

# TOWN OF NEW LISBON BUILDING PERMIT CHECKLIST

(NOTE: APPLICANT MUST ALSO APPLY FOR OTSEGO COUNTY  
BUILDING PERMIT FOR THEIR PROJECT)

ROAD/STREET LOCATION: \_\_\_\_\_  
TAX MAP # \_\_\_\_\_ PROJECT \_\_\_\_\_  
OWNER'S NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**1. SETBACK.....75 FEET FROM CENTER OF ROAD FOR ALL BUILDINGS**

Applicant advised and agrees they can meet 75 ft. setback \_\_\_\_\_  
Applicant has applied for a setback variance from the New Lisbon Town Board. (copy  
of approved variance attached) \_\_\_\_\_

**2. DRIVEWAY ACCESS.....FOR ALL PROJECTS, DRIVEWAY PLACEMENT  
MUST BE APPROVED BY THE NEW LISBON HIGHWAY SUPERINTENDENT IF  
ON A TOWN ROAD (EVEN IF THERE IS AN EXISTING ACCESS POINT), BY THE  
OTSEGO COUNTY HIGHWAY DEPT. IF ON A COUNTY ROAD AND BY THE  
NEW YORK STATE DEPT. OF TRANSPORTATION IF ON A STATE ROAD.**

Applicant will provide Town Clerk with copy of driveway permit. \_\_\_\_\_

**3. SEASONAL ROAD.....IN ACCORDANCE WITH TOWN OF NEW LISBON  
LOCAL LAW #2 OF 2007, "A LOCAL LAW LIMITING THE CONSTRUCTION OF  
PERMANENT OR YEAR ROUND RESIDENCES ON SEASONAL TOWN ROADS",  
A PERMANENT OR YEAR ROUND RESIDENCE ON A SEASONAL ROAD MUST  
BE NO MORE THAN 200 FEET DISTANCE FROM A FULL TIME USE ROAD, OR  
THE OWNER MUST ACCEPT THE FACT THAT THE ROAD IS ONLY  
MAINTAINED SEASONALLY BY THE TOWN AND THEY HAVE TO ACCEPT  
THE RESPONSIBILITY AND LIABILITY FOR PROVIDING AND MAINTAINING  
THEIR OWN INGRESS AND EGRESS TO THEIR PROPERTY AND STRUCTURE.**

Applicant understands and agrees to this. \_\_\_\_\_  
This property is not on a seasonal road. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

The applicant has met or agreed to meet all Town of New Lisbon land use regulations  
that are pertinent at the time of this application and understands they must apply for a  
building permit with the Otsego County Code Enforcement Office.

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Charlene R. Wells, New Lisbon Town Clerk \_\_\_\_\_ Date: \_\_\_\_\_