

**CITY OF AUBURN**  
**APPLICATION FOR DWELLING UNIT CONVERSIONS**  
**(Two (2) or more dwelling units)**  
**PART 1**

Property address: \_\_\_\_\_ Record Owner: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Under §305-39.1 (B) the City Code of the City of Auburn, all dwelling unit conversions require a building permit.

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

1. Boundary survey prepared by a NY 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 NY State Uniform Fire Prevention and Building Code, the NY State Education Law and any other applicable federal, state or local regulation.
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 issuance of an excavation permit is required prior to installation of any new curb cuts, driveway aprons or sidewalks.

4. Snow removal and snow collection plan.
5. A conversion of two (2) or more dwelling units requires compliance with NY 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:

- ❖ Exterior evidence of conversion shall be minimized and appearance of the structure as a single-family dwelling preserved.
- ❖ Where practical, mailboxes and utility service meters shall be screened from view.
- ❖ Parking and driveway areas shall be designed to preserve mature trees and shrubbery.
- ❖ Appropriate screening consisting of either fence or hedge (4ft. to 6ft. in height) shall be provided to prevent automobile headlights from beaming into adjoining buildings.
- ❖ Design shall consider compatibility of outdoor uses of subject property and adjoining properties.
- ❖ 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: \_\_\_\_\_  
Address: \_\_\_\_\_ Tax Map # \_\_\_\_\_
2. Location of property: \_\_\_\_\_ Zoning district: \_\_\_\_\_
3. Current use: Residential ( ), Number current of dwelling units ( )  
Commercial ( ) ( ) Accessory building  
Other ( ) {describe} \_\_\_\_\_
4. Number of dwelling units to be added: \_\_\_\_\_  
Briefly describe the work to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Dimensions:
- Lot:** total area \_\_\_\_\_ sq. ft. Balance of open space \_\_\_\_\_  
lot width \_\_\_\_\_ ft. lot depth \_\_\_\_\_ ft. (to be calculated by this office)
- Building:** width \_\_\_\_\_ ft. depth \_\_\_\_\_ ft.  
height \_\_\_\_\_ ft. # of stories \_\_\_\_\_  
first floor \_\_\_\_\_ sq. ft. second floor \_\_\_\_\_ sq. ft.
- Setbacks (from property lines and r.o.w.): front \_\_\_\_\_ ft. rear \_\_\_\_\_ ft. sides \_\_\_\_\_ ft. and \_\_\_\_\_ ft.
- Dwelling units: 1. \_\_\_\_\_ sq. ft. 2. \_\_\_\_\_ sq. ft. 3. \_\_\_\_\_ sq. ft.  
4. \_\_\_\_\_ sq. ft. 5. \_\_\_\_\_ sq. ft. 6. \_\_\_\_\_ sq. ft.  
list any others: \_\_\_\_\_
6. Driveway: Special conditions (easement, shared, R.O.W.)? \_\_\_\_\_
7. Parking: number of *existing* hard-surface parking spaces: \_\_\_\_\_  
Number of *new* hard-surface parking spaces: (Required) \_\_\_\_\_
8. Cost: Estimated total construction/conversion cost: \$ \_\_\_\_\_
9. Permit fee: \_\_\_\_\_

10. General contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Plumbing contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Electrical contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

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.

Signed: \_\_\_\_\_

(Property owner)

\_\_\_\_\_  
(Contractor/architect)

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 ( )

Application not approved ( )

Application approved with conditions ( ) Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

City Engineer's Office

Date

**Code review:**

Address of property being converted or legalized: \_\_\_\_\_

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 requirements ( ) Does not meet all building and fire code requirements ( )

Application approved ( ) Application not approved ( )

Recommend approval with conditions ( ) Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Certificate of Occupancy will not be issued until conditions met.)

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Code Enforcement Officer

Date of inspection: \_\_\_\_\_

Date of report: \_\_\_\_\_