



## Informational Brochure Single Family Dwellings Town of Bolton

The Town of Bolton Landing Informational Brochure series has been developed to provide the public with information on land use regulations commonly affecting activities undertaken by the public and administered by this office. It is *not* intended to be a complete statement of all applicable regulations and individuals are encouraged to contact the office for complete permitting requirements.

---

What permits are needed to construct a single family dwelling?

**You will need a series of permits to construct a single family dwelling. They are as follows:**

- a. Certificate of Compliance
- b. Septic Permit
- c. Stormwater – Major or Minor
- d. Building Permit (Warren County)

How much will these permits cost?

- a. Certificate of Compliance: \$25.00
- b. Septic Permit: \$25.00
- c. Stormwater:  
Major - \$250.00  
Minor - \$50.00
- d. Building Permit (collected by W/C)

**As with all fees, cash or checks are accepted by the Zoning Clerk. Sorry, no credit cards at this time**

Where do I find the applications for these permits?

**You can find these applications at the Zoning Office in the Town hall, or on our town website under the Zoning Office department: [www.town.bolton.ny.us](http://www.town.bolton.ny.us)**

Site Plan with all pertinent information must be presented.

**Site Plan must be drawn to scale and include the following:**

- a. location of structure
- b. septic system
- c. stormwater controls
- d. well location
- e. utility line location
- f. driveway
- g. streams and/or wetlands

What information do I need in order to apply for a Certificate of Compliance?

**The Town of Bolton requires a complete set of drawings of your project and a survey or plot plan of your property showing your proposed project. These drawings are to be prepared to scale and presented clearly in order for us to make informed decisions about your project. Most times we require three sets of the plans. This allows us to give the code enforcement officer a field copy and one copy to keep on file of the same information that your contractor has on the site and one signed copy for the county. Also, in the event that you have a future project in mind we will have a plan on file upon which you might expand your new design.**

# Informational Brochure

What information do I need to apply for a Septic Permit?

**The Town of Bolton requires deep test holes witnessed by the Zoning Administrator and possibly an engineer. A percolation test must also be done by the applicant. Once these tests are done and approved, and number of bedrooms is decided, the septic is to be designed accordingly (Many times they must be engineered plans). Now you can proceed to the next step and fill out an application for a septic permit.**

What is the difference between a Major and a Minor Stormwater Project?

**Minor projects: Any building, land clearing or development activity affecting more than 5,000 sq ft. and less than 15,000 square feet.**

**Major projects: Any building, land clearing or development activity affecting more than 15,000 square feet.**

What information do I need to apply for a Stormwater Permit?

**Minor projects: The Town of Bolton requires deep test holes witnessed by the Zoning Administrator and possibly an engineer (to be done at the same time as septic). Next you need to determine the amount of impervious surface to be created and design your stormwater controls. This can be done by you, the applicant or an engineer.**

**Major projects: The Town of Bolton requires deep test holes witnessed by the Zoning Administrator and an engineer (to be done at the same time as septic). Stormwater controls must be designed by a New York State licensed engineer and approved by the Town of Bolton Engineer and the Planning Board. Refer to the Town of Bolton citizen's guide to stormwater, erosion controls and hillside development. A Stormwater Maintenance Agreement must be filed with Warren County and the Town of Bolton before any permits are issued.**

**Have a question regarding building permits or building codes? Call or make an appointment with the:**  
Warren County  
Building & Codes Department  
518 761-6410

**Visit the Town of Bolton on the web at [www.town.bolton.ny.us](http://www.town.bolton.ny.us) for the Informational Brochure Series, or to access an electronic copy of the Town Code, look under the Zoning Office department. Our offices are located at 4949 Lakeshore Drive.**

Need More Information?

**Got a question on required permits, the permit process, application requirements? Call or make an appointment to see the:**  
Zoning Administrator:  
Pamela Kenyon  
518 644-2893  
Monday – Friday 8:00 - 4:00

