



Incorporated Village of Head Of The Harbor

Building Permit Procedure

Building Department (631) 584-5602

The following described packages of information shall be submitted to the Building Department. Each packet shall contain all the information, as outlined, be clearly marked for each board, bound and folded no larger than 8 ½" X 18". When deemed COMPLETE by the building inspector, applications will be forwarded to the appropriate boards (two weeks lead time of a complete application is required to be placed on the agenda). Applicant or a representative is required to attend each meeting.

Meeting Dates: Architectural Review Board, ARB, first Tuesday of the month at 7PM
Coastal Management Commission, LWRP, first Thursday of the month at 7:30 PM
*Planning Board, PB, second Tuesday of the month at 5:30 PM (separate applications required)
*Zoning Board of Appeals, ZBA, to be scheduled (separate applications required)
*If applicable to application, request specific forms & fees schedule.

Building Department:

One copy of the building permit application completed on both sides and signed by the property owner and notarized.

One copy of the original survey, signed and sealed, reflecting all existing improvements

One copy of the site plan, signed and sealed, reflecting all existing and proposed improvements

One set of construction drawings, signed and sealed

One copy of the Environmental Assessment Form, EAF

One copy of the Coastal Assessment Form, CAF

Insurance certificates, Liability and Workman's Comp. (Village as additionally insured)

Copy of contractor's license

Check- one for fees, made payable to the Village of Head of the Harbor (see FEES schedule)

Architectural Review Board:

One copy of the building permit application

One copy of the EAF

One copy of the CAF

Two copies of the original survey, signed and sealed, reflecting all existing improvements

Two copies of the site plan, signed and sealed, reflecting all existing and proposed improvements

Two copies of the construction drawings, signed and sealed

Coastal Management Commission: LWRP

One copy of the building permit application

One copies of the EAF

One copies of the CAF

One copies of the original survey, signed and sealed, reflecting all existing improvements

One copies of the site plan, signed and sealed, reflecting all existing and proposed improvements

DEC:

If your application is for improvements within the DEC Coastal Erosion Zone, Saltwater Tidal Wetlands or Fresh Water Wetlands,

Contact the DEC at 631-444-0355, Bldg 40 Stony Brook University Either a permit is required or a letter of non-jurisdiction for these areas.

Survey requirements

Appropriate scale, not smaller than 1" = 30'

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

Key map and/or distance to nearest cross street

Name of subdivision or filed map. If appropriate include file number and date

Suffolk County Tax Map- district, section, block, lot

Surveyor name, address, phone number, and date of survey

Names of adjoining property owners

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%

Area of lot

All existing structures and their use, i.e.: residence, deck, pool, patio, fence, walls, barn, shed gates, etc.

Elevation of all structures

First floor elevation of principal and accessory structures

Driveway location, curbing, surface materials, 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 compliance with zoning code or filed map

Buffer zone, 25'-0" as per LWRP

All recorded easements and ROW

Prior ZBA variances

Limits of clearing

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

United States coast and geodetic survey datum

Site Plan

All of the above requirements as outlined for the survey, plus the following

Proposed structures and improvements and their offsets to the property line

Total square footage of existing house and garage and total square footage of proposed additions, based on lot size (in compliance with the zoning code, FAR)

Number of stories and height of structures

Proposed drainage structures and calculations for all impervious surfaces

Existing and proposed contour lines at 2'-0" intervals, and spot elevations at each corner of the proposed structures

All trees 8" or larger in diameter that are to be removed

Landscaping details

Structures to be demolished indicated with dotted lines

Proposed utility lines

Limits of clearing during construction

Erosion and sediment protection structures

Fees must be submitted with the application- see fee schedule.

Incorporated Village of Head of the Harbor
 500 North Country Road
 St. James, NY 11780



Building Department (631) 584-5602
APPLICATION FOR BUILDING PERMIT

APPLICATION IS HEREBY MADE to the Building Inspector of the Village of Head-of-the-Harbor for the approval of the detailed statement and plans herewith submitted for the construction of the buildings, additions, or alterations herein described. The applicant agrees to comply with all provisions of the Building and Zoning Ordinances and with the provisions of all other laws and rules relating to the construction of said buildings, additions, or alterations, whether herein described or not.

(Official Use Only)				
District 801 Sec. _____ Blk. _____ Lot _____				
Zoning District _____				
Fee \$ _____	Paid _____	20 _____		
Permit No. _____	Issued _____	20 _____		
Foundation Inspection _____	20 _____			
(Note: Location Verification Survey Required)				
Plumbing Inspection _____				
Framing Inspection _____				
Final Inspection _____				
Certificate of Occupancy Issued _____ 20 _____				
Police	Clerk	Building Dept.	Applicant	Tax Assessor

Owner of Property:
 (Name) _____ (Tel. #) _____ (Fax) _____

(Address) _____ (preferred daytime phone #) _____

The person responsible for the supervision of the work insofar as the Building and village Zoning Ordinance apply is:

Name _____

Address _____ Phone _____

Name of Architect _____ Address _____ Phone _____

Name of Builder _____ Address _____ Phone _____

Name of Mason _____ Address _____ Phone _____

Name of Plumber _____ Address _____ Phone _____

Survey Certifying Site Location by

Name of Surveyor _____ Address _____ Phone _____

As defined in Village of Head of the Harbor Code § 165-5:

Construction of new:

- 1-family dwelling*
- guest house
- accessory building
- accessory structure
- dock/bulk heading*
- other _____

Alteration/addition:

- 1-family dwelling
- guest house
- accessory building
- accessory structure
- other _____

Installation/Upgrade:

- gas/oil
- electrical
- plumbing
- windows
- other _____

Miscellaneous:

- Tree Removal
- Demolition
- Relocation
- Grade changes
- curb cuts*
- other _____

* may require appropriate forms for the Planning Board –Site plan and/or subdivision applications.

ESTIMATE COST OF PROPOSED WORK \$ _____

NO OCCUPANCY PERMITTED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY

Information pertinent to obtaining certificate of occupancy

- a. Final Inspection, Building Department Approval
- b. Submit a copy of a final survey indicating compliance with minimum zoning set back requirements (guaranteed to the Inc. Village of head of the Harbor)
- c. Submit a copy of laboratory water analysis.
- d. Submit county Board of Health Certificate on water supply and sewage disposal.
- e. Submit New York State Board of Fire Underwriters certificate, covering all electrical installations.
- f. Village approval of drainage provisions run off onto Village roads and/or adjoining property:

WORKMEN’S COMPENSATION INSURANCE

Pursuant to Section 57 of the Workmen’s Compensation Law a Certificate of Insurance on the Standard Form Approved by the Industrial Commissioner must be filed with this application covering all operations in connection therewith. If not filed with this application, a certificate will be furnished by _____ Policy No. _____
Surety _____ Exp. Date _____.

AFFIDAVIT
(Designate Capacity of Affiant)

State of New York
County of Suffolk
Village of Head of the Harbor

} SS.

The undersigned (Owner, Owner’s Agent, Architect, Contractor) being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the applicable ZONING ORDINANCE, BUILDING CONSTRUCTION CODE, and all other laws pertaining to the proposed wok shall be complied with, whether specified or not, and that such work is authorized by the owner.

Sworn to before me this _____ day of _____ 20____

Signature _____
Owner, Owner’s Agent , Architect, Contractor

Notary Public

AFFIDAVIT

State of New York
County of Suffolk
Village of Head of the Harbor

} SS.

I, _____ Owner of the premises located at _____

Being duly sworn depose and say:

That the premises described herein will only be used as a one family dwelling, or other (_____)
in accordance with the current Zoning Ordinance of the Incorporated Village of Head of the Harbor

Sworn to before me this _____ day of _____ 20____

Signature _____
Owner

Notary Public

**SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)
INCORPORATED VILLAGE OF HEAD OF THE HARBOR**

Application/sponsor:

Project location (tax map number and street address):

Description project briefly:

Please answer all questions either YES or NO. In the event that **one or more large significant adverse impacts may occur, please prepare the Long Environmental Assessment Form (LEAF):**

1. Will Project result in a large physical change to the project site or alter its topography?
2. Will it change any unique or unusual land form found on the site?
3. Will it alter or have nay effect on an existing body of water?
4. Will it impact existing groundwater quality and quantity?
Are Suffolk County Health Services approvals required?
5. Will the project result in erosion, drainage or flooding problems on adjacent properties or on village roads?
6. Will it have an impact on public health or safety?
7. Will it effect significant habitats or threatened or endanger plants or animals?
Will it involve the removal of large trees?
8. Will it affect air quality or produce objectionable odors?
9. Will it change the visual character of the community or scenic views and vistas?
10. Will the project impact any structure of recognized historic importance or an historic district?
11. Will it affect any site of archeological significance?
12. Will it impact a site designated as an environmentally significant area?
13. Will it impair existing or future recreational opportunities?
14. Will it affect existing traffic patterns adversely?
15. Will the project regularly cause noise, glare, vibration, or electrical disturbances?
16. Will it result in significant increases in solid wastes?
17. Is there, or is there likely to be, controversy related to potential adverse environmental impacts?
If yes, explain briefly:

Preparer's signature

Title:

Date:

**INCORPORATED VILLAGE OF HEAD OF THE HARBOR
LONG ENVIRONMENTAL ASSESSMENT FORM
PART I - PROJECT INFORMATION
ONLY IF NECESSARY – SEE SHORT ENVIRONMENTAL FORM**

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring additional work is unavailable, so indicate and specify each instance. *Please complete each question, indicate N/A if not applicable.

A. General Information

Name of Action _____

Location _____
(give address of site if available)

(include distances to nearest intersections)

Suffolk County Tax Map Parcel Numbers Dist. 801 Sec _____ Blk _____ Lot _____

Type of Project: _____ subdivision application
_____ site plan application
_____ change of zone petition
_____ special exception petition
_____ other

Name of Applicant _____
(Owner's agent, architect, contractor, engineer, etc)

Address _____

Business phone (_____) _____ Business fax (_____) _____

Name of property owner (if different) _____

Address _____

Daytime phone (_____) _____ Evening phone (_____) _____

Daytime Fax (_____) _____ Email address _____

B. Description of Proposed Project:

1. For **subdivision**: indicate number and size of proposed lots with approximate square footage of each building envelope:

a. Present building or facility total square footage: _____

2. For **site plan** application: indicate nature of planned structure(s) (e.g.: dwelling, accessory structure)

a. Present building or facility total square footage: _____

b. Planned additional square footage: _____ sq. ft. (i.e. gross floor area)

c. Number of stories: _____ Area of each _____, _____, _____ sq. ft.

d. Height of tallest proposed structure: _____ ft.

3. Nature of any other type of project:

4. Vehicular trips expected to be generated per day upon completion of project: _____ (See Institute of Transportation Engineers: Trip Generation Manual.)

C. Site Description (physical setting of overall project, both developed & undeveloped areas)

1. Present land use: _____ residential _____ agricultural _____ institutional _____ other _____ (specify)

2. Total acreage of subject parcel (s) _____ acres

Approximate acreage by cover type:	At Present	On Completion
wooded	_____ acre	_____ acre
meadow or grassland	_____ acre	_____ acre
agricultural (cropland, pasture)	_____ acre	_____ acre
wetland (freshwater or tidal, per Article 24, 25 ECL)	_____ acre	_____ acre
unvegetated (rock, earth, fill)	_____ acre	_____ acre
buildings	_____ acre	_____ acre
roads & other paved surfaces	_____ acre	_____ acre
landscaped	_____ acre	_____ acre
other (indicated type) _____	_____ acre	_____ acre
TOTAL ACREAGE	_____ acre	_____ acre

3. Zoning (For assistance, consult the village clerk)

a. List all zoning classifications of the site: _____

b. If change of zone petition, indicate desired zoning classification: _____

4. Has the site ever been used for the disposal of solid or hazard wastes? _____ Yes _____ No. If yes, provide details

5. Are there any tanks, barrels, drums, or other types of containers, or any dangerous or hazardous materials currently stored at the site? _____ (y/n) Are there buried fuel tanks? _____ (y/n) Are there old landfills or foundations of previous structures on the site _____ (y/n). If yes to any of the above, please list (attach separate documentation of needed) and indicate location on site plan:

6. What is the predominate soil type on the project site according to the USDA-SCS Soil Survey of Suffolk County, New York 1975: _____

a. Soil drainage: _____ well drained _____ % of the site
_____ moderately well drained _____ % of the site
_____ poorly drained _____ % of the site

If there are slopes greater than 15%, please include soil map of project site.

7. Are there any unique or unusual landforms on the project site? (e.g. bluffs, kettle holes, kames, or other geological formations?) _____ (y/n) If yes, please explain:

8. Have test holes been dug? _____ (y/n). If yes, locate on plan.

a. What is the minimum depth to the water table within the project area? _____ Feet.

b. What is the depth to clay in that area? _____ Feet.

c. Have any perched water bodies been detected on the site? (Seasonally high ground water visible, boggy areas, etc.) _____ (y/n) If yes, describe

9. Are there any springs, streams, ponds, or wetlands within or adjacent to the project site? ____ Y ____ N. If yes, describe _____
10. How far is the project site from the nearest body of surface water? _____ ft.
 a. Name of body of water (if known) and location: _____
11. If project is adjacent to bluffs, give minimum distance of structures to bluff: _____ ft.
12. Is project site within the 100-year flood plain? ____ Y ____ N. If yes indicate boundary on site plan.
13. Does project site encompass or border on any trails, open space, parkland, or recreational area used by the community? ____ Y ____ N. If yes, explain _____
14. Does project site offer scenic views or vistas to the community? ____ Y ____ N. If yes, explain _____
15. If there an archaeological site in or adjacent to the project area? ____ Y ____ N. (Consult New York State Historic Preservation Field Services Bureau at 518-237-8643.) (NB. Artifacts found in Stage 1 survey belong to property owner. If further work is required, artifacts must be secured in a recognized institution.)
16. Is project site within or contiguous to a building/area listed on the National Register of Historic Palaces, the State Register of Historic Places, the Village of Head of the harbor Historic Sites Inventory, or within any historic district? ____ Y ____ N. If yes, give name of historic building, site, or district: _____
 _____ (For Inventory, consult files in Long Island Room in the Smithtown Library or the Society for the Preservation of Long Island Antiquities.)
17. Does project alter any former estate layout, driveway, bridle path, road patter, or established landscaping? ____ Y ____ N. If yes, please explain _____
18. Does project site contain any species of plant or animal identified as endangered, threatened, rare, or of special concern at the State or Federal level? ____ Y ____ N. Authority or documentation? _____
 If yes, identify each sepecies: _____

D. Site Alteration

1. Will demolition of existing structure occur? ____ Y ____ N. If yes explain, _____
2. How much natural material will be removed form the site in cubic yards? Sand ____ Gravel ____ Rock ____
 Topsoil ____ Other ____
 How much material (rock, topsoil, etc.) will be deposited on this site as fill? _____ cu. yd. Identify type and source of material: _____
3. Do any mature trees (over four inches in diameter) or other locally important vegetation, such as dogwood, mountain laurel, cedar, holly need to be removed for this project? ____ Y ____ N. If yes identify such trees on site plan.
 Does proposed action remove?
 More than 10% of such trees or other locally important vegetation? ____ Y ____ N
 More than 25% of such trees & plants? ____ Y ____ N
 Any trees within 40 feet of a road? ____ Y ____ N
 Any trees within 75' of Stony Brook Harbor? ____ Y ____ N
4. Describe physical and biological measures to be undertaken to control erosion (e.g. perimeter hay bales, revegetation, etc.)
 a. before construction starts: _____
 b. during construction: _____
 c. over the long term (e.g. landscaping plans, timetable): _____

Attach a separate sheet of necessary. Indicate all hard structures and proposed plantings on site plan as required by Architectural review Board.)

5. Will final project use herbicides or pesticides, fungicides or fertilizers? ____ Y ____ N. If yes, specify kind and amount and frequency of application: _____.

6. Will surface area of existing ponds, streams, bays, or other surface waterways and wetlands be increased or decreases by this project? ____ Y ____ N. If yes, explain,: _____
_____.

7. Will there be a discharge into a body of surface water? ____ Y ____ N.
How will stormwater runoff be handled? (e.g. drywells, leaching pools, retention ponds, recharge basin) _____
_____.

8. Is water supply: _____ public (required for subdivisions) ____ private. If from private well, indicate plumbing capacity ____ gal/min. Locate well on site plan.

9. **For site plan applications only**, locate septic tank(s) and pool(s) on site plan.

a. If there is an existing sanitary system, has it been certified as functioning by a sanitary engineer?
____ Y ____ N. explain _____

b. To prolong life of septic system, will there be a separate septic tank for gray water (waste from washing machine/dishwasher) ? ____ Y ____ N. Please locate on site plan.

10. **For site plan applications only**, will project require an underground oil or propane tank, or replacement of such a tank? ____ Y ____ N. If yes, specify which fuel and capacity of tank: _____.
Locate tank(s) on site plan and any existing tanks.

E. Informational Details

Attach any additional information needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures you propose to mitigate or to avoid them.

F. Verification

I, _____, the preparer of this Environmental Assessment Form for the project known as _____, do hereby swear that I reside at _____ and further that the information set forth I this document is correct and complete to the best of my knowledge.

signature

Subscribed and sworn to before me
this ____ day of _____, 20____

(sign)
(Notary)

**COASTAL ASSESSMENT FORM NISSEQUOGUE AND HEAD-OF-THE-HARBOR
(LWRP)**

This form should accompany application for permit or subdivision approval

A. Applicant

1. Name: _____
2. Address: _____
3. Telephone: Area Code (): _____

B. PROPOSED ACTIVITY

1. Location of activity: Village _____
Address _____
2. Brief description of activity: _____

3. Village agency being applied to : _____
4. If applications have been file with other agencies (town, county, state, etc.) provide type of permit applied for, agency application number, date of application, and copy of the application.

C. COASTAL ASSESSMENT

- | | | |
|---|-----|-----|
| 1. Will the proposed activity involve or result in any of the following: | YES | NO |
| a. Physical alteration of the site requiring preparation of an environmental impact statement?..... | ___ | ___ |
| b. Physical alteration of land along the shoreline, land under water, or tidal or freshwater wetland?..... | ___ | ___ |
| c. Mining, excavation or dredging activities, or placement of dredged or filled materials, on land along the shoreline, land under water, or tidal or freshwater wetlands?..... | ___ | ___ |
| d. Draining of storm water runoff or sewer overflows into coastal waters or wetlands?..... | ___ | ___ |
| e. Discharge of any pollutants into coastal waters?..... | ___ | ___ |
| 2. Will the activity proposed have a significant effect on: | | |
| a. Scenic quality of the coastal environment?..... | ___ | ___ |
| b. Other scenic resources?..... | ___ | ___ |
| c. Structures, sites or districts of historic, archaeological or cultural significance?..... | ___ | ___ |
| d. Fish or wildlife habitats?..... | ___ | ___ |
| e. Land currently farmed of farmed within the last 5 years?..... | ___ | ___ |

- | | YES | NO |
|---|-----|-----|
| 3. Will the proposed activity require: | | |
| a. A federal permit?..... | ___ | ___ |
| b. A state permit? | ___ | ___ |
| c. A county permit?..... | ___ | ___ |
| d. A town permit?..... | ___ | ___ |
| 4. Is the proposed activity within? | | |
| a. 100 feet of mean high water along Long Island Sound
or Stony Brook Harbor?..... | ___ | ___ |
| b. 150 feet of mean high water along the Nissequogue River?..... | ___ | ___ |
| c. 100 feet of any freshwater or tidal wetland?..... | ___ | ___ |
| d. 100 feet from the ridgeline of a bluff?..... | ___ | ___ |
| e. Sites with steep slopes in excess of 15% in Head-of-the-Harbor
or 20% in Nissequogue?..... | ___ | ___ |
| f. A Coastal High-Hazard Flood Area (V-zone)?..... | ___ | ___ |
| g. A federal state designated flood hazard or erosion hazard area?..... | ___ | ___ |
| h. A beach, dune, or other natural feature that provides protection
against flooding or erosion?..... | ___ | ___ |
| i. For septic systems, 150 feet from the upland boundary of a
freshwater or tidal wetland, or the face of a bluff, or where seasonal
high groundwater is less than 3 feet below the surface?..... | ___ | ___ |

PART II

- | | | |
|---|-----|-----|
| 5. Will the proposed activity require: | | |
| a. Removal of more than 25% of the total trees on a property?..... | ___ | ___ |
| b. Removal of trees within 25 feet of a property border or within 25 feet
of any roadside frontage of the property?..... | ___ | ___ |
| c. Removal of trees within 100 feet of a barrier bluff ridgeline?..... | ___ | ___ |
| d. Removal of tress within 100 feet along Long Island Sound,
Stony Brook Harbor, or the Nissequogue River?..... | ___ | ___ |

YES NO

6. Will the proposed activity require construction on or alteration of: (is so describe)

- a. A beach, bluff, or dune?.....
- b. A tidal or freshwater wetland?.....

7. Will there be any: (if so describe)

- a. Removal of topsoil, sand or gravel from the site?.....
- b. Disturbance of groundcover of a beach, bluff, or dune?.....
- c. Alteration of grade (cutting or Filling)?.....
- d. Increase in erosion or flooding due to the proposed action?.....
- e. Interference with natural tidal flows?.....
- f. Dredging (max depth___ft, length___ft, amount of spoil___cu. yrds.
Disposal area_____)?.....

8. Wastes and pollutants generated during project construction and after completion:

	During	After	Components	Quantity	How disposed?
Sanitary sewage					
Clearing or demolition debris					
Spoil or sedimentation					
Surface water runoff					
Other (specify)					

9. Property description:

- a. Total contiguous acres of property_____
- b. Present developed acreage _____
- c. Final developed acreage _____
- d. Roads/driveways on site now _____length_____ft.
- e. New roads/driveways to be built _____length_____ft., width _____ft.

10. Existing conditions in project area:

- a. Present land use (acres) Meadow, field, scrub growth..... _____
Woods..... _____
Agricultural..... _____
Freshwater Wetland..... _____
Tidal wetland..... _____
Surface waters..... _____
Cleared, graded or filled land..... _____
Paved areas..... _____
Buildings, lawns, etc..... _____

b. How far is project from freshwater or tidal wetlands? _____ ft

c. Is project in a flood zone (specify type of zone) _____?

d. Depth to surface water table: _____ ft

e. Predominant soil type on project site: _____

f. General elevations and slopes of land (check one):

Generally level _____

Mildly uneven _____

Irregular containing steep slopes _____

(Give approximate percentage of land with slope over 20% in Nissequogue and 15% in Head-of-the-Harbor _____)

g. Any cliffs, dunes, kettle holes, beached, bluffs, marshes, streams on project site?

(Specify) _____

h. Describe predominate vegetation on site: _____

i. Describe predominate wildlife, nesting, etc., on site: _____

11. Land usage impact:

a. Will any mature forest or other locally imported vegetation be removed by this project?

____ YES ____ NO. Explain _____

b. Are there any plans for erosion control and stabilization during and after construction?

____ YES ____ NO. Explain _____

c. Are there plans to replace vegetation removed during construction? ____ YES ____ NO

Explain _____

