

## Necessary Steps That Must Be Taken When Opening A Business

- 1). Check Zoning Regulations with Code Enforcement Officer and any necessary Building Code Requirements that may apply.
- 2). Purchase a Zoning Regulation Book and Map from the Village or pages that may pertain to your Business.
- 3). Zoning Regulation pages that may/would pertain to opening a business in the Village of Gouverneur are as follows.  
Page 3,5,6,7-19,20,21,22,25,26,32,33.
- 4). If a Special Use Permit applies follow the requirements on pages 42-48.
- 5). If you cannot meet the requirements as specified you may need to apply for a Variance of which is explained on pages 49-52.
- 6). If your application requires a Special Use Permit and/or a Variance and is within 500 feet of a State, County or adjoining municipality boundary it will be sent to the County Planning Board for their review and comments as per General Municipal Law, Section 239m, or 239n .
- 7). Pages 38-41 explain the signage allowed for each district and business.
- 8). A Building Permit is required and in some cases blueprints done by a Licensed Engineer or Architect must be submitted. The blueprints should include a site plan showing adequate parking, signage, setbacks from property lines etc.
- 9). All applications must be received by the Code Enforcement Office within fifteen days of the Planning Board or Zoning Board meetings.
- 10). All Public Hearings for Special Use Permits and/or Zoning Board meetings must be publicized two weeks before the meeting date.
- 11). Pages 58-61 are definition pages that may apply to your application.
- 12). As always before digging you must call Dig Safely New York at 1-800-962-7962