

Zoning and Planning Secretary: bdgclerk@jerusalem-ny.gov

Code Enforcement Officer: ceo@jerusalem-ny.gov

Phone: (315) 595-2284

Town of Jerusalem

Planning and Zoning Guide

What is planning and zoning?

Planning and zoning were established by the Town of Jerusalem as part of its Comprehensive Plan to guide the thoughtful growth and development of the community. These processes help ensure that land use decisions are made in a way that promotes safety, protects property values, preserves natural resources, and supports the overall well-being of residents and future development.

- **Planning** focuses on how land is developed and used. It involves a review process for projects such as minor and major subdivisions, site plan reviews, development on steep slopes, special use permits, and open development. The Planning Board reviews these applications to ensure that proposed developments meet town regulations, are appropriately designed, and will not negatively impact neighboring properties or the surrounding environment. Planning also considers long-term community goals such as infrastructure, traffic flow, drainage, environmental protection, and overall land use compatibility.
- **Zoning** deals with how land and structures are regulated under the Town's zoning laws. The Zoning Board of Appeals (ZBA) is responsible for reviewing requests where relief from these regulations is being sought. This includes applications for variances (both area and use), zoning interpretations, and appeals of decisions made by the Zoning Officer. Zoning ensures that land use within the town follows established standards, while also providing a process for flexibility when strict application of the law would create unnecessary hardship.

Together, planning and zoning serve as the backbone of the Town's land use regulations. They work hand in hand to guide development, prevent conflicts between land uses, and protect the character and quality of life within the Town of Jerusalem. By following these processes, the town can support responsible growth while preserving the values and integrity of the community for current and future residents.

What is the procedure for planning and zoning applications?

1. Application Submission:

Applications may be submitted in person, by mail, or via email. All applications must be complete and include all required supporting documents, plans, and fees. All materials must be submitted by the referral dates listed on the Town's Planning and Zoning meeting schedule in order to be placed on the agenda for review. Applications and/or materials received after the referral deadline will be scheduled for the next available meeting, if applicable. It is the applicant's responsibility to ensure that all required materials are submitted in a timely manner. If additional information is requested and not provided within 60 days, the application will be considered abandoned, and all materials must be resubmitted with a new application.

2. Initial Review:

Upon receipt, the application is reviewed by the appropriate Town staff, such as the Code Enforcement Officer and Planning and Zoning Secretary, to determine if all required information has been provided. If additional information is needed, the applicant will be notified and must provide the requested materials before the application can move forward.

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3. Public Hearing Requirement:

A public hearing is required for Zoning applications. The purpose of the public hearing is to provide an opportunity for public comment. Notice will be published and mailed in accordance with applicable legal requirements.

4. Board Review and Decision:

After the public hearing, the appropriate board will review the application, supporting materials, and any public comments received. During a public meeting, the board may ask questions, request additional information, and discuss the proposal before making a decision. The board may approve, approve with conditions, or deny the application based on the applicable standards and regulations.

5. Conditions and Compliance:

If approved with conditions, the applicant must comply with all requirements set by the board. This may include modifications to plans, additional approvals, or compliance with specific regulations.

6. Final Approval and Permits:

Once all conditions are satisfied and final approval is granted, the applicant may proceed with obtaining any necessary permits, such as a building permit, from the Code Enforcement Office.

7. Important Timeframes:

If an application is incomplete or if the applicant does not respond to requests for additional information within 60 days, the application may be considered abandoned. In such cases, the applicant must submit a new application and all supporting materials to restart the process.

Helpful Links:

Obtain zoning information through: <https://je1224.zoninghub.com/zoningmap.aspx>

Access town codes at: <https://ecode360.com/JE1224/home>

Applications are available here: <https://jerusalem-ny.gov/forms-applications.html>

For more information or specific questions regarding zoning and planning applications please contact our Planning and Zoning Clerk.

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Email: bldgclerk@jerusalem-ny.gov

Disclaimer: This guide is intended for general informational purposes only and is not intended to serve as legal advice or a substitute for the Town of Jerusalem Code, New York State Town Law, or any other applicable laws and regulations. While every effort has been made to ensure the accuracy of the information provided, requirements, procedures, and regulations are subject to change at any time. Applicants and property owners are responsible for ensuring compliance with all applicable local, state, and federal laws, as well as all Town of Jerusalem requirements. In the event of any conflict between this guide and the official Town Code, New York State Town Law, or any other governing authority, the applicable law or official code shall take precedence. The Town of Jerusalem assumes no responsibility or liability for any errors or omissions in this guide or for any actions taken in reliance upon the information contained herein. For official guidance or clarification, applicants should contact the Town of Jerusalem Code Enforcement Office or the appropriate Town department.