



# SELF-SERVE PERMITTING INSTRUCTIONS

## DRIVEWAYS

### HELPFUL HINTS:

- A Certificate of Zoning Compliance is required to: legalize, resurface, expand, or install a new driveway on private property.
- In addition to Zoning approval, any work in the City's Right of Way, (typically the apron or curb cut), will also require approval through a separate permitting process from the Department of Environmental Services (DES).
- If you would like to speak to the DES regarding any requirements for work in the Right of Way (typically the curb cut), please call them directly at (585) 428-6848.

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed application form (attached)
- ✓ Instrument Survey Map showing driveway area (sample attached)

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**HOW TO SUBMIT:** Your completed permit application can be submitted by:

- Email: [zoning@cityofrochester.gov](mailto:zoning@cityofrochester.gov)
- In person Monday, Wednesday, Friday 9am - 4pm only
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Buildings & Compliance  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have questions, email: [zoning@cityofrochester.gov](mailto:zoning@cityofrochester.gov) or call (585) 428-7043 for additional instructions. **Incomplete application submissions will be returned.**  
Thank you.





**City of Rochester**

Neighborhood and Business Development  
City Hall Room 121B, 30 Church Street  
Rochester, New York 14614-1290  
www.cityofrochester.gov

The Bureau of  
Buildings &  
Compliance

# BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

**PROPERTY ADDRESS:** \_\_\_\_\_

**USE:**  RESIDENTIAL (1 or 2 Family)  COMMERCIAL  MIXED USE

**APPLICANT INFORMATION:**

**YOUR NAME:** \_\_\_\_\_ **YOUR PHONE NUMBER:** \_\_\_\_\_  
(not a company name)

**YOUR EMAIL ADDRESS:** \_\_\_\_\_

**YOUR MAILING ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER:**

Check if same as applicant above

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Cannot be a PO Box) (include City or Town)

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR:** (check if same as:)

Owner  Applicant (check both if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Cannot be a PO Box) (include City or Town)

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_  
**OR ENGINEER**

**PERMIT REQUEST:**

**DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITION/NEW CONSTRUCTION  INTERIOR RENOVATIONS  EXTERIOR RENOVATIONS

CHANGE/ESTABLISH USE  DECK  POOL/HOT TUB  SHED/GARAGE/CARPORT

HVAC/MECHANICAL/ELECTRICAL SYSTEMS  OTHER: \_\_\_\_\_

**PROJECT COST ESTIMATE:** (excluding plumbing & electrical) \$ \_\_\_\_\_

**YOUR SIGNATURE:** \_\_\_\_\_

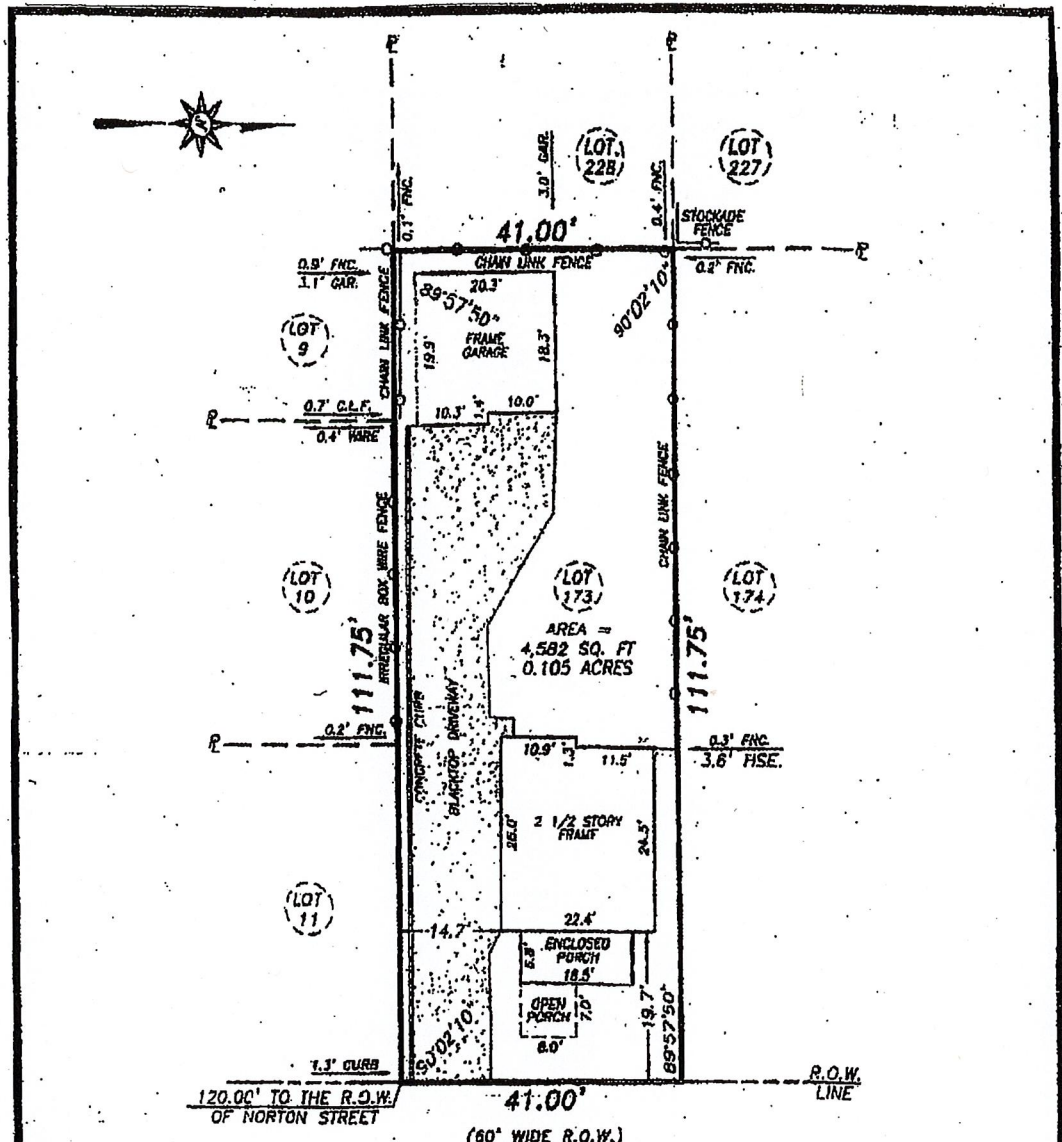
**DATE:** \_\_\_\_\_



# SAMPLE INSTRUMENT SURVEY MAP

## NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



### CERTIFICATION:

I, DAVID A. STAUB, HEREBY CERTIFY TO:  
 --DESIREE RODRIGUEZ-MENDEZ  
 --HARVEY S. BUNIS, ESQ.  
 --THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS  
 --UNDERBERG & KESSLER, LLP  
 --THE TITLE INSURANCE COMPANY INSURING THE MORTGAGE

THAT THIS MAP WAS MADE OCTOBER 19, 2017  
 FROM NOTES OF AN INSTRUMENT SURVEY  
 COMPLETED OCTOBER 3, 2017  
 AND REFERENCES LISTED HEREON.

### REFERENCES:

- 1.) LIBER 39 OF MAPS, PAGE 5.
- 2.) LIBER 11056 OF DEEDS, PAGE 99.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.  
 2.) THE USE OF THIS MAP IN CONNECTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 50791

DATE

**TITLE: INSTRUMENT SURVEY MAP**  
 BEING LOT No.  
 OF THE RALEIGH SUBDIVISION,  
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

"Unauthorized alteration, or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, sub-section 2, of the New York State Education Law."  
 "Only copies from the original of this survey map, with an original of the form surveyor's seal and seal shall be considered to be valid true copies."  
 "Electronic copies of this survey map shall be prepared in accordance with the Recording Code of Practice for Land Surveys adopted by the New York State Commissioner of Professional Land Surveyors. Said certificates shall not only be the person for whom the survey is prepared, but on the behalf of the title insurance, governmental agency and lending institution, and to the satisfaction of the lending institution. Certificates are not transferable to additional institutions or subsequent owners."  
 "All electronic files of Triple Point Land Surveying, LLC, are solely the property of Triple Point Land Surveying, LLC. Said electronic files may not be distributed or any time to other parties for any purpose whatsoever."



**TRIPLE POINT LAND SURVEYING, LLC.**  
 18 EAST MAIN STREET SUITE 320  
 ROCHESTER, NEW YORK 14614  
 PHONE (585) 283-9950  
 FAX (585) 283-3591  
 TRIPLEPOINTSURVEYING@YAHOO.COM

SCALE: 1" = 20' TAX ACCOUNT: 91.64-1-12 JOB NO.: 1429-17 DATE: OCT 19 2017