

INCORPORATED VILLAGE OF LAUREL HOLLOW
1492 Laurel Hollow Road, Syosset, NY 11791
(516) 692-8826 ~ fax (516) 692-4198 ~ www.laurelhollow.org
Application to Building Department for Permit

Received: _____
Examined: _____
Approved: _____ Application / Permit #: _____
Permit Issued: _____
Disapproved: (see letter of denial dated: _____)

Building Inspector _____ Date of application: _____

Location: _____
(give house number, street name, distance from nearest cross street)

Section: _____ Block: _____ Lot: _____

Zone or use district in which premises are situated: _____

State proposed work in detail: _____

Estimated cost of construction: _____
(Costs for the work described in the application include all of the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost shall exceed estimated cost, an additional fee may be required before the issuance of the Certificate of Occupancy.)

State existing use and occupancy of premises: _____

State intended use and occupancy of premises: _____

Will the proposed work require the addition, movement, removal or excavation of land? yes no

If yes, is this work incident and necessary to the work covered under this application? yes no

If no you may need to apply for a separate permit under §48-2 of the Code.

Does the proposed construction or use violate any zoning law, ordinance or regulation? yes no

Was the premises ever the subject of a decision by the Village Board of Trustees, Planning Board of Zoning Board of Appeals? yes no

If yes, please attach a narrative providing details, including application numbers, issues affecting the premises, final outcome and any special terms or conditions. Include and section, block and lot #'s under which this property was known.

Owner: _____
(name, address & telephone number)

Applicant: _____
(name, address & telephone number)

If corporation, provide name and address of officer authorized to make this application: _____

Applicant is: (check one) Owner Lessee Agent Engineer Builder

Architect: _____ Plumber: _____

Contractor: _____ Electrician: _____

(if applicant is other than owner the 'Authorization of Owner' must be completed)

AUTHORIZATION OF OWNER:

I, _____ owner of record of premises located at _____
do hereby authorize _____ as agent to file an application for the work specified herein.

State of New York }
} ss.:

County of }
} Sworn to before me this

_____ day of _____, 20: _____

Notary Public

(signature of owner)

STATE OF NEW YORK, COUNTY OF NASSAU, ss.:

_____ being duly sworn, deposes and says that (s) he is a) Owner of Record, b) Agent of Owner, or c) authorized officer of corporate owner (circle one) of the property at _____ and that all statements made in this application are true and correct.

In consideration of the granting of the permit requested and approval of plans the applicant agrees to comply with all rules and regulations of the Zoning Ordinance and Building Code, any deed restrictions and with every other provision of the Ordinances of the Village of Laurel Hollow, and with every other provision of the law relating to the erection or alteration of said building in effect at this date.

State of _____ }
County of _____ }
Sworn to before me this _____ day of _____

(signature of person making application)

Notary Public, State of New York
10/31/2011

INSTRUCTIONS

- a. This application must be completely filled in and submitted to the Village Hall *in duplicate*.
- b. Both sets of applications must be accompanied by:
 - i. A survey of the property and a plot plan showing the location of existing structures and proposed building on the premises and its relationship to adjoining premises and public streets or areas.
 - ii. A set of plans clearly showing existing and proposed construction. Plans shall describe: the nature of the work to be performed, the materials and equipment to be used and installed; details of structural, mechanical, electrical and plumbing installations; and compliance with energy requirements. Plans shall also include existing and proposed zoning calculations. If work exceeds \$10,000 in cost or involves structural alterations, plans must be prepared by a Registered Architect or a Professional Engineer, as required by Articles 145 and 147 of the Education Law. All plans shall be on 24" x 36" paper with visible borders on all four sides. Drawings shall be titled as to each drawing's content. Plans shall be collated and folded to 1/8th the paper size with each title block exposed. Title blocks shall be located in the lower right hand corner of each drawing with the following information exposed:
 - Nassau County Tax Map Number
 - Scale of drawing (if more than one scale is used, please indicate)
 - Graphic scale for each scaled drawing
 - Property Address
 - Drawing No. & Page No. (Page ___ of ___). If there are no page numbers, provide Table of Contents for Drawings with Drawing Nos.
 - Name of Owner, Design Professional, & Design Professional's certification (seal & stamp), per b ii, above
 - Initial date with all subsequent revision dates
 - iii. Environmental Protection Regulations Affidavit (with "Definition Page" attached) signed by a Registered Architect, Professional Engineer, or a Licensed Land Surveyor.
 - iv. Nassau County Department of Assessment Form for Building Permits
 - v. The appropriate fee(s) as determined by the Building Inspector, calculated pursuant to the Code of the Village of Laurel Hollow.
- c. No Building Permit shall be issued unless and until:
 - i. The Village is notified of the name, address and phone number of the contractor and architect / engineer
 - ii. Evidence of workers' compensation (WCB form C105 or SIF form U26.3) and New York State disability coverage (WCB form DB-120) is provided as required by the Workers' Compensation Law of the State of New York, along with evidence of general liability insurance coverage naming the Village of Laurel Hollow as certificate holder.
- d. *The work covered by this application shall not be commenced before the issuance of a Building Permit.*
- e. Upon approval of this application, and upon receipt of all required documentation, the Building Inspector will issue a Building Permit to the applicant together with approved, duplicate set of plans. Such permit and approved plans shall be kept on the premises available for inspection throughout the project.
- f. Electrical work must be inspected by, and a Certificate of Approval obtained from the New York Board of Fire Underwriters, Electrical Inspectors Inc., or other authorized inspection agency.
- g. There shall be no occupation or use, for any purpose whatever, of any new: principal dwelling, swimming pool, cabana, garage, or other construction requiring a Certificate of Occupancy (CO) until the CO is issued by the Building Inspector.

ENVIRONMENTAL PROTECTION REGULATIONS AFFIDAVIT
RELATING TO COMPLIANCE WITH § 145-12 OF THE CODE
TO BE PREPARED, SIGNED, & SUBMITTED BY THE:
REGISTERED ARCHITECT, PROFESSIONAL ENGINEER, OR LICENSED LAND SURVEYOR

Date:

Incorporated Village of Laurel Hollow
1492 Laurel Hollow Road
Syosset, NY 11791

RE: Permit #
Address:

This is to certify that I _____, registered architect/professional engineer/licensed land surveyor in the State of New York, license # _____, inspected the subject property and area within which the stated work is to be performed.

I further certify that the proposed work *will or will not (insert applicable statement)* result in the disturbance of any bluff, buffer area, greenbelt, steep slope, very steep slope, severely steep slope, watercourse, water body or wetland as defined in § 145-2 of the Code (copy of definitions attached).

I make this statement under penalty of perjury knowing that the Village of Laurel Hollow will rely on this information to determine compliance with the applicable Codes.

Signature & Seal

Sworn to before me
this _____ day of _____, 201__.

Notary Public

DEFINITIONS:

"BLUFF – A bank or cliff with a height of at least ten (10) feet above mean high water and a face with a slope exceeding a 1:1 ratio adjoining a beach or a body of water. The seaward limit of a bluff is the landward limit of its contiguous beach or, where no beach is present, the seaward limit is mean low water. The landward limit shall be twenty-five (25) feet landward of the bluff's receding edge, i.e. the point at the top of the bluff where the slope becomes less than 1:1.

"BUFFER AREA – A required land area adjacent to wetlands, water bodies and watercourses which is measured horizontally from the edge of such environmental features and is intended to be left undisturbed or minimally disturbed for the purpose of providing additional environmental protection.

"GREENBELT – A required open space conservation area as shown on a subdivision plat or partitioning map approved by the Village of Laurel Hollow Planning Board.

"SEVERELY STEEP SLOPE – A geographical area, whether natural or manmade and whether on one or more lots, which has a ratio of vertical distance to horizontal distance of greater than thirty-five (35) percent over a horizontal area measuring at least twenty-five (25) feet in all directions, based on two (2) foot contour intervals (see Figure 1 for illustration of how slope is measured).

"STEEP SLOPE – A geographical area, whether natural or manmade and whether on one or more lots, which has a ratio of vertical distance to horizontal distance of fifteen (15) percent or more but not exceeding twenty five (25) percent over a horizontal area measuring at least twenty-five (25) feet in all directions, based on two (2) foot contour intervals (see Figure 1 for illustration of how slope is measured).

"VERY STEEP SLOPE – A geographical area, whether natural or manmade and whether on one or more lots, which area has a ratio of vertical distance to horizontal distance of greater than twenty-five (25) percent but not exceeding thirty-five (35) percent over a horizontal area measuring at least twenty-five (25) feet in all directions, based on two (2) foot contour intervals (see Figure 1 for illustration on how slope is measured).

"WATERCOURSE – Any brook, creek, stream, river, rivulet, floodway or other such waterway flowing in a definite channel. Any drainage ditch, swale or surface feature that contains water only during and/or after a rain storm or snow melt shall also be considered a watercourse but shall not be subject to the watercourse buffer area requirements.

"WATER BODY – Any natural surface water segment, including ponds and lakes, covering an area of at least one thousand (1,000) square feet. A water body may be either intermittently, seasonally or permanently covered by water and must contain a discernible shoreline.

"WETLAND – A geographic area of at least one thousand (1,000) square feet that is covered with shallow and sometimes temporary or intermittent water, commonly referred to as a swamp, marsh, bog or vernal pool. This shall include all areas that comprise hydric soils and/or are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of hydrophytic vegetation as defined herein."



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building: N.E.S.W. SIDE OF (OR CORNER OF) _____ N.E.S.W. SIDE OF _____

ADDRESS OF PROPERTY _____

CITY, TOWN, VILLAGE _____ ZIP _____

ESTIMATED COST OF CONSTRUCTION: _____

Check one

OWNER OR LESSEE

NAME OF BUSINESS _____

CONTACT PERSON/OWNER _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

EMAIL _____

WORK MUST BEGIN BY _____

PERMIT EXP DATE _____

LOT SIZE S.F. _____

BLDGS ON LOT _____

PRINCIPLE TYPE OF CONSTRUCTION

STEEL

MASONRY

FRAME

**IF YOU WISH TO GROUP OR APPORTION LOTS
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION**

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)
*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> FIRE DAMAGE
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	<input type="checkbox"/> GARAGE/ OUT BUILDING
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> HVAC
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> MAINTAIN (PRE-EXISTING)	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> RECONSTRUCTION	<input type="checkbox"/> REPLACEMENT
<input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> DORMERS	<input type="checkbox"/> TENNIS COURT
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> CHANGE IN USE

DOES RESIDENCE HAVE THE FOLLOWING

CENTRAL AIR YES NO

FINISHED ATTIC YES NO

BASEMENT FINISH

1/4 1/2 3/4 FULL

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED YES NO

VARIANCE OBTAINED YES NO

CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES NO

SURVEY ENCLOSED YES NO

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

FIELD REPORT ON REVERSE

Address of Applicant/Contact Person _____ Telephone _____

TOWN
SCHOOL DISTRICT
SECTION
BLOCK
LOTS (S)
CA # OR BLDG #
UNIT #
DATE