

TOWN OF ESSEX

Planning Board

ASSISTANCE FOR LAND USE APPLICANTS



The Town of Essex has passed a number of Laws governing land use within the Town. These include a comprehensive [Zoning Law](#) (adopted in 2003 and amended in 2005 and 2015), a [Waterways and Harbor Management Law](#) (adopted in 2003, amended in 2004), and a [Land Subdivision Law](#) (adopted in 2006). These laws are intended to implement the Town's [Comprehensive Plan](#), which was approved in 2001 following input from Town citizens. They are available in the "Laws" section of this web site.

The Town Zoning Ordinance "regulates the location, design, construction, alteration, occupancy, and use of structures and the use of all land located within the municipal boundaries of the Town of Essex" (Zoning Law, Section 1.3) the other laws cited above supplement and compliment this Ordinance. This document is intended to guide those individuals or groups through the correct procedure, in accordance with the Town laws.

The procedures to follow vary with the nature of the proposed project and its location within the Town. All exterior projects within the Hamlets of Essex and Whallonsburgh, in the Historic District and on or near the shoreline of Lake Champlain (the Shoreline Overlay district) must receive approval by the Planning Board and may require extensive documentation. The same is true of

all proposed land subdivisions. Other projects may only require the issuance of a Zoning permit by the Zoning Officer.

Individuals or groups must first consult with the Zoning Officer before proceeding with any project. That individual will guide applicants through the process and - if appropriate -- coordinate the application process with the Secretary of the Planning Board.

Schedule A of the Zoning Ordinance indicates the general requirements for projects, depending on their location and nature. Note that for some projects a Zoning Permit is required. For others a Special Use Permit or Special Use Permit with Site Plan Review (both requiring Planning Board approval) is necessary. In some locations certain projects or activities are prohibited.

Since the Town is located wholly within the Adirondack Park, concurrent approval by the Adirondack Park Agency will be required for many projects. Approval from other governmental agencies (e.g. Army Corps of Engineers, NYS Department of Health) may also be required for some projects. The Zoning Officer can assist in guiding the applicant through these requirements.

Applications form Special Use, Special Use with Site Plan, and Minor Subdivision Permits are available in the Zoning Officer's and Planning Board Office at the Town Hall. The Planning Board will not consider an application until it is complete. More information on the requirements for these permits is available by clicking on one of the following:

[Minor Subdivision Permit - Instructions for Applicants](#)

[Special Use Permit - Instructions for Applicants](#)

[Special Use Permit with Site Plan - Instructions for Applicants](#)

Please note that the applicant or his/her authorized representative must attend the Planning Board meetings at which her/his project is being discussed.

The Zoning Officer is available by phone or email at 518-963-4287 ext 6 or essexcodes@gmail.com. The Planning Board Secretary can be reached at, 963-4287 ext 1 or at essexplanningboard@gmail.com.

The Planning Board meets the third Thursday of the month at 7pm in the Town Hall. **The approval process for most projects that come before the Planning Board normally takes two meetings of the Board.**

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