

New Application Process!

The Town of Aurora Building and Zoning Department is now using **Cloudpermit** online software for permitting and code enforcement!

Mobile inspections with automatic inspection updates to resident or contractor

Use it for:

- * Apply for building permits online
- * Submit complaints online
- * Request inspections online

Benefits to residents and contractors:

- * Apply for permits online
- * Communicate in one place with time-stamped messages
- * Track, monitor and receive notifications on permit and inspection status
- * Understand what is needed for a permit

Contractors MUST begin applying for building permits online by: **March 1, 2023**
Residents are encouraged to apply online (deadline to follow late 2023)

additional fees for paper applications may apply after deadlines

Log in/Create an account:

<https://us.cloudpermit.com/login>

Step by Step Guide How to Create an account:

<https://support.cloudpermit.com/support/solutions/articles/67000648250-how-to-register-a-cloudpermit-account>

How to submit an application:

<https://support.cloudpermit.com/support/solutions/articles/67000710153-how-to-submit-an-application>

Applicant user guide:

<https://support.cloudpermit.com/support/solutions/67000379492>

TOWN OF AURORA
BUILDING DEPARTMENT
575 Oakwood Ave, East Aurora, NY 14052
(716) 652-7591

POND PERMIT REQUIREMENTS

1. Pond Permit application.
2. Survey or plot plan, drawn to scale, showing all new construction and all existing structures on the site, distances from lot lines, well and septic locations.
3. Set of Plans, sealed and signed by NYS licensed professional engineer or landscape architect, Natural Resource Conservation Service (NRCS), Erie County Soil and Water Conservation District (SWCD)
4. SWPPP/Notice of Intent/Erosion & Sediment control, when more than 1 acre will be disturbed.

INSPECTION REQUIREMENTS

In order to receive a Certificate of Compliance for the pond permit:

1. Construction completed according to sealed plans submitted.
2. Inspection by engineer or agency that designed the pond, PRIOR to filling the pond with water.
3. Inspection by Building Department to ensure compliance.

BUILDING DEPARTMENT
Town of Aurora/Village of East Aurora
575 Oakwood Avenue, East Aurora, NY
Phone (716) 652-7591

Permit # _____
 Reissued _____
 Date _____

APPLICATION FOR POND PERMIT

All applications affecting more than one acre of land must be accompanied by a SWPPP/Notice of Intent in compliance with the MS4 and/or NYS DEC

Property Owner Name _____ **Phone #** _____

Property Address _____

SBL # _____ **Zoning District** _____

Applicant (if not Owner) _____ **Phone #** _____

1. Approximate size of pond: length _____ width _____ depth _____
2. Buildings on Property?: **Yes/No**
3. Construction Cost _____
4. Name of Engineer _____
 Address of Engineer _____ Phone # _____
5. Name of Contractor _____
 Address of Contractor _____ Phone # _____
6. Contractors GL/WC/Disability Insurance Certificates with Town & Village as Certificate holder **Yes/No**

IMPORTANT

The undersigned has submitted plans, specifications, and a plot plan which are hereto attached, incorporated into, and made a part of this application. In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted he/she will comply with the terms thereof, the Laws of the State of New York, the Ordinances of the Town of Aurora and regulations of the various departments of the Town, County of Erie, and State of New York that he/she will maintain the pond so as to assure that it does not become offensive to neighboring properties by reason of leaking; and that if a subdivision of the site occurs, the setback requirement remains .

Owner Name _____
 (Contractor and Corp/LLC must complete affidavit on back to sign as owner's agent)

Telephone _____ **E-mail** _____

SIGNATURE OF OWNER

DATE

<i>Town or Village</i>	Bldg Dept	ZBA
Permit Fee \$ <u>50.00</u>	Reviewed by _____	Reason _____
	Appr on _____	Approved/Denied on _____
		Case # _____
..... Signature of Code Enforcement Officer		
Receipt is hereby acknowledged of the sum of \$..... equal to the fees schedule established by the Town Board of the Town of Aurora NY..... TC/ DTC Date: _____ Receipt _____		

