



CITY OF AUBURN

APPLICATION FOR DWELLING UNIT CONVERSIONS (Two (2) or more dwelling units)

All dwelling unit conversions must comply with section 305-29 of the City of Auburn Municipal Code.

\$100 filing fee must be submitted with application.

A Special Use Application must accompany the Conversion Application. There is a \$150.00 fee associated with this action.

In order to obtain a permit for conversion the following documentation is required for review by the Code Enforcement Officer:

1. Boundary survey prepared by a New York State licensed land surveyor showing all structures, parking areas, and adjacent streets.
2. Scale drawings signed and sealed by a licensed architect and/or engineer, certifying to the design and specifications in accordance with the New York State Uniform Fire Prevention and Building Code, the New York State Education Law, and any other applicable federal, state, or local regulations.
3. Landscape and off-street parking plan. Stacking is not permitted. Please call the Code Enforcement Office for determination of the number of off-street parking spaces required for your conversion plan.

Note: Review by the City Engineer and/or Code Enforcement Officer, and issuance of an excavation and/or building permit is required prior to installation of any new curb cuts, driveway aprons, driveways, and/or sidewalks.

4. Snow removal and snow collection plan.
5. A conversion of two (2) or more dwelling units requires compliance with New York State handicapped accessibility requirements.

PERMITS EXPIRE ONE (1) YEAR FROM THE DATE OF ISSUANCE.

THE DISPOSAL OF ANY CONSTRUCTION AND/OR DEMOLITION DEBRIS IS THE SOLE RESPONSIBILITY OF THE OWNER.

6. DESIGN CRITERIA: The following criteria will be reviewed by the Code Enforcement Office prior to the issuance of a building permit:
 - a. Exterior evidence of conversion shall be minimized and appearance of the structure as a single-family dwelling preserved.
 - b. Where practical, mailboxes and utility service meters shall be screened from view.
 - c. Parking and driveway areas shall be designed to preserve mature trees and shrubbery.
 - d. Appropriate screening consisting of either fence or hedge (4 – 6 feet in height) shall be provided to prevent automobile headlights from beaming into adjoining buildings.
 - e. Design shall consider compatibility of outdoor uses of subject property and adjoining properties.
 - f. Parking and driveways shall be oriented to the building entry to encourage actual use of off-street parking area.
7. Every off-street parking area shall be paved in such a manner so as to provide an all-weather durable and dustless surface and shall be graded and drained to dispose of all surface water accumulation in the area without shedding additional water on any adjoining property or right-of-way.

APPLICATION FOR CONVERSION

1. Applicant: _____ Phone: _____
2. Address: _____ E-mail: _____
3. Site address: _____ Tax map#: _____
4. Zoning district: _____
5. Current use: ☐ Residential: number of current dwelling units: _____ ☐ Commercial
☐ Accessory building ☐ Other
6. Number of dwelling units to be added: _____
Briefly describe the work to be done: _____

7. Dimensions:
Lot: total area ____ SF Balance of open space _____
lot width ____ ft lot depth ____ ft (to be calculated by Office)
Building: width ____ ft depth ____ ft
height ____ ft # of stories ____
first floor ____ SF second floor ____ SF
Setbacks (from property lines and right-of-way):
front ____ ft rear ____ ft sides ____ ft and ____ ft
Dwelling units: 1. ____ SF 2. ____ SF 3. ____ SF 4. ____ SF
5. ____ SF 6. ____ SF
List any others: _____
8. Driveway: Special conditions (easement, shared, r-o-w)? _____
9. Parking: Number of *existing* hard-surface parking spaces: ____ Number of *new* hard-surface parking spaces: ____
10. Cost: Estimate total construction/conversion cost: \$ _____
11. Permit fee: _____ (calculated by Office)
12. General contractor: _____
Address & Phone: _____
13. Plumbing contractor: _____
Address & Phone: _____
14. Electrical contractor: _____
Address & Phone: _____

15. Architect/Engineer: _____

Address & Phone: _____

State of New York }

County of Cayuga } ss:

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing New York State laws and ordinances of the City of Auburn and Cayuga County, including the New York State Uniform Fire Prevention and Building Code, and that the information provided herein is true and complete.

Property owner:

Printed name

Signature

Contractor/architect:

Printed name

Signature

Sworn to before me this ____ day of _____ 20 ____

Notary Public or Commissioner of Deeds

ENGINEERING AND CODE REVIEW OF CONVERSION APPLICATIONS

*** For Office Use Only ***

Address of property to be converted: _____

Engineering review:

Application approved: ☐ Yes ☐ No

Application approved with conditions: ☐ Yes Explain: _____

Additional comments: _____

City Engineer Printed Name

Signature

Date

Code Enforcement review:

Date of inspection: _____

Past history of property (please include a brief summary of records on file in inspection department, date of last permit, for what kind of work, how many units, etc.) _____

Comments on review of plans and inspection of property:

Meets all building and fire code requirement. ☐ Yes ☐ No

Application approved: ☐ Yes ☐ No

Application approved with conditions: ☐ Yes Explain: _____

Additional comments: _____

Code Enforcement Officer

Signature

Date