

APPLICATION #

POQUOTT

Guide to the Building Permit Application



Overview of Permit Requirements in the Village of Poquott

In most cases (except where noted below), permits are not required for activities that are replacements in-kind. However, you should check with the Village Clerk if you are not sure. The following is a list of activities that DO require a permit or permits from the Village.

- Construction of a new building (dwellings, sheds, pool houses, gazeboes, etc.).
- Building additions and/or alterations.
- Building demolition.
- Moving a building.
- Plumbing installation.
- Fireplace or chimney construction or repairs.
- Swimming pool construction.
- Sports area/surface construction.
- Post or pole lighting.
- Free standing wall construction.
- New fence construction – or changes to an existing fence that will increase its height.
- New retaining wall construction or repairs.
- Dock or bulkhead construction or repairs.
- Change to existing property grade/elevation.
- Changes to paved areas on a property that will modify storm water drainage.

Do's and Don'ts

Do make sure that your proposed activities will contain all storm water drainage on your property.

Do remember to schedule all of the appropriate inspections with the Building Inspector.

Do include all existing fences on your survey or it will not be accepted.

Don't create significant grade changes or you will need to submit a Grading Plan.

Don't use a survey that is over five years old.

Don't start your proposed activities until you have the proper permits.

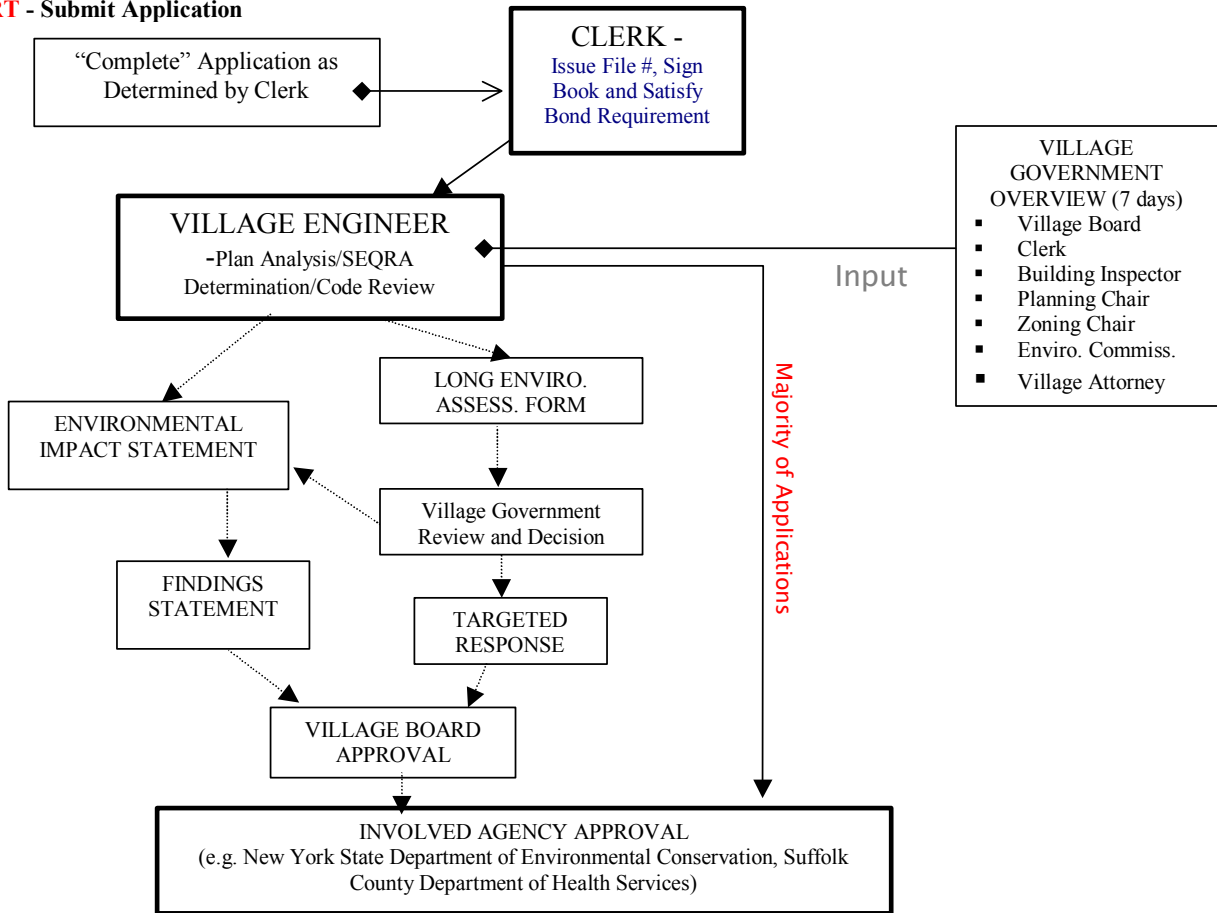
The Makings of a “Complete Application” for submission to the Clerk

The following is a list of items that are required in order to submit an application that can be reviewed by the Village. Note, the Village of Poquott reserves the right to impose additional requirements as deemed necessary by the Village Trustees.

- A completed and signed (notarized) Building Permit Application – See page 5 of this booklet.
- A completed and signed (notarized) Disclosure Affidavit – See Page 9 of this booklet
- A completed and signed copy of the Short Environmental Assessment Form – See Page 7 of this booklet.
- Five (5) copies of a survey prepared by a New York State Licensed Surveyor (surveys must be complete, legible and to scale). Pencil in addition or accessory structures proposed to scale, show exact dimensions and distance to all property lines. All surveys must present elevations inclusive of two-foot contour isopleths. Additionally, all surveys must show deed restrictions or restrictive covenants. Surveys must be dated within five years of the application.
- Five (5) sets of construction plans. ALL additions 700 square feet or larger, and all second story additions MUST have plans prepared and stamped by a New York State Licensed Architect or Professional Engineer. Existing structures must have as-built plans prepared to scale to the satisfaction of the Building Inspector.
- For applications that will involve a change in grade (including building footprint changes) a Grading Plan will be required. Once a Building Permit is issued by the Village Clerk, ALL construction MUST comply with the approved Grading Plan.
- One (1) copy of the following certificates for ALL existing structures; 1) Certificate of Occupancy; 2) Certificate of Compliance; 3) Certificate of Use and 4) Certificate of Zoning Compliance.
- An original Certificate of Insurance tendering New York State Workman’s Compensation and Disability listing the address relevant to the application and naming the Village of Poquott as additional insured.
- Payment for the application fees as determined by the Village Clerk including any performance bond requirements.

This practical guide is intended to take the user through the steps for making application to the Incorporated Village of Poquott for a complete Building Permit application. It is anticipated that a better understanding of the process will expedite the process to the benefit of both the applicant and the Village. All of the forms contained within this document are available in electronic format and can be accessed on the Internet at www.poquott.org.

START - Submit Application



- VILLAGE GOVERNMENT OVERVIEW (7 days)
- Village Board
 - Clerk
 - Building Inspector
 - Planning Chair
 - Zoning Chair
 - Enviro. Commiss.
 - Village Attorney

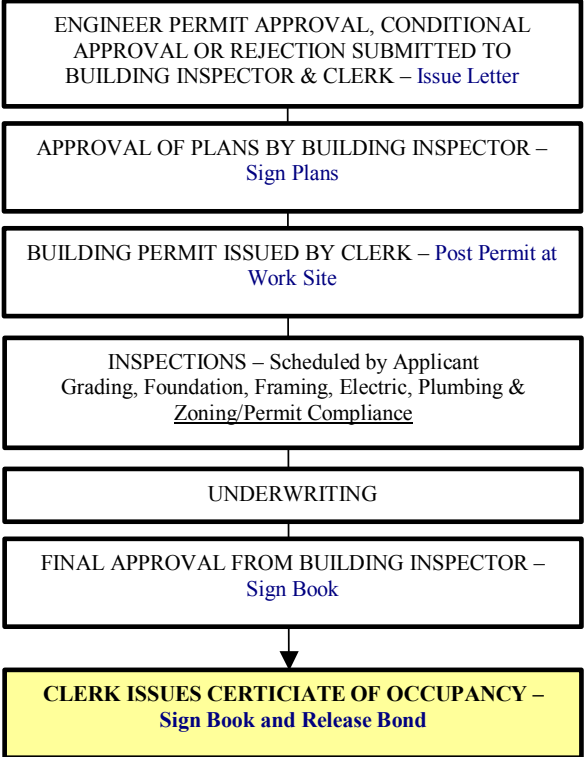
Bond Requirements:

Bond needed for projects with Total Project Cost in excess of \$2,500.00.

Bond value must be equal to 10% of the Total Project Cost listed on page 5.

Cash can be given in lieu of bond.

Bond/cash returned upon Issuance of C.O.



Building Permit Application

Applicant Information

Name:

Address:

Telephone #:

Fire Insurance Carrier Name:

Fire Insurance Policy #:

Fire Insurance Policy Expiration Date:

Contractor Information

Name:

Address:

Telephone #:

Workman's Compensation Carrier Name:

Workman's Compensation Insurance Policy #:

Workman's Compensation Policy Expiration Date:

Suffolk County Contractor's License #:

Project Information

Address:

Physical Description of Property:

Total Project Cost:

Estimated Completion Time Period:

Zoning District of the Property:

Description of Project:

Sign and Notarize One of The Two Endorsements to Validate Application

Owner's Endorsement For Building Permit Application if Prepared by Owner

Owner Name

Owner Signature

Sworn to before me this
Day of _____, 200

- or -

Owner's Endorsement For Building Permit Application If Prepared by Contractor, Architect or Engineer

STATE OF NEW YORK)
)ss.:
COUNTY OF SUFFOLK)

_____ - being duly sworn, does hereby depose and state that:

I reside at _____ In the County of _____ and State of _____, and I am the (owner in fee) (officer of the corporation that is the owner in fee) of the premises described in the foregoing and that I have authorized _____ to make the foregoing application as described herein.

Signature of Officer

Officer's title

Corporation Name

Sworn to before me this
Day of _____, 200

Short Form Environmental Assessment Form (EAF)

Information necessary for the requirements of the State Environmental Quality Review Act (SEQRA) and the State Historic Preservation Act (SHPA) are provided in the Short Environmental Assessment Form (EAF) below. All Applicants for any type of Building, Zoning or Subdivision permit must submit a Short EAF. Upon review of the EAF, additional information may be required thus prompting the Applicant to complete a Long EAF or an Environmental Impact Statement (EIS). The Long EAF is not included in this guide and can be obtained from the Village Clerk or at the Village Web Site (www.poquott.org).

PROPOSED PROJECT INFORMATION			APPLICANT INFORMATION
Location/Address in Poquott:			Applicant Name:
Distance and direction to nearest intersection:			Address:
Type of Project Proposed - Circle One			Telephone and Fax Number:
<i>New</i>	<i>Existing</i>	<i>Alteration/ Addition</i>	
Describe Project:			
Will Proposed Project Comply with Existing Zoning or Other Land Use Restrictions?			
Yes		No, Explain	
Describe Land Use of Contiguous Properties			
Direction from Project		Description of Land Use (Residential, Park, Commercial or Industrial)	
North			
South			
East			
West			

List Any Permits or Approvals that May be Required from Any Other Governmental Agencies for the Proposed Project			
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Permit / Approval			

List Currently Valid Permits or Approvals and Indicate any Required Modifications			
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Permit / Approval	No	Yes, Explain Modification	

Could the Proposed Action Result in ANY Impacts Upon the Following Community Resources and Characteristics?			
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Resource / Characteristic	No	Yes, Explain	
<i>Air Quality</i>			
<i>Surface or Ground Water Quality</i>			
<i>Ambient Noise</i>			
<i>Existing Traffic Patterns</i>			
<i>Land Erosion</i>			
<i>Storm Water Drainage</i>			
<i>Neighbors' Enjoyment of a View</i>			
<i>Historical/Archaeological Resources</i>			
<i>Wetlands</i>			
<i>Community Character</i>			
<i>Flora</i>			
<i>Fauna Including Fish and Shellfish</i>			

I certify that the information provided above is true to the best of my knowledge:	
Applicant Name: _____	Applicant Signature _____
Date of Signature _____	

DISCLOSURE AFFIDAVIT

READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT AN ATTORNEY BEFORE COMPLETING THIS FORM.

STATE OF NEW YORK)

)ss.:

COUNTY OF SUFFOLK)

I _____ owner/contract vendee for the following relief _____, being duly sworn depose and state that I make and complete this affidavit under the penalty of perjury and swear to the truth thereof, that I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor, and that being so warned, I do state:

That _____ is a State Officer, is an officer or employee of the Village of Poquott, and that this person has an interest in the person, partnership or association requesting the above stated relief, and that for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them

- (a) is the applicant.
- (b) is an officer, director, partner or employee of the applicant.
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant.
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

That ownership of less than 5% of the stock of a corporation whose stock is listed in the New York or American Stock Exchange shall not constitute an interest for the purposes of this section.

Owner Name

Owner Signature

Sworn to before me this
Day of _____, 200

For Official Use Only

Permit Completeness Determination	
	Application Number
	Signature of Clerk
	Notice to Village Gov't For Input, Date
	Submission to Village Engineer, Date
Bond Requirement	
	Bond Information
	Amount
	Date and Form of Payment
Involved Agency Approval(s), If Applicable	
	Agency - Approval Letter Date
	Agency - Approval Letter Date
Building Inspector Review	
	Inspection Date, Notes
	Inspection Date, Notes
	Inspection Date, Notes
	Inspection Date, Notes
	Inspection Date, Notes
	Inspection Date, Notes
	Final Inspection, Date, Signature of Inspector
Engineering Review	
	Engineering Review Date, Notes
	Engineering Response Date, Notes
	Engineering Response Date, Notes
	Engineering Response Date, Notes
	Engineering Response Date, Notes
	Final Response, Date, Signature of Engineer
Permit Approval – Requires in-part Signatures from Building Inspector, Engineer and Clerk	
	Permit Number
	Permit Issue Date
	Signature of Clerk
Bond Return	
	Date Returned
	Signature of Clerk

Miscellaneous Notes

The applicant is responsible to insure that all steps presented herein are followed to obtain a valid Building Permit and/or Certificate of Occupancy. Permits issued on erroneous procedures, omitted information or misstated fact(s) are subject to an administrative hearing that can lead to the revocation of the Building Permit or Certificate of Occupancy.