

Cuba Lake District Permit Request - Permit Number _____; Form CLD-100

This document plus the required application form and associated data must be supplied in duplicate to the Board of Commissioners at PO Box 201, Cuba, NY 14727

If your project includes more than one purpose then forms for **each** purpose must be provided.

Date of Request: _____; **By Leaseholder/Deed holder (Print):** _____

Lot(s) number(s): _____; _____		Applicants Signature:		
District Land Involved: [See reverse side for definitions.]	Check Box	Application Form Required	Additional Appvl's Required	BOC Review Time from date of receipt of all documents
1. Leased Property?				
2. Deeded or "in fee" property?				
Project Purpose: (Describe here in Brief.)				
(a) Storage or parking of trailers, recreational vehicles or temporary housing on a lot.		CLD-101		30 Days
(b) Tree or Fence Removal/Replacement/Installation		CLD-102		30 Days
(c) Dock, slip or boat lift Construction, Installation or Alteration		CLD-103		30 Days
(d) Break Wall Construction or Alteration		CLD-103	NYSDEC	30 Days
(e) Lake bottom work (Dredging, Weed/Debris Removal, Sand or Gravel Covering).		CLD-104	NYSDEC	30 Days
(f) Installation/removal of permanent moorings and floating objects.		CLD-105	NYSDEC	30 Days
(g) Installation or removal of Buoys or other navigational markers.		CLD-105	NYSDEC	30 Days
(h) Demolition, Alteration or Construction or Improvement of land based Buildings or Structures. Attach a complete description		CLD-106	Town Building Inspector	60 Days
(i) Septic or waste treatment system installation, repair or alteration. Attach a complete description		Provide Description	County Health Dept.	60 Days
(j) Change the use of any structure or lands within the District. Attach a complete description		Provide Description		60 Days
(k) Change the amount of coverage of any lot with impervious surfaces e.g. Paving, Decking, Structures. Attach a complete description		Provide Description		60 Days
(l) Alter lot lines or subdivides or re-subdivides a lot. Attach a complete description		Provide Description		90 Days
(m) Create new right-of-way access to one or more lots. Attach a complete description		Provide Description		90 Days
(n) Create or modify a home-based commerce/business. Attach a complete description		Provide Description		90 Days
(o) Other - Provide & Attach a complete description		Provide Description		

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Excerpts from the Cuba Lake District Land Use Restrictions & Controls:

Section 2: Purpose

The primary objective of these regulations is to identify and achieve ways and means of maintaining Cuba Lake as:

- a pleasant place to live and enjoy
- an environmentally responsible community
- a safe recreation resource.

Another objective of these regulations is to protect existing views of the lake, to the maximum extent possible, so that current and future generations may enjoy Cuba Lake.

These regulations are for the benefit of all current and future owners of the lots comprising the Cuba Lake District and shall be binding on all present and future landowners and/or cottage owners.

Section 3: Applicability

Prior to any change of use of any lease lot, land or structure within the District, or prior to the commencement of any work which:

- (a) alters any part of the lake (for example, dock, break wall or dredging work); or
- (b) alters any part of the lands within the District by the construction, improvement or demolition/removal of any building, structure or tree; or
- (c) changes a septic or waste treatment system; or
- (d) changes the use of any structure or lands within the District; or
- (e) changes the amount of coverage of any lot with impervious surfaces; or
- (f) alters lot lines or subdivides or re-subdivides a lot; or
- (g) stores trailers or recreational vehicles on a lot for more than 30 days; or
- (h) creates new right-of-way access to one or more lots; or
- (i) allows home-based commerce
- (j) allows rafts, slides, or any other object that is anchored in Cuba Lake

the cottage owner and/or landowner shall apply to the Cuba Lake District Board of Commissioners for a permit.

Such permit shall be in addition to any other approvals or permits otherwise required by any local governments or any other agency having jurisdiction.

SECTION 10: PERMIT PROCESS (This is only key reference information, refer to the LUR Document for complete details.)

- 10.1 Whenever a leaseholder and/or lot owner wants to undertake an action identified in Section 3, Applicability, or identified elsewhere in these regulations, as requiring a permit, he/she shall first apply to the Cuba Lake District Board of Commissioners for a permit before beginning any construction or undertaking any activity requiring a Permit. Any variances to these restrictions known at the time of application for permit; or, discovered during review of the application for permit, shall be subject to the Variance process (see Section 11, VARIANCES):

10.2 Small-scale Projects

- (a) The Cuba Lake Board of Commissioners may designate an Agent to review and approve projects involving the following activities:
- tree removal, moorings, break-walls, parking areas, docks, boat lifts, and boat slips,
 - accessory/appurtenant structures with a maximum height of 15 feet and a floor area of 120 square feet or less.

The Agent may opt to refer the application to the Board of Commissioners for its determination. **[Note-Currently the "Agent" is the Lake Manager.]**

- (b) **Application Documents:** Application shall be made on a form provided by the District. The application shall include any drawings or other information needed for an adequate understanding of the project. Any required drawings shall be drawn to scale. The application shall include a copy of any necessary permits from other agencies (e.g. County Health Department, etc.). Two copies of all documents shall be submitted.

10.3 Large-scale Projects

- (a) Projects involving structures classified as single family dwellings, structures of more than one story, structures with floor areas greater than 120 square feet, or any other project not listed in Section 10.1 (a) must be approved by the Board of Commissioners, as provided herein.
- (b) **Application Documents:** Application for a Permit shall be made to the Board of Commissioners on a form provided by the Board. Two copies of all application documents shall be submitted. Accompanying the application shall be the following documents and drawings:
- i. A detailed map or plan and elevation views of the property, drawn to scale (see NOTE below), showing the following information:
 - ii. a site plan, showing existing structures and proposed structures giving the exact location on the lot and relationship to the road,
 - iii. site elevation drawings showing heights of existing structures and proposed structures.
 - iv. All the proposed change(s), including new paving and impervious surfaces
 - v. Engineering drawings that show how runoff and the potential for erosion will be handled during and after construction.
 - vi. all lot boundaries, all existing structures, and any trees that would be affected by the project

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- vii. The location of all existing water supply and waste disposal systems on the lot.
- viii. Where the NYS Uniform Fire Prevention and Building Code requires that building plans, which are submitted to the Towns for a building permit, must be prepared by a licensed professional, those professional drawings shall also be submitted to the Board of Commissioners.
- ix. Any other material the Board of Commissioners deems necessary for its review.

NOTE: The Board of Commissioners recommends and may require that these maps or plans be prepared by a licensed surveyor, engineer or other professional. This is recommended for applications where the proposal is close to a side lot line; where lot coverage may be an issue; or where other physical constraints are a potential issue.

The Board of Commissioners may waive the requirement to submit items that it deems are not relevant to its consideration of a particular application.

The Cuba Lake District reserves the right to require the leaseholder or lot owner to provide satisfactory evidence that the property's on-site sewage treatment system complies with accepted standards and current regulations, pursuant to Section 8.

10.4 PERMITS:

- (a) No Large-Scale nor Small-Scale projects' construction or alteration may commence until the leaseholder or lot owner is in receipt of a written Permit issued by the Board of Commissioners or its designated Agent. All work shall be performed as stated in the Permit.
- (b) If the applicant makes any changes to the project during construction, the applicant shall immediately stop work and notify the Board of Commissioners or its designated Agent of such changes. The Board will evaluate whether or not the change(s) require an amendment to the Permit. All changes affected by these land use restrictions are subject to approval by the Cuba Lake District's Board of Commissioners.
- (c) During construction, the applicant shall post a copy of the Permit in a location visible to the public.