

# INCORPORATED VILLAGE OF LAUREL HOLLOW

NASSAU COUNTY, NEW YORK

## APPLICATION FOR BUILDING PERMIT

APPLICATION / PERMIT #

1492 Laurel Hollow Road, Syosset, NY 11791 Ph: (516) 692-8826 Fax: (516) 692-4198 [www.laurelhollow.org](http://www.laurelhollow.org)

Date of Application: \_\_\_\_\_ Date of Approval: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Michael F. McNerney RA, Building Inspector

OFFICE USE ONLY ABOVE THIS LINE

### Address of Permit Activity:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

### Property Owner's Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corp. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant's Information (If other than property owner):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corp. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### Design Professional's Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corp. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### Description of Permit Activity:

**Applicant's Estimated Cost of Construction:** \$ \_\_\_\_\_ (Include costs for all labor and materials associated with all aspects of the project proposed, exclusive of the cost of land. Note that the final application / permit fee will be based on the cost of construction as calculated by the Building Inspector).

This application form shall be submitted in duplicate, both copies bearing original signatures where required, along with a nonrefundable **\$650.00** initial Building Permit application fee check made payable to the Village of Laurel Hollow. This fee payment shall be deducted from and applied against the total Building Permit fee as calculated by the Building Inspector. When the Building Inspector's signature is affixed above and returned to the applicant with approved construction drawings, those documents shall constitute a valid Building Permit. The original Building Permit and the stamped, approved plans MUST be retained on the construction site and be available for the Building Inspector's review at all times during the construction process.

All permits issued by this Building Department are strictly subject to the Zoning Codes of the Incorporated Village of Laurel Hollow and all New York State Building, Maintenance, and Fire Codes applicable on the date of the application. NO ERROR OR OMISSION IN THE ISSUANCE OF THIS OR ANY PERMIT GRANTED BY THE VILLAGE OF LAUREL HOLLOW SHALL LEGITIMIZE OR LEGALIZE ANY CONSTRUCTION OR USE OTHERWISE PROHIBITED BY LAW.

**Applicant is: (check one)** \_\_\_\_\_ **Property Owner** \_\_\_\_\_ **Lessee** \_\_\_\_\_ **Agent** \_\_\_\_\_ **Arch./ Eng.** \_\_\_\_\_ **Contractor**

*(If the applicant is anyone other than the property owner, complete the "Authorization of Owner" below)*

### AUTHORIZATION OF OWNER:

I, \_\_\_\_\_, owner of record of the premises located at \_\_\_\_\_, Syosset, NY, do hereby authorize \_\_\_\_\_ as my agent to file the application for the work specified herein.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Notary Public: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

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

\_\_\_\_\_, being duly sworn, deposes and says that he/she is (a) Owner of Record, (b) Agent of Owner, (c) authorized officer of corporate owner (circle one) of the property located at \_\_\_\_\_, Syosset, NY in the County of Nassau and that all statements are true and correct.

In consideration of the granting of the permit requested herein, the Owner and / or Applicant agree to comply with all rules and regulations of the Zoning Ordinance and Building Code of the Village of Laurel Hollow, and with any other provision of law relating the erection or alteration of the structure in question in effect as of this date.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Notary Public: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_



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

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: \_\_\_\_\_

NSHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

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

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)	N.E.S.W. SIDE OF
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ADDRESS OF PROPERTY	Check one	NAME OF BUSINESS
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CITY, TOWN, VILLAGE	ZIP	CONTACT PERSON/OWNER
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ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
		CITY, STATE, ZIP

WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
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PERMIT EXP DATE	<input type="checkbox"/> STEEL	EMAIL
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LOT SIZE S.F.	<input type="checkbox"/> MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION
# BLDGS ON LOT	<input type="checkbox"/> FRAME	

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		DOES RESIDENCE HAVE THE FOLLOWING	
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> FIRE DAMAGE	CENTRAL AIR	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	<input type="checkbox"/> GARAGE/ OUT BUILDING	FINISHED ATTIC	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> HVAC	BASEMENT FINISH	
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	<input type="checkbox"/> PLUMBING	1/4 <input type="checkbox"/>	1/2 <input type="checkbox"/>
<input type="checkbox"/> MAINTAIN (PRE-EXISTING)	<input type="checkbox"/> RELOCATION	3/4 <input type="checkbox"/>	FULL <input type="checkbox"/>
<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		

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 <input type="checkbox"/>	NO <input type="checkbox"/>	
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**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**

Address of Applicant/Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

FIELD REPORT ON REVERSE

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

**FOR USE BY HOMEOWNER WHEN THERE WILL BE  
NO SLOPE DISTURBANCE  
AS EVIDENCED BY PHOTO ATTACHED**

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

RE: Application #:  
Address:

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, Laurel Hollow, NY, do hereby certify that the proposed work on my home, will **not** 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), as this area is basically flat.

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. **Photograph of my property is enclosed.**

\_\_\_\_\_  
Signature

Sworn to before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
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."

**ENVIRONMENTAL PROTECTION REGULATIONS AFFIDAVIT**

*RELATING TO COMPLIANCE WITH*

*§ 145-12 OF THE CODE*

*TO BE PREPARED, SIGNED, AND SUBMITTED BY THE REGISTERED ARCHITECT, PROFESSIONAL ENGINEER, OR LICENSED LAND SURVEYOR PRIOR TO PLAN REVIEW*

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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

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## **INSURANCE REQUIREMENTS FOR GENERAL CONTRACTOR, ELECTRICIAN, & PLUMBER**

No Building Permit shall be issued unless and until the following is provided:

1. Evidence of workers' compensation (WCB form C105 or SIF form U26.3) naming the Village of Laurel Hollow as certificate holder.
2. New York State disability coverage (WCB form DB-120) is provided as required by the Workers' Compensation Law of the State of New York naming the Village of Laurel Hollow as certificate holder.
3. Evidence of general liability insurance coverage naming the Village of Laurel Hollow as certificate holder.
4. Evidence of License from Nassau County – for General Contractor
5. Evidence of Town or County License - for Electrician & Plumber