

# Town of Pembroke

## Zoning & Land Use Permit Application Guidelines

1. Please fill out the front of the Zoning & Land Use Application to the best of your ability.
2. Please fill out Part 1 of the attached SEQR Short Environmental Assessment Form. Depending on the scope of your project you may be required to submit the SEQR Long Form.
3. Please fill out the Agricultural Data Statement if required.
4. Please submit a plot plan drawing. (See attached sample plot plans as examples)
5. If you are requesting a Special Use Permit, Site Plan review or a Land Separation, the Town of Pembroke Planning Board will need to approve your application. (*See SECTION 708 of the Town of Pembroke Zoning Law for more information.*) If the property in question fronts, or is within 500 feet a State or County road Genesee County Planning will need to review your application. Please see the Zoning and Codes Department to schedule the appropriate hearing.
6. If you are requesting an Area or Use Variance, the Town of Pembroke Zoning Board of Appeals will need to approve your application. (*See SECTION 707 of the Town of Pembroke Zoning Law for more information.*) If the property in question fronts, or is within 500 feet a State or County road Genesee County Planning will need to review your application. Please see the Zoning and Codes Department to schedule the appropriate hearing.
7. A \$50.00 fee is charged for all Public Hearings if required.
8. Please *do not* start construction until the appropriate actions have been taken by the Zoning Board of Appeals or Planning Board and a Building Permit has been issued.