



## *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, applications will be forwarded to the appropriate boards (two weeks lead time 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  
Environmental Conservation Board, ECB, second Tuesday of the month at 7:30 PM  
\*Planning Board, PB, second Tuesday of the month at 5:30 PM  
\*Zoning Board of Appeals, ZBA, to be scheduled  
\*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 contractors license

2 Checks- one for fees, another as bond, 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

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

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

Three copies of the construction drawings, signed and sealed

#### **Coastal Management Commission: LWRP**

One copy of the building permit application

Two copies of the EAF

Two copies 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

#### **Environmental Conservation Board: ECB**

One copy of the building permit application

Two Copies of the EAF

Two copies 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

#### **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.**