

**INCORPORATED VILLAGE OF LAUREL HOLLOW**  
1492 Laurel Hollow Road, Syosset, NY 11791  
(516) 692-8826 ~ fax (516) 692-4198 ~ [www.laurelhollow.org](http://www.laurelhollow.org)  
**Application for Excavation & Filling of Land Permit**

Received: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Permit Issued: \_\_\_\_\_  
Disapproved: \_\_\_\_\_ (see letter of denial)

Application / Permit #: \_\_\_\_\_

Date of application: \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer

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

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zone or use district in which premises are situated: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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  
**(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.  
\_\_\_\_\_  
(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.

\_\_\_\_\_  
(signature of person making application)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of New York

## INSTRUCTIONS

- a. This application form must be completely filled in by typewriter or ink and submitted to the Village Hall *in triplicate*.
- b. This application must be accompanied by *three copies* of the following:
1. A complete description of the proposed work, including the total cubic yards of material to be dredged, filled, excavated, moved, removed or deposited.
  2. The location and dimensions of the affected premises.
  3. The present topography of the affected and neighboring premises and the topography which will exist after the proposed work has been completed, including, without limitation, a topographical map prepared by a licensed civil engineer or surveyor.
  4. Distances of the proposed work from the boundaries of the premises, from buildings on all adjoining premises, from the mean high watermark of all neighboring bodies of water and from adjoining public streets.
  5. A complete statement of the proposed disposition of all material to be added, moved, removed or excavated.
  6. Proposed truck access to the property for any material to be moved over existing streets within the village.
  7. Such other information and data as the Board may require.
- c. This application must be accompanied by Environmental Protection Regulations Affidavit signed by Licensed Land Surveyor with "Definition Page" attached.
- d. This application must be accompanied an initial application fee of **\$100.00**; said fee may to increased by the Board of Trustees, not to exceed \$1,000.00, as well as a deposit in the sum of **\$500.00** to cover the cost of Village Engineer fees incurred in reviewing the application and performing field inspections. Any fees incurred exceeding the sum held in escrow shall be paid by the applicant upon presentation of an invoice setting forth such fees.
- e. No Permit shall be issued unless and until the Village is notified of the name, address and phone number of the contractor and engineer.
- f. No Permit shall be issued unless and until 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.
- g. *The work covered by this application shall not be commenced before the issuance of a Permit.*
- h. Upon approval of this application, and upon receipt of all required documentation, the Code Enforcement Officer will issue a 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 progress of the work.