

VILLAGE OF QUOGUE, NEW YORK
Application For Building Department Permit

Permit No. _____

Type of permit requested (check applicable types):

- | | |
|--|---|
| ☐ Building | ☐ Demolition |
| ☐ Coastal Erosion Hazard Area | ☐ Floodplain development |
| ☐ Dock | ☐ Bulkhead |
| ☐ Other | |

Describe: _____

Owner:

Name: _____

Mlg. Address: _____

Telephone: _____

e-mail: _____

Contact for Permit (if different than owner):

Name: _____

Address: _____

Telephone: _____

e-mail: _____

Architect (if any):

Name: _____

Address: _____

Telephone: _____

e-mail: _____

Contractor:

Name: _____

Address: _____

Telephone: _____

e-mail: _____

Street Address of Property: _____

Tax Map Identification Number: 0902-_____-_____-_____.
(Section - Block - Lot)

Is any part of the property in Coastal Erosion Hazard Area? _____

FEMA Flood Zone Designation of property _____

Zoning Classification: A-_____ B-_____ LI-_____

Approximate size of property: _____ Sq.Ft.

Existing structures on property and use(s): _____

Nature of proposed work covered by this application:

New building _____ Addition _____ Alteration _____ Dock _____ Bulkhead _____

Tennis court _____ Pool _____ Other accessory structure _____ Other _____

(Describe): _____

Removal _____ Demolition _____ Excavation _____ Fill _____

Will clearing of land be involved? _____

If so, amount of acreage disturbed? _____

Brief description of proposed work:

Is the owner seeking a variance from the Zoning Board of Appeals or the Coastal Erosion Hazard Area Board of Review in connection with the work proposed in this application? _____

If so, describe nature of variance(s) sought: _____

For new one-family dwellings and additions to existing one-family dwellings:

Gross floor area of existing dwelling, if applicable: _____

Gross floor area of dwelling as completed: _____

Maximum allowed gross floor area: _____

Note: "Gross floor area" shall be computed in accordance with Section 196-49C of the Quogue Village Code.

Description of new construction with Sq. Ft.:

Square footage constructed or added (for permit amendments please list "from & to"):

first floor living space _____

second floor living space _____

basement living space _____

covered porch _____

garage (attached ☐, detached ☐) _____

decks at grade _____

1st floor deck _____

2nd floor deck _____

Patio _____

pool _____

other accessory structures _____

Square footage renovated (for permit amendments please list "from & to"):

first floor living space _____

second floor living space _____

basement living space _____

other (specify) _____

For construction that is proposed in Coastal Erosion Hazard Area:

Describe any alternatives to the location.

Describe why this location of the construction is necessary. _____

Describe whether any measurable increase in erosion will occur as a result of the construction.

Describe steps to prevent and minimize adverse effects on natural protective features.

Will any dune area be disturbed by the proposed activity? _____

If so, describe the plan to restore and revegetate the disturbed area and attach proposed plans and drawings.

If reconstruction of a structure is involved pursuant to Section 80-10B(1)(j) of the Quogue Village Code, specify the "replacement cost – new" of the structure as defined in Section 80-3 of the Quogue Village Code. \$ _____.

Describe the basis on which such estimate is made and provide supporting data. _____

If a non-major addition to an existing structure in existence before February 6, 1989 is being proposed, provide the increase in ground area coverage, calculated as provided in the definition of "major addition" in Section 80-3 of the Quogue Village Code. _____

Cost:

The applicant's estimate of the total cost of the work for which this application is made is the following:
\$ _____

Describe the basis on which such estimate is made and provide supporting data. _____

Application is hereby made for issuance of a permit or permits as requested in the foregoing application. Applicant affirms to the best of applicant's knowledge and belief that the information set forth in the foregoing application is true, correct and complete. In connection with the work, the applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant authorizes the Building Inspector, Code Enforcement Officer and other officials of the Village of Quogue to enter upon the property for the purpose of inspecting the property and construction and other work to be performed pursuant to the foregoing application, and the applicant consents to such entry for that purpose.

Date: _____ Applicant's Signature: _____

Notes:

1. No oversight, error or omission on the part of the building inspector or his representative shall legalize the erecting, construction, alteration, removal, use or occupancy of a building or structure that does not conform to the provisions of the New York State Uniform Fire Prevention and Building Code and the Code of the Village of Quogue.
2. This application must be signed by all owners or an authorized agent of the owners designated in writing delivered to the building department.
3. The application for a building permit must contain or be accompanied by sufficient information to permit a determination that the intended work accords with the requirements of the New York State Uniform Fire Prevention and Building Code.
4. The application for a building permit must also be accompanied by copies of the plans and specifications as per the attached instructions showing the character, outside limits, size, intended use, and location upon the plot of the proposed structure and the size, boundaries, existing structures and location of the plot of land affected.
5. A current, certified survey prepared by a licensed surveyor is required for all work unless waived by the building inspector. In the Coastal Erosion Hazard Area, such survey should show the toe of the dune, the crest of the dune, the coastal erosion hazard line, which shall be the landward edge of the scaled line from the official coastal erosion hazard area maps, and topographic data.
6. Prior to issuance of a permit, contractors must show evidence of licensure by the Town of Southampton and, unless an exception is applicable, evidence of workmen's compensation insurance.
7. Please see and complete the Design Review Board Application attached to this form.

FOR BUILDING INSPECTORS USE ONLY

Application is: _____
(Granted or Denied)

Reference to variance(s) granted (if any): _____

Conditions (if any): _____

Computation of fee:

Building Permit:	\$ _____
Trustee Permit:	\$ _____
Coastal Erosion Hazard Area:	\$ _____
Storm Water Pollution Protection Plan*:	\$ _____
FEMA Compliance: \$150 / \$250	\$ _____
Total:	\$ _____

*Additional inspection charges may apply

Date: _____ **Building Inspector's Signature:** _____

For Coastal Erosion Hazard Area Permits:

The undersigned Coastal Erosion Hazard Area Administrator hereby finds and determines that the construction and other activity within the Coastal Erosion Hazard Area: (a) is reasonable and necessary, considering reasonable alternatives to the proposed activity and the extent to which the proposed activity requires a shoreline location, (b) is not likely to cause a measurable increase in erosion at the proposed site and at other locations, and (c) prevents, if possible, or minimizes adverse effects on natural protective features and their functions and protective values, existing erosion protection structures and natural resources.

Date: _____ **Administrator's Signature:** _____

VILLAGE OF QUOGUE, NEW YORK

Owner's Designation of Agent

The undersigned owner of the property located in the Village of Quogue known as

_____ (the "Property") hereby appoints
(address)

_____, as the lawful agent of the undersigned
in connection with all matters relating to the application for a building or other
permit at this Property, including the right to complete and execute an
Application for Building Department Permit. The undersigned owner agrees to
be bound by all the statements and undertakings of such agent with the same
effect as if made personally by the undersigned.

This designation may be revoked only by a written instrument delivered by the
undersigned to the Building Department of the Village of Quogue.

Name(s)_____

Signature(s)_____
(All record owners must sign)

Signature(s)_____
(All record owners must sign)

Date: _____

Village of Quogue
Design Review Board Application Form

The Design Review Board reviews the exterior design of proposed new buildings or structures and alterations of existing buildings and structures in order to assure that the design is compatible with the neighborhood and otherwise consistent with the objectives of promoting the health, safety and general welfare of the community and preserving and protecting the value of properties in the Village of Quogue.

Additional information concerning the Design Review Board's function and procedure is available at the Village Office or at www.villageofquogueny.gov

Please complete the information called for below and file completed application and **three copies** of the following materials with the Village office:

- Elevations, renderings and floor plans of proposed project (full construction drawings are not necessary).
- Site plan of property including landscaping (existing and proposed). If a garage is planned indicate placement on the site plan at least 6' evergreen plantings screening the garage doors if they face an adjacent property. Normally, garage doors should not face the road.

Owner name: _____ **E-Mail:** _____ **Tel:** _____

Property Address: _____ **Tax Map ID Number: 0902-**____-____-____

Architect Name: _____ **E-Mail:** _____ **Tel:** _____

Contractor Name: _____ **E-Mail:** _____ **Tel:** _____

Principal contact for the application: _____

Siding Material _____ Color _____

Roofing Material _____ Color _____

Foundation Material _____ Color _____

Trim Color _____ Shutter Color _____

Main Entry Door Color _____ Windows- Clear _____ Mirrored _____ Tinted _____

Driveway Material _____ Color _____ Driveway Apron _____ Color _____

Septic Retaining Wall Finish: _____ Screening: _____

Deck Material _____ Color _____

Paver Material _____ Color _____

Fencing Material _____ Color _____

Other item - Material _____ Color _____

Applicant's Certification

The undersigned owner or representative of the owner certifies that the information set forth above and in the accompanying materials is true and correct and that the structure that is the subject of this application will be constructed in compliance with the information submitted.

Date: _____

Signature: _____

Printed Name: _____

FOR OFFICE USE ONLY

Name of DRB Committee Member: _____

Name of Concurring Member, if applicable: _____

Name of Concurring Member, if applicable: _____

(The Committee Member or one of the concurring members must be the Chairman. Concurring members are required for new construction and major additions or modifications.)

Application is: ____ Approved ____ Referred to full Design Review Board

Conditions of approval, if
any _____

Committee Member Signature: _____

Date: _____

Building Department Final Compliance Signature: _____

DRB File Number: _____

APPLICATION PROCESS:

1. Incomplete applications will not be accepted.
2. Complete applications will be received and reviewed.
3. The typical time frame for issuance of most permits is two to six weeks.

Do not proceed with construction until you have paid for, received the permit and posted it on site.

COMPLETE APPLICATION SHALL INCLUDE:

(Please use the following as a check list.)

1. Three sets of plans and three copies of the survey are required for most applications. Four sets of plans are required for commercial projects and four surveys and plans for CEHA permits.
2. Plans must be 1/4 scale or larger. Plans typically need to have an architect seal, especially when the work is structural in nature.
3. Surveys must be to scale (not reduced or blown up).
4. An application to amend the scope of work of a project must have a clear explanation of the change such as "*square footage from X to Y*" or "*renovation cost from Y to Z*". Revised plans may be required depending on circumstances.
5. Design Review Board referrals are an automatic part of the review process. The DRB form must be filled out by all applicants.
6. **Suffolk County Board of Health** permits will be required for:
 - a. New septic systems for accessory structures.
 - b. Additional bedrooms in excess of prior BOH approvals and renovations in excess of \$500,000.00.
 - c. Additional bedrooms where there is no prior BOH approval.
 - d. Suffolk County Board of Health permits are required to upgrade or install a new system.
 - e. If BOH approval is required and has not been received, the application will be deemed incomplete and may not be accepted.
7. **DEC** approval is necessary for parcels affected by wetlands.
8. Site plan approval is required for all commercial building applications.
9. Applications for **sheds, hot tubs & heating systems** and or equipment (items other than stick build construction) must include either plans or a brochure from the manufacturer indicating what will be installed. Manufacturers installation specifications must be included as necessary.
10. **Photovoltaic systems** require an electrical underwrites certificate at completion. PV systems require permits when they are free standing and when the panels are tipped up from the roof. Engineering drawings are required for the mounting of the system with a roof diagram and equipment location. A letter from an engineer or architect is required regarding the imposed load on the roof.
11. **Solar hot water systems** require a building permit as they are plumbing equipment. Solar hot water systems free standing and tipped up from the roof require engineering drawings for the mounting of the system with a roof diagram and equipment location. A letter from an engineer or architect is required regarding the imposed load on the roof.
12. Proof of **Town of Southampton Home Improvement License**. Proof of **NYS Workers' Compensation** insurance on the appropriate form (State issued) is required. **The Village of Quogue, 7 Village Lane, Quogue, NY 11959 must be listed as an additional insured. Accord forms are not acceptable.** Minor projects that qualify may use the exemption form signed and notarized by the homeowner.
13. All applications for a new build or large renovation require an on-site parking plan to be submitted with application.



Village of Quogue

7 Village Lane
PO Box 926
Quogue, NY 11959
Telephone: (631) 653-4498
Fax: (631) 653-4776

ROBERT TREUHOLD
Mayor

AIMEE BUHL
Village Clerk

Disclosure Affidavit General Municipal Law §809

STATE OF _____)
COUNTY OF _____)ss.:

_____, being duly sworn, deposes and says that:

Applicant Name

1. (a) An application has been made by _____

Name of Applicant

to the Village of Quogue ☐ Trustees ☐ Building Department
 ☐ Planning Board ☐ Zoning Board of Appeals

with respect to property situated at _____

Street Address

Quogue, New York, SCTM# 0902-_____-_____-_____. _____

I am the _____ and I reside at _____

Applicant

(b) The shareholders, partners or members of the applicant corporation, partnership or limited liability company are (if applicable):

(1) _____ (3) _____

(2) _____ (4) _____

2. (a) The landowner's name and address: _____

(b) The shareholders, partners or members of the landowner corporation, partnership or limited liability company are (if applicable):

(1) _____ (3) _____

(2) _____ (4) _____

3. (a) The contract vendee's name and address are (if applicable): _____

(b) The shareholders, partners or members of the contract vendee corporation, partnership or limited liability company are (if applicable):

(1) _____ (3) _____

(2) _____ (4) _____

4. Does any officer or employee of the Village of Quogue have an interest in the applicant, the landowner or in the contract vendee?

YES _____ NO _____

If yes, state the name and residence of such officer or employee, the name of such governmental entity (Village, Town, County, State) and the nature and extent of such interest on a separate sheet and attach to this affidavit.

For the purpose of this disclosure, an officer or employee of the Village of Quogue shall be deemed to have an interest in the applicant, landowner, or contract vendee when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

a. Is the applicant, land owner, or contract vendee; or

b. Is an officer, director partner, member or employee of the applicant, landowner or contract vendee; or

c. Legally or beneficially owns or controls stock of a corporate applicant, landowner, or contract vendee, or is a partner or member of a partnership or limited liability company applicant, landowner, or contract vendee; or

d. Is a party to an agreement with such an applicant, landowner or contract vendee, 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.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of a misdemeanor as provided in General Municipal Law §809.

Signature

Sworn to before me this
_____ day of _____ 20____

Notary Public