above;
 - c. Amending these Regulations for a purpose other than those noted in paragraph (a) above.
3. The following actions under these Regulations are not subject to environmental quality review and no environmental assessment is required:
- a. Issuing a Land Use Permit;
 - b. Issuing a Certificate of Compliance;
 - c. Approving a Variance from the required minimum setback distance or depth of required yards;
 - d. Deciding an Appeal for Administrative Review, or a request for clarification of a district boundary.

C. SPECIAL PERMITS AND VARIANCES

1. Environmental Assessment Forms:

- a. An Application for a Special Permit or Appeal for a Variance shall not be complete until the appropriate Environmental Assessment Form (EAF) has been submitted.
- b. When the intended development is likely to have a significant effect on the environment as listed above, in paragraph B-1 above, a Full EAF shall be submitted.
- c. When the intended development is not likely to have a significant effect on the environment as listed above, paragraph B-2, a Short EAF shall be submitted.

2. Determination of Significance:

- a. Promptly after receiving the Application or Appeal, the appropriate board, Board of Appeals or Planning Board shall determine whether the proposed development might have a significant effect on the environment. The appropriate board shall use the criteria set forth in Section 617.11 of 6 NYCRR Part 617, and complete Parts II and III of the EAF.
- b. When no significant effect is identified, a "Negative Declaration" shall be prepared, certified by the appropriate Chairperson or other designated officer, and filed with the Board's records. The Application or Appeal shall be deemed to have been submitted on the date of the Board's "Negative Declaration". Review of the matter shall thereupon proceed as provided in the appropriate section of these Regulations. No final determination or decision respecting the Application or Appeal shall be reached by the Board before the date of its "Negative Declaration".
- c. Review Procedure: An Application or Appeal subject to SEQR Review (sub-paragraph B-1 above, shall be deemed to have been submitted on the date of the Board of Appeals or the Planning Board, "Notice of Completion of Draft EIS". From that point forward, the matter shall be reviewed under these Regulations concurrently with its review under SEQR. No final determination or decision respecting the Application or Appeal shall be reached by the appropriate board before the date of its "Findings Statement" issued at the conclusion of SEQR review.

D. AMENDMENTS

1. Environmental Assessment Forms:

- a. Before submitting its recommendation to the Town Board regarding any proposed amendment of these Regulations, the Planning Board shall have prepared the appropriate Environmental Assessment Form (EAF) with all parts completed in draft form. The EAF shall be submitted with the Planning Board's recommendation, which shall include its judgment on the significance of the proposal's likely environmental effects.
- b. When the proposed amendment is likely to have a significant effect on the environment as listed above in paragraph B-1, a Full EAF shall be prepared and submitted.

- c. When the proposed Amendment is not likely to have a significant effect on the environment as listed above in paragraph B-2, a Short EAF shall be prepared and submitted.

2. Determination of Significance:

- a. Promptly after receiving the Planning Board's recommendation on a proposed amendment, the Town Board shall review the EAF. The Town Board shall determine whether the proposed amendment might have a significant effect on the environment, using the criteria set forth in Section 617.11 of 6 NYCRR Part 617. It may accept or modify the assessment and conclusions proposed by the Planning Board.
- b. When no significant effect is identified, the Town Board shall prepare a "Negative Declaration" which shall be certified and filed by the Town Clerk. The Town Board then shall proceed with its consideration of the proposal in accordance with Amendment Section.
- c. When a possibly significant effect on the environment is found by the Town Board, no decision on the amendment shall be taken until review has been completed in accordance with provisions of 6 NYCRR Part 617.

3. Review Procedure: Following the date of the Town Board's "Notice of Completion of Draft EIS", the matter shall be considered pursuant to the Amendment Section concurrently with its review under SEQR. The Town Board shall not reach a final decision regarding the amendment before the date of its "Findings Statement" issued at the conclusion of SEQR review.

ARTICLE VII: ADMINISTRATION AND ENFORCEMENT

700: ENFORCEMENT

- A. **Zoning Officer:** The duty of administering and enforcing these Regulations, all provisions of the Uniform Code and the Energy Code, is hereby conferred upon the Zoning Officer, who shall have such powers as are conferred upon him by these Regulations and as may reasonably be implied. He shall be appointed by the Town Board and shall receive such compensation, as said Board shall determine.

1. **Qualifications:** The Zoning Officer shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and the Zoning Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

2. **Successor:** In the event that the Zoning Officer is unable to serve as such for any reason, another individual shall be appointed by resolution of the Town Board to serve as Acting Zoning Officer. The Acting Zoning Officer shall, during the term of their appointment, exercise all powers and fulfill all duties conferred upon the Zoning Officer by this local law.
 3. **Inspectors:** One or more Inspectors may be appointed by resolution of the Town Board to act under the supervision and direction of the Zoning Officer and to assist the Zoning Officer in the exercise of the powers and fulfillment of the duties conferred upon the Zoning Officer by this local law. Each Inspector shall, within the time prescribed by law, obtain basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and each Inspector shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated hereunder.
 - a. **Compensation:** the compensation of Inspectors shall be fixed from time to time by the Town Board.
- B. **Issuance of Appearance Tickets by Zoning Officer:** In accordance with Section 150 of the Criminal Law and Section 10 of the Municipal Home Rule Law of the State of New York, the Pulteney Town Board authorizes the duly designated Zoning Officer to issue appearance tickets when a violation persists after a Stop Work Order has been issued or when said Order is refused by a violator. Upon issuance of an appearance ticket, the Zoning Officer shall notify the chief elected official and appropriate justice. The Zoning Officer shall simultaneously file Information with the justice to complete the appearance ticket procedure.
- C. **Duties and Powers of Zoning Officer:** For the purpose of these Regulations, the Zoning Officer shall have the following duties:
1. to receive, review, and approve or disprove applications for land use permits, building permits, operating permits, certificates of occupancy, temporary certificates of occupancy, and certificates of compliance, and the plans, specifications, and construction documents submitted with such applications, in accordance with the provisions of these Regulations;
 2. upon approval of such applications, to issue Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits, and to include in terms and conditions as the Zoning Officer may determine to be appropriate Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits;
 3. to conduct construction inspections; inspections to be made prior to the issuance of Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, and Operating Permits; fire safety and property maintenance inspections; inspections incidental to the investigation of complaints; and all other inspections required or permitted under any provision of this local law;

4. upon finding that any provision of these Regulations is being violated, to notify in writing the person responsible for such violation and the action necessary to correct said violations;
5. to order discontinuance of illegal uses of land, buildings or structures;
6. to order removal of illegal buildings or structures or of illegal additions or structural alterations;
7. to order discontinuance of any illegal work being done;
8. to take any other action authorized by these Regulations to assure compliance with or prevent violations of these Regulations;
9. to submit a written monthly report to the Town Board and a copy to the Planning Board describing and enumerating actions taken and permits issued under these Regulations;
10. To maintain records;
11. To collect fees as set by the Town Board;
12. To pursue administrative enforcement actions and proceedings; and
13. In consultation with the Town Attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code, and this local law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code, or this local law.

705: RECORD KEEPING

- A. The Zoning Officer shall keep permanent official records of all transactions and activities conducted by all Code Enforcement Personnel, including records of:
 1. All applications received, reviewed and approved or denied;
 2. All plans, specifications and construction documents approved;
 3. All Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Stop Work Orders, and Operating Permits issued;
 4. All inspections and tests performed;
 5. All statements and reports issued;
 6. All complaints received;
 7. All investigations conducted;
 8. All condition assessment reports received;
 9. All fees charged and collected; and

10. All other features and activities specified in or contemplated by this local law.

- B. All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto shall be retained for at least the minimum time period so required by State law and regulation.

710: PERMITS REQUIRED

- A. **Land Use/Building Permit:** No building or structure shall be erected, moved, added to or enlarged nor shall any use of buildings or land be established or changed, nor shall a solid fuel burning heating appliance, chimney, or flue be installed in any dwelling unit, without a land use/building permit therefore issued by the Zoning Officer in compliance with these Regulations and the Uniform Code and/or the Energy Code, unless the Zoning Officer receives a written order from the Board of Appeals deciding an appeal on a variance.

1. **Exemptions.** No Land Use/ Building Permit shall be required for work in any of the following categories:
 - a. Construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses), which are used for tool and storage sheds, playhouses, or similar uses, provided the gross floor area does not exceed 144 square feet;
 - b. Construction of temporary sets and scenery associated with motion picture, television, and theater uses;
 - c. Installation of partitions or movable cases less than 5'9" in height;
 - d. Painting, wallpapering, tiling, carpeting, or other similar finish work;
 - e. Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
 - f. Replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
 - g. Repairs, provided that the work does not have an impact on fire and life safety, such as (a) any part of the structural system; (b) the required means of egress; or (c) the fire protection system or the removal from service of any part of the fire protection system for any period of time.
2. **Exemption not deemed authorization to perform non-compliant work.** The exemption from the requirement to obtain a building permit for work in any category set forth in subdivision (1) of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

3. **Applications for Land Use/Building Permits.** Applications shall be made in writing on a form provided by or otherwise acceptable to the Zoning Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Zoning Officer deems sufficient to permit a determination by the Zoning Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:
- a. A description of the location, nature, extent, and scope of the proposed work;
 - b. The tax map number and the street address of any affected building or structure;
 - c. The occupancy classification of any affected building or structure;
 - d. Where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
 - e. At least 2 sets of construction documents (drawings and/or specifications) which (a) describe the location, nature, extent, and scope of the proposed work; (b) show that the proposed work will conform to the applicable provisions of the Codes; (c) show the location, construction, size, and character of all portions of the means of egress; (d) show a representation of the building thermal envelope; (e) show structural information including but not limited to braced wall designs, the size, section, and relative locations of structural members, design loads, and other pertinent structural information; (f) show the proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building; (g) include a written statement indicating compliance with the Energy Code; (h) include a site plan, drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances on the site, distances from lot lines, the established street grades and the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations; and (i) evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in any way, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number.
4. **Construction documents.** Construction documents will not be accepted as part of an application for a Land Use/Building Permit unless they satisfy the requirements set forth

in paragraph (v) of subdivision 3 of this section. Construction documents which are accepted as part of the application for a Land Use/ Building Permit shall be marked as accepted by the Zoning Officer in writing or by stamp, or in the case of electronic media, an electronic marking. One set of the accepted construction documents shall be retained by the Zoning Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Zoning Office Personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work, nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Land Use/ Building Permit is issued.

5. **Issuance of Land Use/ Building Permit.** An application for a Land Use/ Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. The Zoning Officer shall issue a Building Permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.
6. **Land Use/Building Permits to be displayed.** Permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.
7. **Work to be in accordance with construction documents.** All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Land Use/ Building Permit. The Land Use/ Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Zoning Officer of any change occurring during the course of the work. The Land Use/ Building Permit shall contain such a directive. If the Zoning Officer determines that such change warrants a new or amended Land Use/ Building Permit, such change shall not be made until and unless a new or amended Land Use/ Building Permit reflecting such change is issued.
8. **Time Limits of Permits:** If the work for which a land use/building permit is issued has not begun within ninety (90) days from the date of issuance, said permit shall expire. Land Use/Building Permits shall expire 24 months after the date of issuance. A Land Use/ Building Permit which has become invalid or which has expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Zoning Officer.
9. **Revocation or suspension of Building Permits.** If the Zoning Officer determines that a Land Use/ Building Permit was issued in error because of incorrect, inaccurate, or incomplete information, or that the work for which a Land Use/ Building Permit was issued violates the Uniform Code or the Energy Code, the Zoning Officer shall revoke the Land Use/ Building Permit or suspend the Land Use/Building Permit until such time as the Permit Holder demonstrates that (a) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (b) all work then

proposed to be performed shall be in compliance with all applicable provisions of the Uniform Code and the Energy Code.

10. **Fee.** The fee specified in or determined in accordance with the provisions set forth in section 714 of this local law must be paid at the time of submission of an application for a Land Use/ Building Permit, for an amended Land Use/ Building Permit, or for renewal of a Land Use/ Building Permit.

B. Operating Permits

1. **Operating Permits Required.** Operating Permits shall be required for conducting any process or activity or for operating any type of building, structure, or facility listed below:
 - a. manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in the applicable Maximum Allowable Quantity tables found in Chapter 50 of the FCNYS;
 - b. buildings, structures, facilities, processes, and/or activities that are within the scope and/or permit requirements of the chapter or section title of the FCNYS as follows:
 - i. Chapter 22, “Combustible Dust-Producing Operations.” Facilities where the operation produces combustible dust;
 - ii. Chapter 24, “Flammable Finishes.” Operations utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24 of the FCNYS;
 - iii. Chapter 25, “Fruit and Crop Ripening.” Operating a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas;
 - iv. Chapter 26, “Fumigation and Insecticidal Fogging.” Conducting fumigation or insecticidal fogging operations in buildings, structures, and spaces, except for fumigation or insecticidal fogging performed by the occupant of a detached one-family dwelling;
 - v. Chapter 31, “Tents, Temporary Special Event Structures, and Other Membrane Structures.” Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent where approval is required pursuant to Chapter 31 of the FCNYS;
 - vi. Chapter 32, “High-Piled Combustible Storage.” High-piled combustible storage facilities with more than 500 square feet (including aisles) of high-piled storage;
 - vii. Chapter 34, “Tire Rebuilding and Tire Storage.” Operating a facility that stores in excess of 2,500 cubic feet of scrap tires or tire byproducts or operating a tire rebuilding plant;

- viii. Chapter 35, “Welding and Other Hot Work.” Performing public exhibitions and demonstrations where hot work is conducted, use of hot work, welding, or cutting equipment, inside or on a structure, except an operating permit is not required where work is conducted under the authorization of a building permit or where performed by the occupant of a detached one-or two-family dwelling;
 - ix. Chapter 40, “Sugarhouse Alternative Activity Provisions.” Conducting an alternative activity at a sugarhouse;
 - x. Chapter 56, “Explosives and Fireworks.” Possessing, manufacturing, storing, handling, selling, or using, explosives, fireworks, or other pyrotechnic special effects materials except the outdoor use of sparkling devices as defined by Penal Law section 270;
 - xi. Section 307, “Open Burning, Recreational Fires and Portable Outdoor Fireplaces.” Conducting open burning, not including recreational fires and portable outdoor fireplaces;
 - xii. Section 308, “open Flames.” Removing paint with a torch, or using open flames, fire, and burning in connection with assembly areas or educational occupancies; and
 - xiii. Section 319, “Mobile Food Preparation Vehicles.” Operating a mobile food preparation vehicle in accordance with the permitting requirements established by the State of New York Department of Health.
- c. energy storage systems, where the system exceeds the values shown in Table 1206.1 of the FCNYS or exceeds the permitted aggregate ratings in section R327.5 of the RCNYS;
 - d. buildings containing one or more assembly areas;
 - e. outdoor events where the planned attendance exceeds 1,000 persons;
 - f. facilities that store, handle or use hazardous production materials;
 - g. parking garages as defined in subdivision (a) of section 13 of this local law;
 - h. buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the Town Board; and
 - i. other processes or activities or for operating any type of building, structure, or facility as determined by resolution adopted by the Town Board.

Any person who proposes to undertake any activity or to operate any type of building listed in this subdivision shall be required to obtain an Operating Permit **prior to** commencing such activity or operation.

2. **Applications for Operating Permits.** An application for an Operating Permit shall be in writing on a form provided by or otherwise acceptable to the Zoning Officer. Such application shall include such information as the Zoning Officer deems sufficient to permit a determination by the Zoning Officer that quantities, materials, and activities conform to the requirements of the Uniform Code. If the Zoning Officer determines that tests or reports are necessary to verify conformance, such tests or reports shall be performed or provided by such person or persons as may be designated by or otherwise acceptable to the Zoning Officer, at the expense of the applicant.
3. **Exemptions.** Operating permits shall not be required for processes or activities, or the buildings, structures or facilities listed in paragraphs (a) through (g) of subdivision (B)(1) of this section, provided that the use is expressly authorized by a certificate of occupancy or certificate of compliance, fire safety and property maintenance inspections are performed in accordance with section 712 of this local law.
4. **Inspections.** The Zoning Officer or an Inspector authorized by the Zoning Officer shall inspect the subject premises prior to the issuance of an Operating Permit. Such inspections shall be performed either in-person or remotely. Remote inspections in lieu of in-person inspections may be performed when, at the discretion of the Zoning Officer or an Inspector authorized by the Zoning Officer, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Zoning Officer or Inspector authorized by the Zoning Officer that the premises conform with the applicable requirements of the Uniform Code and the code enforcement program. Should a remote inspection not afford the Town sufficient information to make a determination, an in-person inspection shall be performed. After inspection, the premises shall be noted as satisfactory and the operating permit shall be issued, or the operating permit holder shall be notified as to the manner in which the premises fail to comply with either or both of the Uniform Code and the code enforcement program, including a citation to the specific provision or provisions that have not been met.
5. **Multiple Activities.** In any circumstance in which more than one activity listed in subdivision (A) of this section is to be conducted at a location, the Zoning Officer may require a separate Operating Permit for each such activity, or the Zoning Officer may, in their discretion, issue a single Operating Permit to apply to all such activities.
6. **Duration of Operating Permits.** Operating Permits shall be issued for a specified period of time consistent with local conditions, but in no event to exceed as follows:
 - a. 180 days for tents, special event structures, and other membrane structures;
 - b. 60 days for alternative activities at a sugarhouse;
 - c. 3 years for the activities, structures, and operations determined per subdivision B(1)(i) of this section.

- d. 1 year for all other activities, structures, and operations identified in subdivision (A) of this section.

The effective period of each Operating Permit shall be specified in the Operating permit. An Operating Permit may be reissued or renewed upon application to the Zoning Officer, payment of the applicable fee, and approval of such application by the Zoning Officer.

7. **Revocation or suspension of Operating Permit.** If the Zoning Officer determines that any activity or building for which an Operating Permit was issued does not comply with any applicable provision of the Uniform Code, such Operating Permit shall be revoked or suspended.
8. **Fee.** The fee specified in or determined in accordance with the provisions set forth in section 714 (Fees) of this local law must be paid at the time submission of an application for an Operating Permit, for an amended Operating Permit, or for reissue or renewal of an Operating Permit.

C. **Certificates of Compliance and Certificates of Occupancy:** A Certification of Compliance is required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or sub classification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy or Certificate of Compliance.

1. **Issuance:** The Zoning Officer shall issue a Certificate of Occupancy or Certificate of Compliance if the work which was the subject of the Building permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or sub classification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Zoning Officer or an Inspector authorized by the Zoning Officer shall inspect the building, structure, or work prior to the issuance of a Certificate of Occupancy or Certificate of Compliance. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Zoning Officer, at the expense of the applicant for the Certificate of Occupancy or Certificate of Compliance, shall be provided to the Zoning Officer prior to the issuance of the Certificate of Occupancy or Certificate of Compliance:
 - a. a written statement of structural observations and/or a final report of special inspections,
 - b. flood hazard certifications,
 - c. a written statement of the results of tests performed to show compliance with the Energy Code, and

- d. where applicable, the affixation of the appropriate seals, insignias, and manufacturer's data plates as required for factory manufactured buildings and/or manufactured homes.
2. **Contents of Certificates:** A Certificate of Occupancy or Certificate of Compliance shall contain the following information:
- a. the Building Permit number, if any;
 - b. the date of issuance of the Building Permit, if any;
 - c. the name (in any), address and tax map number of the property;
 - d. if the Certificate of Occupancy or Certificate of Compliance is not applicable to an entire structure, a description of that portion of the structure for which the Certificate of Occupancy or Certificate of Compliance is issued;
 - e. the use and occupancy classification of the structure;
 - f. the type of construction of the structure;
 - g. the occupant load of the assembly areas in the structure, if any;
 - h. any special conditions imposed in connection with the issuance of the Building Permit; and
 - i. the signature of the Zoning Officer issuing the Certificate of Occupancy or Certificate of Compliance and the date of issuance.
3. **Temporary Certificate of Occupancy:** The Zoning Officer shall be permitted to issue a Temporary Certificate of Occupancy allowing the temporary occupancy of a building or structure, or portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Zoning Officer issue a Temporary Certificate of Occupancy unless the Zoning Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy, may be occupied safely, (2) that any required fire and life safety components, such as fire protection equipment and fire, smoke, carbon monoxide, and heat detectors and alarms are installed and operational, and (3) that all required means of egress from the structure have been provided. The Zoning Officer may include in a temporary Certificate of Occupancy such terms and conditions as he or she deems necessary or appropriate to ensure the health and safety of the persons occupying and using the building or structure and/or performing further construction work in the building or structure. A Temporary Certificate of Occupancy shall be effective for a period of time, not to exceed 6 months, which shall be determined by the Zoning Officer and specified in the Temporary Certificate of Occupancy. During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

4. **Revocation or suspension of certificates:** If the Zoning Officer determines that a Certificate of Occupancy, Certificate of Compliance, or a Temporary Certificate of Occupancy was issued in error or on the basis of incorrect information, and if the relevant deficiencies are not corrected to the satisfaction of the Zoning Officer within such period of time as shall be specified by the Zoning Officer, the Zoning Officer shall revoke or suspend such certificate.
5. **Fee:** The fee specified in or determined in accordance with the provisions et forth in section 714 (Fees) of the local law must be paid at the time of submission of an application for a Certificate of Occupancy, Certificate of Compliance, or for Temporary Certificate of Occupancy.

711: CONSTRUCTION INSPECTIONS

- A. **Work to remain accessible and exposed.** Work shall remain accessible and exposed until inspected and accepted by the Zoning Officer or by an Inspector authorized by the Zoning Officer. The Permit Holder shall notify the Zoning Officer when any element of work in Subdivision (B) of this section is ready for inspection.
- B. **Elements of work to be inspected.** The following elements of the construction process shall be inspected, where applicable:
 1. Work site prior to the issuance of a Building Permit;
 2. Footing and foundation;
 3. Preparation for concrete slab;
 4. Framing;
 5. Structural, electrical, plumbing, mechanical, fire-protection, and other similar service systems of the building;
 6. Fire resistant penetrations;
 7. Solid fuel burning heating appliances, chimneys, flues, or gas vents;
 8. Inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;
 9. Installation, connection, and assembly of factor manufactured buildings and manufactured homes; and
 10. A final inspection after all work authorized by the Building Permit has been completed.

- C. **Remote inspections.** At the discretion of the Zoning Officer or Inspector authorized to perform construction inspections, a remote inspection may be performed in lieu of an in-person inspection when, in the opinion of the Zoning Officer or such authorized Inspector, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Zoning Officer or by such authorized Inspector that the elements of the construction process conform with the applicable requirements of the Uniform Code and Energy Code. Should a remote inspection not afford the Zoning Officer or such authorized Inspector sufficient information to make a determination, an in-person inspection shall be performed.
- D. **Inspection results.** After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to the manner in which the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, re-inspected, and found satisfactory as completed.
- E. **Fee.** The fee specified in or determined in accordance with the provisions set forth in section 714 (Fees) of this local law must be paid prior to or at the time of each inspection performed pursuant to this section.

712: FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS

- A. **Inspections required.** Fire safety and property maintenance inspections of buildings and structures shall be performed by the Zoning Officer or an Inspector designated by the Zoning Officer at the following intervals:
1. At least once every 12 months for buildings which contain an assembly area;
 2. At least once every 12 months for public and private schools and colleges, including any buildings of such schools or colleges containing classrooms, dormitories, fraternities, sororities, laboratories, physical education, dining, or recreational facilities; and
 3. At least once every 36 months for multiple dwellings and all nonresidential occupancies.
- B. **Remote inspections.** At the discretion of the Zoning Officer or Inspector authorized to perform fire safety and property maintenance inspections, a remote inspection may be performed in lieu of in-person inspections when, in the opinion of the Zoning Officer or such authorized Inspector, the remote inspection can be performed to the same level and quality as an in-person inspection and the remote inspection shows to the satisfaction of the Zoning Officer or such authorized Inspector that the premises conform with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 and the publications incorporated therein by reference. Should a remote inspection not afford the Zoning Officer or such

authorized Inspector sufficient information to make a determination, an in-person inspection shall be performed.

C. **Inspections permitted.** In addition to the inspections required by subdivision (A) of this section, a fire safety and property maintenance inspection of any building, structure, use, or occupancy, or of any dwelling unit, may also be performed by the Zoning Officer or an Inspector authorized to perform fire safety and property maintenance inspections at any time upon:

1. The request of the owner of the property to be inspected or an authorized agent of such owner;
2. Receipt by the Zoning Officer of a written statement alleging that conditions or activities failing to comply with the Uniform Code or Energy Code exist; or
3. Receipt by the Zoning Officer of any other information, reasonably believed by the Zoning Officer to be reliable, giving rise to reasonable cause to believe that conditions or activities failing to comply with the Uniform Code or Energy Code exist;

provided, however, that nothing in this subdivision shall be construed as permitting an inspection under any circumstances under which a court order or warrant permitting such inspection is required, unless such court order or warrant shall have been obtained.

D. **OFPC Inspections.** Nothing in this section or in any other provision of this local law shall supersede, limit, or impair the powers, duties and responsibilities of the New York State Office of Fire Prevention and Control (“OFPC”) and the New York State Fire Administrator or other authorized entity under Executive Law section 156-e and Education Law section 807-b.

1. Notwithstanding any other provision of this section to the contrary, the Zoning Officer may accept an inspection performed by the Office of Fire Prevention and Control or other authorized entity pursuant to sections 807-a and 807-b of the Education Law and/or section 156-e of the Executive Law, in lieu of a fire safety and property maintenance inspection performed by the Zoning Officer or by an Inspector, provided that:
 - a. The Zoning Officer is satisfied that the individual performing such inspection satisfies the requirements set forth in 19 NYCRR section 1203.2(e);
 - b. The Zoning Officer is satisfied that such inspection covers all elements required to be covered by a fire safety and property maintenance inspection;
 - c. Such inspections are performed no less frequently than once a year;
 - d. A true and complete copy of the report of each such inspection is provided to the Zoning Officer; and
 - e. Upon receipt of each such report, the Zoning Officer takes the appropriate action prescribed by section 795 of this local law.

- E. **Fee.** The fee specified in or determined in accordance with this provisions set forth in section 714 (Fees) of this local law must be paid prior to or at the time each inspection performed pursuant to this section. The subdivision shall not apply to inspections performed by OFPC.

713: CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

- A. The Zoning Officer shall determine the climatic and geographic design criteria for buildings and structures constructed within this Town as required by the Uniform Code. Such determinations shall be made in the manner specified in the Uniform Code using, where applicable, the maps, charts, and other information provided in the Uniform Code. The criteria to be so determined shall include but shall not necessarily be limited to, the following:
1. design criteria to include ground snow load; wind design loads; seismic category; potential damage from weathering, frost, and termite; winter design temperature; whether ice barrier underlayment is required; the air freezing index; and the mean annual temperature;
 2. heating and cooling equipment design criteria for structures within the scope of the RCNYS. The design criteria shall include the data identified in the Design Criteria Table found in Chapter 3 of the RCNYS; and
 3. flood hazard areas, flood hazard maps, and supporting data. The flood hazard map shall include, at a minimum, special flood hazard areas as identified by the Federal Emergency Management Agency in the Flood Insurance Study for the community, as amended or revised with:
 - a. the accompanying Flood Insurance Rate Map (FIRM);
 - b. Flood Boundary and Floodway Map (FBFM); and
 - c. Related supporting data along with any revisions thereto.
- B. The Zoning Officer shall prepare a written record of the climatic and geographic design criteria determined pursuant to subdivision (A) of this section, shall maintain such record within the office of the Zoning Officer, and shall make such record readily available to the public.

714: FEES

- A. The Town Board shall establish a schedule of fees to be applied and collected in the administration and endorsement of this local law. Said fees shall be established and may be amended, from time to time, by resolution of the Town Board.
- B. The Schedule of Fees shall be filed in the office of the Town Clerk and shall be made available to any applicant upon request.

- C. No action shall be taken on any application or appeal until the established applicable fee has been paid in full.
- D. If the nature of an application or appeal requires the Town to retain necessary professional services, the estimated fees for said professional services shall be deposited by the applicant, with the Town, prior to any action on said application or appeal.

717: RESPONSIBILITY

Application for an appropriate permit (Land Use Permit, Certificate of Compliance, Special Permit) required by these Regulations shall be a responsibility equally of the concerned property owner, developer, and contractor. As a practical matter of convenience and by mutual agreement, one may act for all interested parties. No construction shall be undertaken nor any other alteration of land or land use occur for which a permit is required by these Regulations, until such required permit has been duly issued. Any party acting contrary shall be in violation of these Regulations. When the Zoning Officer finds a violation of these Regulations, the owner of record of the premises shall be considered to be accountable therefore and shall be subject to appropriate enforcement action or proceedings.

718: PLANNING BOARD

A. Special Permits - Site Plan Review

1. The Planning Board may grant special permits for uses specifically allowed by special permit in the four (4) districts herein. Special permit approval shall be granted only upon written application therefore in accordance with the following requirements.
2. Before any permit shall be issued for a special use, a site plan for said use shall have been reviewed and approved by the Planning Board. In conducting such review, the Planning Board shall require that all provisions of these Regulations are complied with and that satisfactory provision has been made for:
 - a. Proper ingress and egress to the proposed use structures for automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;
 - b. Adequate off-street parking and loading where required considering the effects on the adjoining and neighborhood properties
 - c. Adequate refuse handling, service areas and driveways;
 - d. Location and compatibility of utility structures;
 - e. Adequate screening and buffers;
 - f. Signs, including size, location, lighting, glare, traffic, safety, compatibility and harmony with neighboring properties in the district;

- g. Adequate yards and open space;
 - h. General compatibility with adjoining property in accordance with general or specific objectives of the Town of Pulteney and these Regulations;
 - i. Harmony of proposed structures, activities and uses with the intended character of the area with due regard for potential problems of noise, vibration, odor, traffic congestion, air pollution, drainage, aesthetics and other environmental effects;
 - j. Potential damage or loss of natural, scenic, or historic features of importance;
 - k. Control of vehicular traffic resulting from the proposed use roads or streets serving the area.
 - l. Requirement of SEQR must be met. **See Article VI (600).**
3. The Planning Board's decision shall be rendered within sixty-two (62) days after the public hearing on the application from an applicant and shall be immediately filed with the Town Clerk.
 4. Special Use Permits: The Planning Board at a public hearing shall act upon applications for such special permits as the Planning Board is specifically authorized to approve by the terms of these Regulations; shall decide such questions as are involved in determining whether such permits should be granted; shall authorize issuance of such permits with such conditions and safeguards as are appropriate under the requirements herein; and shall deny such applications which would result in a use not in harmony with the purpose and intent of these Regulations. The Planning Board can also impose conditions to the issuance of a Special Permit.
 5. If the Steuben County Planning Board has the authority to approve a site plan and disapproves the site plan or recommends modification thereof, the Town Planning Board shall not act contrary to such disapproval or recommendation except by affirmative vote of a majority plus one of the members thereof and after the adoption of a resolution fully setting forth the reasons for such action.
 6. A special permit shall be deemed to authorize only the specified use and shall expire if the special use shall not begin within thirty (30) days of its issuance or shall cease for more than nine (9) months for any reason from date of issue.
 7. Court Review: Any person aggrieved by a decision of the Planning Board may apply to the Supreme Court for review by a proceeding under Article Seventy-Eight of the Civil Practice Law and Rules. Such proceedings shall be instituted within thirty (30) days after the filing of a decision by such Board in the Office of the Town Clerk. The Court may take evidence or appoint a referee to take such evidence as it may direct, and report the same, with findings of fact and conclusions of law, if it shall appear that testimony is necessary for the proper disposition of the matter. The Court at special term shall itself dispose of the matter on the merits, determining all questions, which may be presented for determination.

8. If an area variance is required, application may be made to the Zoning Board of Appeals without the necessity of a decision or determination of the Zoning Officer.

719: EXISTING VIOLATIONS: SPECIAL USE PERMITS

No special use permit shall be issued for property where there is an existing violation of these Regulations.

720: BOARD OF APPEALS

- A. **Creation, Appointment and Organization:** A Board of Appeals is hereby created. Said Board shall consist of five (5) members appointed by the Town Board which shall also designate a Chairperson. No person who is a member of the Town Board shall be eligible for membership on such Board of Appeals. Of the members of the Board first appointed, one shall be for the term of one (1) year, one shall be for the term of two (2) years, one shall be for the term of three (3) years, one shall be for the term of four (4) years, and one shall be for the term of five (5) years. Their successors shall be appointed for the term of five (5) years from and after the expiration of the terms of their predecessors in office. If a vacancy shall occur other than by expiration of a term, it shall be filled by the Town Board by appointment for the unexpired term. The Town Board, at its discretion, may change the Board of Appeals to three (3) members. The Town Board shall have the power to remove, after public hearing, any member of the Zoning Board of Appeals for cause and may provide by local law for removal, after public hearing, of any Zoning Board of Appeals member for non-compliance with minimum requirements relating to meeting attendance and training as established by the Town Board by local law.
- B. **Powers and Duties:** The Board of Appeals shall have all the powers and duties prescribed by the Town Law of the State of New York and by these Regulations, which are more particularly specified as follows:
 1. **Administrative Review:** To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Officer in the enforcement of these Regulations. The Board shall hear and decide appeals where it is alleged that the Zoning Officer has failed to follow prescribed procedures or has misinterpreted or misapplied any provision of these Regulations. Appeals must be made within sixty (60) days of denial and be subject to SEQR requirements.
 2. **Interpretation:** Upon appeal from a decision by an administrative official, to decide any question involving the interpretation of any provision of these Regulations, including determination of the exact location of any district boundary if there is uncertainty with respect thereto.

3. **Variance:** May authorize upon appeals in specific cases, such variance from the terms of these Regulations as will not be contrary to the public interest, as provided for in **Section 745** herein.
 4. The Board of Appeals has the power to interpret zoning regulations.
- C. **Staff:** The Board of Appeals may employ such staff assistance as may be necessary and prescribe their duties, provided that at no time shall expenses be incurred beyond the amount of the appropriations made by the Town Board for such use and then available for the purpose.
- D. **Procedure, By-Laws, Forms**
1. The Board of Appeals shall have the power to make and adopt such written rules of procedure, by-laws and forms as they may deem necessary for the proper execution of their duties and to secure the intent of these Regulations.
 2. Such rules, by-laws and forms shall not be in conflict with, nor have the effect of waiving, any provision of these Regulations or any other regulations of the Town of Pulteney.
- E. **Referrals Required:**
At least ten (10) days prior to the date of any hearing by the Board of Appeals, notice shall be given to the Steuben County Planning Board for any action affecting property within five hundred feet (500') of the boundary of any town or from the right-of-way of any County or State highway.
- F. **Meetings:** All meetings of the Board of Appeals shall be open to the public and shall be held at the call of the Chairperson and at such other times as the Board may determine. Such chairperson, or in his or her absence, the acting chairperson, may administer oaths and compel the attendance of witnesses. The concurring vote of a majority of all members of the Board shall be necessary to decide any matter on which the Board is required to rule.
- G. **Records:**
The Board of Appeals shall keep minutes of its proceedings showing the vote of each member on every question. If a member is absent or fails to vote, the minutes shall indicate such fact.
- H. **Board of Appeals Office:** The office of the Town Clerk shall be the Office of the Board of Appeals, and every rule, regulation, amendment, decision or determination of the Board shall be filed in said Office within five (5) days as required by Section 267 of the Town Law of the State of New York, a copy to be mailed to applicant.
- I. **Stay of Proceedings:** An appeal stays all proceedings in the furtherance of the action appealed from, unless the Zoning Officer certifies that by reason of facts a stay would, in his opinion, cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Appeals

or by a court of record on an application, on notice to the Zoning Officer and on due cause shown.

740: VARIANCE

- A. The Board of Appeals shall act in strict accordance with the procedure specified by law and by these Regulations. All appeals and applications made to the Board shall be in writing, on forms prescribed by the Board and available from the Zoning Officer.
- B. Every appeal or application shall refer to the specific provision of these Regulations involved and shall exactly set forth the interpretation that is claimed, the use for which the variance is sought or the details of the variance that is applied for, and the grounds for the appeal or application.

745: BOARD OF APPEALS HEARINGS

- A. The Board shall fix a reasonable time and date for the hearing of each appeal. Each appeal shall be decided within sixty-two (62) days of the final hearing.
- B. Public notice shall be by the publication of a notice in a newspaper of general circulation in the Town five (5) days in advance of public hearing and shall briefly describe the nature of the appeal and the time and place of the hearing. Written notice briefly describing the nature of the appeals and the time and place of the hearing shall also be sent to all property owners whose properties are contiguous to the property for which a variance is sought by regular mail. The owners of the property for which a variance is sought, or his agent, shall be notified by mail.
- C. A public hearing shall be held. Any party may appear in person or by agent or attorney.
- D. The Board of Appeals shall make a finding that it is empowered under the section of these Regulations described in the application to grant the variance and that the granting of the variance will not adversely affect the public interest.
- E. **Rehearing:** A motion for the Zoning Board of Appeals to hold a rehearing to review any order, decision or determination of the Board not previously reviewed may be made by any member of the Board. A unanimous vote of all members of the Board then present is required for such rehearing to occur. Such rehearing is subject to the same notice provisions as the original hearing. Upon such rehearing the Board may reverse, modify or annul its original order, decision or determination upon the unanimous vote of all members then present, provided the Board finds that the rights vested in persons acting in good faith in reliance upon the reviewed order, decision or determination will not be prejudiced thereby.
- F. **Relief from Decisions:** Any person or persons, jointly or severally, aggrieved by any decision of the Board of Appeals or any officer, department, board or bureau of the Town, may apply to the Supreme Court for review by a Proceeding under Article 78 of the Civil

Practice Law and Rules. Such proceedings shall be instituted within thirty (30) days after filing of a decision in the office of the Town Clerk.

- G. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the Regulations involved.
- H. In granting any variance, the Board may require such reasonable conditions and safeguards, as it may deem necessary to implement the purposes of these Regulations.
- I. No non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds of issuing of a variance.

750: PERMITTED ACTION BY BOARD OF APPEALS

A. **Orders, Requirements, Decisions, Interpretations, Determinations:** The Board of Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, interpretation or determination appealed from and shall make such order, requirement, decision, interpretation or determination as in its opinion ought to have been made in the matter by the administrative official charged with the enforcement of such ordinance or local law and to that end shall have all the powers of the administrative official from whose order, requirement, decision, interpretation or determination the appeal is taken.

B. **Use Variances:**

1. The Board of Appeals, on appeal from the decision or determination of the administrative official charged with the enforcement of such ordinance or local law, shall have the power to grant use variances, as defined herein.
2. No such use variance shall be granted by a board of appeals without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship, the applicant shall demonstrate to the Board of Appeals that for each and every permitted use under the Zoning Regulations for the particular district where the property is located:
 - a. the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
 - b. the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
 - c. that the requested use variance, if granted, will not alter the essential character of the neighborhood; and,
 - d. that the alleged hardship has not been self-created.

3. The Board of Appeals, in the granting of use variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proven by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

C. Area Variances:

1. The Zoning Board of Appeals shall have the power, upon an appeal from a decision or determination of the administrative official charged with the enforcement of such ordinance or local law, to grant area variances as defined herein.
2. In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the Board shall also consider:
 - a. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
 - b. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
 - c. Whether the requested area variance is substantial;
 - d. Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and,
 - e. Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of the area variance.
3. The Board of Appeals, in the granting of area variances, shall grant the minimum variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

D. Imposition of Conditions: The Board of Appeals shall, in the granting of both use variances and area variances, have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed use of the property. Such conditions shall be consistent with the spirit and intent of the Zoning Ordinance or Local Law, and shall be imposed for the purpose of minimizing any adverse impact such variance may have on the neighborhood or community.

755: EXPIRATION

Any variance authorized by the Board of Appeals that is not exercised within one (1) year from the date of issuance shall expire automatically without a further hearing by the Board.

765: NOTIFICATION REGARDING FIRE OR EXPLOSION

The chief of any fire department providing firefighting services for a property within this Town shall promptly notify the Zoning Officer of any fire or explosion involving any structural damage, fuel burning appliance, chimney, or gas vent.

766: UNSAFE BUILDINGS, STRUCTURES, AND EQUIPMENT AND CONDITIONS OF IMMINENT DANGER

Unsafe buildings, structures, and equipment and conditions of imminent danger in this Town shall be identified and addressed in accordance with the following procedures: a citation shall be issued pursuant to the Maintenance Law.

775: STOP WORK ORDER

- A. **Authority to Issue:** The Zoning Officer has the authority to issue and serve a Stop Work Order pursuant to this section. The Zoning Officer shall issue a Stop Work Order to halt:
1. any work that is determined by the Zoning Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
 2. any work that is being conducted in a dangerous or unsafe manner in the opinion of the Zoning Officer, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
 3. any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.
- B. **Content of Stop Work Orders.** Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Zoning Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.
- C. **Service of Stop Work Orders.** The Zoning Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by **certified mail**. The Zoning Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work

Order, personally or by **certified mail**; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

- D. **Effect of Stop Work Order.** Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder, and any other Person performing, taking part in, or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order, other than work expressly authorized by the Zoning Officer to correct the reason for issuing the Stop Work Order.
- E. **Remedy not exclusive.** The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision (A) of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 795 of this local law or under any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

785: ADMINISTRATIVE INTENT

It is the intent of this Regulation that all questions of enforcement shall first be presented to the Zoning Officer, that such questions shall be presented to the Board of Appeals only upon appeal from the decision of the Zoning Officer and that recourse from the decision of the Board of Appeals shall be to the Courts as provided by law.

790: COMPLAINTS OF VIOLATIONS

Whenever a violation of these Regulations, the Uniform Code, the Energy Code, or any other local law or regulation, occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint, stating fully the causes and basis thereof shall be filed with the Zoning Officer. Said Officer shall record properly all such complaints, immediately investigate, and act thereon, using the following steps as the Zoning Officer may deem to be appropriate:

1. performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of the inspection;
2. if a violation is found to exist, providing the owner of the affected property and any other person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 17 (Violations) of this local law;
3. if appropriate, issuing a Stop Work Order;

4. if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint

795: REMEDIES

- A. **Orders to Remedy.** The Zoning Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Zoning Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified conditions or activity; and shall include a statement substantially similar to the following:

“The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by ____ [specify date], which is thirty (30) days after the date of this Order to Remedy.”

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Zoning Officer may deem appropriate, during the period while such violations are being remedied. The Zoning Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Zoning Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or on their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

- B. **Appearance Tickets.** The Zoning Officer and each Inspector are authorized to issue appearance tickets for any violation of the Uniform Code, in accordance with Section 700(B) of this local law.
- C. **Penalties.** In addition to such other penalties as may be prescribed by State law,

1. **Criminal remedies:** As provided for in Town Law Section 268, violation of these Land Use and Zoning Regulations, or any term, condition, or provision of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Zoning Officer pursuant to any provision of this local law, shall be punishable by a fine not exceeding Two Hundred Fifty Dollars (\$250.00) or imprisonment for a period not to exceed six (6) months, or both. However, for the purpose of conferring jurisdiction upon courts and judicial officers generally, violations of these Regulations shall be deemed misdemeanors, and for such purpose only, all provisions of law relating to misdemeanors shall apply to such violations. Each day's continued violation shall constitute a separate additional violation.
2. **Injunctive Relief:** An Action or proceeding may be instituted in the name of this Town, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Zoning Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of this Town, in the Supreme Court or in any other court having requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the Town Board.
3. **Civil Penalty:** In addition to any other remedy permitted by law, the Town of Pulteney shall be entitled to recover a civil penalty in an amount to be fixed by the Court as reasonable and just. The civil penalties provided by the paragraph shall be recoverable in an action instituted in the name of this Town.
4. **Remedies Not Exclusive.** No remedy or penalty specified in this section shall be the exclusive remedy or penalty available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies specified in this section, in section _ (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section _ (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or

penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

5. **Attorneys' fees**

- a. Statement of Intent: One of the most important benefits received by residents of the Town of Pulteney from its government is the protection of property values and way of life safeguarded by the Town's zoning and planning laws. The Town has expended substantial public funds developing, nurturing and maintaining its comprehensive land use plan. Every violation of these laws undermines the benefit of these laws to all citizens and corrupts the integrity of the plan as a whole.

The criminal enforcement process is an ineffective tool to compel compliance with these laws because it is designed for punishment, not compliance, and the penalties associated therewith are insufficient to modify behavior. The injunctive power of the Supreme Court, on the other hand, is designed to compel compliance but is very expensive to the municipal taxpayer. This Code is designed to provide authorization for the Town of Pulteney to recover its reasonable attorney's fees from a defendant who is adjudged by the Court in a civil proceeding of having violated the Town's Zoning and/or Planning Laws.

- b. Applicability: This provision for the recovery of attorneys' fees shall be applicable to any civil proceeding whether in the nature of an action for injunction or otherwise brought by the Town of Pulteney or any of its boards, departments, agencies or divisions to enforce, compel compliance with, or enjoin a violation of the Town's zoning law, subdivision law, junk vehicle law, site plan law, or other local law in which the Town of Pulteney or its boards, departments, agencies or divisions are the prevailing party.
- c. Recovery of Attorney's Fees: In any civil proceeding for an injunction or other relief in which the Town of Pulteney, its boards, departments, agencies or divisions shall prevail, it shall be entitled to recover from the defendant, defendants, or both, all of its reasonable attorney's fees, costs and disbursements.
- d. Home Rule: By this Local Law, the Town of Pulteney intends to exercise the powers granted to it by the Municipal Home Rule Law to the maximum extent possible, and it is specifically intended that this Local Law shall supersede all other local or State laws of general application inconsistent herewith, except this Law shall not be construed so as to be inconsistent with nor to deprive any member of the judiciary of the State of New York of any power granted or reserved to such member.

ARTICLE VIII: AMENDMENT

800: PROCEDURE

The Town Board may from time to time, on its own motion, or on petition by one or more property owners, or on recommendation from the Town Planning Board, amend the Regulations and Districts established under these Land Use and Zoning Regulations after public notice and hearing in each case. All petitions for any amendment of the Regulations or Districts herein established shall be filed in writing in a form required by the Town Board.

810: ADVISORY REPORT BY PLANNING BOARD

Every proposed amendment unless initiated by the Town Planning Board, shall be referred to the Town Planning Board. The Town Planning Board shall report its recommendations thereon to the Town Board accompanied by a full statement of the reasons for such recommendations prior to the public hearing. If the Planning Board fails to report within a period of forty-five (45) days from receipt of notice or such longer time as may have been agreed upon by it and the Town Board, the Town Board may act without such report. If the Planning Board disapproves the proposed amendment or recommends modification thereof, the Town Board shall not act contrary to such disapproval or recommendation except by the adoption of a resolution by a vote of a majority plus one, fully setting forth the reasons for such contrary action.

815: PUBLIC NOTICE AND HEARING

The Town Board, by resolution, shall fix the time and place of the public hearing and cause notice to be given as follows:

- A. By publishing a notice of the proposed amendment and the time and place of the public hearing in a newspaper of general circulation in the Town of Pulteney, not less than five (5) days prior to the date of public hearing.
- B. **County Referral:** By giving written notice of hearing to any required municipal agency, County Planning Board, or State agency in the manner prescribed by Section 239 of the General Municipal Law. If such County Planning Board disapproves the proposal or recommends modification thereof, the Town Board shall not act contrary to such disapproval or recommendation except by a majority vote plus one of all the members and upon the adoption of a resolution fully setting forth the reasons for such contrary action.

820: PROTEST BY OWNERS

If a protest against a proposed amendment is presented to the Town Board duly signed and acknowledged by the owners of twenty percent (20%) or more of the area of land included in such proposed amendment, or by the owners of twenty percent (20%) or more of the area of the land immediately adjacent extending one hundred feet (100') there from, or by the owner's land directly

opposite thereto, such amendment shall not be passed except by the favorable vote of a majority plus one of the members of the Town Board.

825: PUBLICATION AND POSTING

Every amendment to these Regulations, including any Map incorporated therein, adopted in accordance with the Town Law shall be entered in the minutes of the Town Board and a summary or abstract thereof exclusive of any map incorporated therein shall be published once in a newspaper in general circulation in the Town of Pulteney and a copy of the amendment together with a copy of any map incorporated therein, shall be posted on a sign board maintained by the Town Clerk pursuant to the Town Law. Affidavits of the publication and posting thereof shall be filed with the Town Clerk.

830: PERIODIC REVIEW AND REPORTING

- A. The Zoning Officer shall annually submit to the Town Board a written report and summary of all business conducted by the Zoning Officer and the Inspectors, including a report and summary of all transactions and activities described in section 705 (Record Keeping) of this local law and a report and summary of all appeals or litigation pending or concluded.
- B. The Zoning Officer shall annually submit to the Secretary of State, on behalf of this Town, on a form prescribed by the Secretary of State, a report of activities of this Town relative to administration and enforcement of the Uniform Code.
- C. The Zoning Officer shall, upon request of the New York State Department of State, provide to the New York State Department of State, true and complete copies of the records and related materials this Town is required to maintain; true and complete copies of such portion of such records and related materials as may be requested by the Department of State; and/or such excerpts, summaries, tabulations, statistics, and other information and accounts of its activities in connection with administration and enforcement of the Uniform Code and/or Energy Code as may be requested by the Department of State.
- D. When these Regulations shall have been in effect for one (1) year and each successive five (5) years thereafter, a review committee consisting of the Board of Appeals, the Planning Board and the Zoning Officer shall review these Regulations in their entirety and submit a report to the Town Board recommending needed amendments of these Regulations.
- E. If said report calls for amendments to these Regulations, the Town Board shall immediately proceed to enact said amendments, unless action to the contrary shall be authorized by a proper resolution supported by a vote of a majority plus one of the Town Board.

831: INTERMUNICIPAL AGREEMENTS

The Town Board of Pulteney may, by resolution, authorize the Town Supervisor of this Town to enter into an agreement, in the name of this Town, with other governments to carry out the terms

of this local law, provided that such agreement does not violate any provision of the Uniform Code, the Energy Code, Part 1203 of Title 19 of the NYCRR, or any other applicable law.

ARTICLE IX: INTERPRETATION AND APPLICATION

900: INTERPRETATION

- A. In the interpretation and application of this Code, its provisions shall be held to be minimum requirements adopted for the promotion of the public health, morals, safety or the general welfare.
- B. Whenever the requirements of these Regulations are at variance with the requirements of any other lawfully adopted rules, regulations, the most restrictive or that imposing the higher standards shall govern.

905: SEPARABILITY

Should any section or provision of these Regulations be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulation as a whole or any part thereof other than the part so decided to be unconstitutional or invalid.

911: REPEALER

This local law supersedes all other local laws regarding the Land Use and Zoning Regulations of the Town of Pulteney and upon passage of this local law, Local Law No. 1 of 2016 is hereby amended accordingly.