



VILLAGE OF SODUS POINT

PO BOX 159 / 8356 BAY STREET

SODUS POINT, NY 14555

Code Officer Phone: 315-553-2695 Fax: 315-483-0913

TDD 800-662-1220

Instructions to Permit Applicants

Prior to submission please ensure all required materials are enclosed, failure to do so may result in termination of application. Please also speak with acting Code Enforcement Officer upon submission to ensure no further requirements are applicable. Thank you for your co-operation in joining our efforts to making our community the best it can be.

Step One: Complete application by filling out ALL REQUIRED LINES

Step Two: Attach the following materials to application

___ Plot map, drawn to scale, showing the location of all existing and proposed buildings and structures on the property as well as distance to nearest properties on adjacent properties, roadways, and or waterways.

Note: Include the dimensions to front, rear and side property lines;
Indicate cardinal directions (N,S,E,W)

___ Copy of the tax map for the neighborhood

___ Drawings of the proposed building or structure with accurate dimensions

___ Photographs of the proposed site and/or structure (Recommended)

___ Other information that will help explain the proposed plan i.e. samples of building materials, ideas for landscaping, etc.

Step Three: Submit application and all above listed attachments to CEO; pay fee

If applicable you will then be scheduled to meet with the board appropriate for your application. To anticipate if your application is applicable for board review please refer to the code of The Village of Sodus Point available in person at the Village offices as well as online at www.soduspoint.info

Please note: applications must be completed and submitted by the Tuesday prior to the Planning Board meeting in order to be heard & fourteen days prior to the Zoning Board meeting to be heard.

The following are the schedules for both planning and zoning boards.

Planning Board schedule:

First and Third Mondays of the month

Time: 7:00 pm

Location: Village Hall

Zoning Board of Appeals schedule:

Second and fourth Tuesdays of the month

Time: 7:00 pm

Location: Village Hall

