

INCORPORATED VILLAGE OF NISSEQUOGUE

Building Permit Procedure

The following packages of information shall be submitted to the Building Inspector. Each packet shall contain all the information as outlined below and be clearly marked for that board. When the application is deemed complete an application number will be assigned and each packet will be forwarded to the appropriate board.

Applications **must be presented 2 weeks prior to the scheduled meeting** of the ARB, Planning Board and JCMC. After approval by all Boards, the Building Inspector will issue a Building Permit; the Building Permit fee to be determined by the Building Inspector.

Building Department:

One copy of the building permit application completed on both sides and notarized

One copy of the original survey, signed and sealed

One copy of the site plan, signed and sealed

One set of construction drawings, signed and sealed

One copy of the EAF, Environmental Assessment Form

One copy of the CAF, Coastal Assessment Form

Insurance Certificate, Liability and Workmen's Comp

Check for fees, to the Incorporated Village of Nissequogue

Copy of contractor's license

Planning Board:

One copy of the building permit application completed on both sides

Seven original surveys, signed and sealed

Seven original site plans, signed and sealed

One set of construction plans, signed and sealed

Two copies of the EAF

One copy of the CAF

One ELECTRONIC COPY of all submitted surveys, site plans & construction plans

Check for fees, to the incorporated Village of Nissequogue

Application Fee:

A) Simple accessory structures \$500.00, ie fencing, Sheds & Patios

B) Swimming pools, barns and large accessory structures \$750.00 and

C) Houses and substantial additions \$ 1,500.00.

Subdivision Application Fees:

Base fee \$500.00 plus \$150.00 per acre or portion thereof.

Trust & Agency Fee \$5,000.00

Note: If account drops below \$2,500.00, additional monies will be requested.

Remaining balance refunded upon written request and Board of Trustee approval.

Planning Board to act as clearinghouse for applications forwarded to ZBA.

LWRP / JCMC:

One copy of the building permit application
Two copies of the survey, signed and sealed
Two copies of the site plan, signed and sealed
One copy of the EAF
One copy of the CAF

Architectural Review Board:

One copy of the building permit application completed on both sides
One copy of the EAF
One copy of the CAF
Five copies of the original survey, signed and sealed
Five copies of the site plan signed and sealed
Five copies of the construction plans, signed and sealed
For preliminary discussion with ARB, 5 copies of plans and 5 copies of Survey, Application, EAF and CAF are not required

Board of Zoning Appeals:

Six copies of the Board of Zoning Appeals application
One copy of the building permit application completed on both sides
Six copies of the survey: NOTE: In addition to the requirements for a standard survey, the BZA requires all structures within 100 feet of the applicant's property be indicated on the survey along with the building envelope.
Six copies of the site plan showing all proposed structures requiring a variance, indicate the offsets to the property line
Six copies of all Certificates of Occupancy
Six copies of the Deed
Appropriate fees to the Incorporated Village of Nissequogue

Survey Requirements:

Appropriate scale, not smaller than 1" = 30'

All copies must be stamped and signed, and guaranteed to applicant

Key map and/or distance to the nearest cross street

Name of the subdivision or filed map should be. If appropriate, include file number and date

SCTM, district, section, block and lot

Surveyor name, address, phone number and date of survey

Property owner's names and adjacent property owners' names

north arrow

Bearing and distance of all property lines

Road names abutting the property with width of ROW and pavement edges

Topo, contour elevations at 2' intervals, and percentage of slope if greater than 25% as per LWRP, and 30% as per Village Code

Area of lot

All existing structures and their use, i.e.: residence, deck, pool, patio, fences, walls, gates, entry piers, etc.

Elevations of all structures.

First floor elevation of principal and accessory structures

Driveway location, curbing, surface material, and percentage of slope.

Drainage structures and calculations based on a 3" rainfall

Septic system, well or water supply line with offsets as required by SCBHS

Underground utilities

Building envelope, in accordance with the zoning code or filed map

Building line width 250' as required by code

Buffer zone, 25'- 0" no clearing or disturbance of flora and fauna

All recorded easements and ROW

BZA requirements, if applicable, see BZA above

Indicate 25% of clearing as required by code

Bluffs, ponds, wetlands, mean high water line, DEC and LWRP setbacks

Test hole data

United States coast and geodetic survey datum

If in a flood zone, indicate such and refer all grades to mean high tides and

All elective and mechanical above elevation 12' above M.H.T.

Site Plan:

All of the above requirements as outlined for the survey, Plus
Proposed structures and improvements and their offset to the property line
Total square footage of house and garage, based on lot size
Number of stories of improvement and total height of structure
Existing & proposed contour lines at 2'0" intervals, and spot elevations
at each corner of proposed structure
Verification that all, existing, and proposed driveway water run-off is
directed to a storm drain
All trees 8" and larger in diameter. That are to be removed are
indicated 25% of clearing as per code 111-6-A-1
FIRM map data, and elevations in the flood zone areas
Landscaping
List of names of all owners of property contiguous to site
First floor elevation
Proposed utilities and location
Lot width at set back line from street
Anything to be removed shall be indicated with dotted lines
All adjacent structures within 100' of property lines

Fee Structure:

Residential structures: .50 per sq. ft. all floors and garage. Min fee \$250.00

Additions and alterations: .50 per sq. ft. Min fee \$250.00

Accessory structures, docks, seawalls, pools, tennis courts, gazebo,
cabanas, (barns and garages under 300 sq. ft.): \$250.00
Barns and garages over 300 square foot. .50 per square foot., minimum
fee: \$250.00

Demolition all structures: \$150.00

Amendment to plans: \$150.00

Tanks, oil-gas: \$150.00

Electrical service change: \$ 150.00

DEC:

If your application is for improvements within the DEC Scenic River Zone,
Coastal Erosion Zone, Saltwater Tidal Wetlands or Freshwater Wetlands
contact the DEC at 631-444-0355, Bldg 40 Stony Brook University.

Building Inspector: Jerry Harris 631-862-9494

Please contact the Village Clerk at 631-862-7400 for:

Architectural Review Board Chairperson

Planning Board Chairperson

Zoning Board of Appeals Chairperson

Joint Coastal Commission

Village Engineer