

<b>Permit #:</b>	<b>Date of Application:</b>
	<b>Date Permit Issued:</b>
	<b>Permit Expiration Date:</b>
<b>Permit Fee:</b>	<b>Name:</b>
<b>C/O Fee:</b>	<b>Contact#:</b>
<b>Bond Fee:</b>	<b>Address:</b>
<b>Total Fees Due:</b>	<b>Type of Job:</b>

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# Building Permit Application & Guide 2024

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## Incorporated Village of Poquott

45 Birchwood Avenue • Poquott, New York • 11733 • Telephone 631-476-4043 • Fax 631-331-0402

[www.VillageOfPoquott.com](http://www.VillageOfPoquott.com)

**APPLICANT INFORMATION**

Name:

Address:

Telephone (cell): (home): (work):

Email Address: (home): (work):

**PAGE ONE** – MUST BE COMPLETED FOR ALL PROJECTS AT A MINIMUM

**PROJECT INFORMATION**

Address:

Cross Street:

Total Project Cost: \$ Estimated Completion Time Period:

If this Application is associated with another Application(s) list, if no indicate "No". If yes, list information from Other Application (name): (address):

Describe Project:

## **OVERVIEW OF PERMIT REQUIREMENTS IN THE VILLAGE OF POQUOTT**

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The following is a list of activities that DO require a full Building Permit from the Village.

- Construction of a new building (dwellings, sheds-larger than 144 sq. ft., pool houses, accessory buildings.
- Building additions
- Building alterations to kitchens, bathrooms, or structural members including framing, rafters & joists
- Solar energy systems
- Permanently installed electrical generators
- Building demolition
- Moving a building
- Plumbing installation or modifications
- Electrical installations or modifications
- Fireplace or chimney construction or masonry repairs to fireplace or chimney
- Swimming pool construction
- Sports area/surface construction
- Post or pole lighting
- Free standing wall construction
- New fence construction or changes to existing fence that will increase its height
- New retaining wall construction or repairs
- Dock or bulkhead construction or repairs
- Change to existing property grade/elevation; earth disturbances in flood plains
- Changes or additions to paved areas on a property that will modify storm water drainage
- Rebuilding of any structure that will be weight bearing, such as porch roofs or stairs not entirely resting on the ground

## **DO'S AND DON'TS**

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- DO remember to schedule all of the appropriate inspections with the Building Inspector
- DO post your Building Permit where it will be easily visible to the Inspector at the building site
- DO make sure that your proposed activities will contain all storm water drainage on you property
- DO include all existing fences on your survey or it will not be accepted
- DON'T start your proposed activities until you have received the proper permits
- DON'T create significant grade changes or you will need to submit a Grading Plan
- DON'T use a survey that is over five years old
- DO comply with the stormwater requirements presented within this application

## **BUILDING PERMIT APPLICATION INSTRUCTIONS & GENERAL INFORMATION**

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The following is a list of items that are required in order to submit an application that can be reviewed by the Building Inspector. **Note: The Incorporated Village of Poquott reserves the right to impose additional requirements as deemed necessary by the Village Board of Trustees.** ALL permits are valid for one (1) year and may be renewed one time for one-year or extended for a period of 3 months. (see Renewal Fees above).

1. A completed, signed and notarized Building Permit Application – See below.
2. If necessary, a completed and signed copy of the Short or Long Environmental Assessment Form – See below.
3. Sign and have notarized the Disclosure Affidavit – see below.
4. **Three (3) copies** of a survey prepared by a New York State Licensed Surveyor (surveys must be complete, legible and to scale). Pencil in additions or accessory structures proposed to scale. Show exact dimensions and distance to all property lines. If you are making a grade change to your property, the survey must present elevations inclusive of two-foot contour isopleths. Additionally, all surveys must show deed restrictions and restrictive covenants. **Surveys must be dated within five years of the applications.**
5. **Three (3) complete sets of drawings and specifications.** For larger projects, a digital copy is also required. ALL additions and all accessory structures MUST have plans prepared and stamped by a New York State Licensed Architect or Professional Engineer. Existing structures must have as-built plans prepared to scale to the satisfaction of the Building Inspector.
6. For applications that involve a change in grade (including building footprint changes) a **Grading Plan will be required.** For projects located in or adjacent to areas within the 100 Year FEMA Flood Plain, a Flood Damage Prevention Permit will be required as part of the Building Permit. Once a Building Permit and Flood Damage Prevention Permit is issued by the Building Department, **ALL construction MUST comply with the approved Grading Plan.**
7. A copy of the contractor's Suffolk County Builder's License.
8. A Certificate of Liability and Worker Compensation Form (U-26.3 or DB120.1) from the Applicant's Contractor(s), naming the Village of Poquott as *additional insured* and also the *certificate holder*.
9. The Incorporated Village of Poquott enforces the New York State Uniform Fire Prevention and Building Code. All work performed must conform to the New York State Uniform Fire Prevention Building Code and the Code of the Incorporated Village of Poquott.
10. A Certificate of Completion or other proof of training for sediment and erosion control training from construction site operators.
11. **Inspections by the Building Inspector are required** in order to ensure the terms and conditions of the permit have been met. Inspections are by appointment only and can be made with the Inspector

by calling Village Hall at (631) 476-4043. Additional inspections as required by Engineer and/or Village Code Violations will incur an additional fee of \$100.00 per hour.

**The inspection schedule is as follows:**

- 1) \_\_\_\_\_ Footings / Rebar Footing
- 2) \_\_\_\_\_ Foundation wall (Rebar) and waterproofing
- 3) \_\_\_\_\_ Framing (strapping), outside sheathing & Rough Plumbing
- 4) \_\_\_\_\_ HVAC Rough
- 5) \_\_\_\_\_ Insulation
- 5) \_\_\_\_\_ Final Plumbing/Construction (when entire construction has been completed)
- 6) \_\_\_\_\_ Electrical Work requires an Electrical Certificate issued by an official Electrical Inspector

\*All inspections will include water drainage in accordance with the above.

**Drainage inspections (if required):**

- a) \_\_\_\_\_ Soil
- b) \_\_\_\_\_ Pools
- c) \_\_\_\_\_ Connections
- d) \_\_\_\_\_ Backfill

**Swimming Pool inspections:**

- a) \_\_\_\_\_ Frame
- b) \_\_\_\_\_ Underground Plumbing / Electrical
- c) \_\_\_\_\_ Drywell
- d) \_\_\_\_\_ Final (needs Electrical Certificate)

12. Demolition Permits require the proper Asbestos Certificates.
13. Oil tank abatements require Abatement Certificate.
14. It is the responsibility of the Applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County as required by the State Environmental Quality Review Act (SEQR). This may require coordinated review as determined by all involved agencies. **NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**
15. Payment for the application fees as determined by the Building Permit Fees listed in this application as well as, any Performance Bond requirements.
16. A letter from a certified architect may be required at the end of your project to verify that the work done was executed as per the approved architectural plans submitted at the beginning of the project.
17. Copy of deed, lease or contract and/or other documentation of ownership.

## APPLICATION FOR PERMIT TO BUILD, GRADE OR INSTALL

General Information – the Applicant must complete this portion of the Application entirely. If additional room is necessary to list all of the information in a complete manner, then additional sheets should be attached as necessary.

<b>APPLICANT INFORMATION</b>			
Name:			
Address:			
Telephone (cell):	(home):	(work):	
Email Address: (home):		(work):	
Fire Insurance Carrier Name:			
Policy Number:		Policy Expiration Date:	

<b>HOMEOWNER INFORMATION</b> (if different from Applicant Information)			
Name:			
Address:			
Telephone (cell):	(work):		
Email Address (work):			
Insurance Carrier (workers):			
License #:			
Other License #(s), identify each:			

<b>ARCHITECT/ENGINEER INFORMATION</b> (attach separate sheet for more than one )			
Name:			
Address:			
Telephone (cell):	(work):		
Email Address (work):			
Insurance Carrier (workers):			
Suffolk County Contractor's License #:			
Other License #(s), identify each:			

<b>CONTRACTOR INFORMATION</b> (attach separate sheet for more than one )			
Name:			
Address:			
Telephone (cell):	(work):		
Email Address (work):			
Insurance Carrier (workers):			
Suffolk County Contractor's License #:			
Other License #(s), identify each:			

**PROJECT INFORMATION**

Address:		
Tax Map (section):	(block):	(lot):
Cross Street (distance):	(direction):	
Total Project Cost: \$		Estimated Completion Time Period:
If this Application is associated with another Application(s) list, if no indicate "No". If yes, list information from Other Application (name):		
(address):		
Describe Project:		

<b>Check off the box or boxes that apply for this project:</b>		
<input type="checkbox"/> New Residences: Basement _____ sq. ft.  1 <sup>st</sup> floor _____ sq. ft. 2 <sup>nd</sup> floor _____ sq. ft. Garage _____ sq. ft.	<input type="checkbox"/> Porches _____ sq. ft. <input type="checkbox"/> Pool House _____ sq. ft.  <input type="checkbox"/> Gazebo _____ sq. ft. <input type="checkbox"/> Fence _____ sq. ft. <input type="checkbox"/> Tanks: _____ gas _____ oil _____ propane _____ main gas line construction  <input type="checkbox"/> Generator: _____ gas _____ oil _____ propane	<input type="checkbox"/> Retaining Wall Construction or Repair <input type="checkbox"/> Change to Existing Property Grade <input type="checkbox"/> Change to Paved Areas on Property that will modify Storm Water Drainage <input type="checkbox"/> Flood Damage Prevention Permit <input type="checkbox"/> Road Opening
<input type="checkbox"/> Additions and or Alterations Describe: _____ _____ sq. ft.	<input type="checkbox"/> Plumbing Installation <input type="checkbox"/> Swimming Pool Construction _____ sq. ft.	<input type="checkbox"/> Dock Construction <input type="checkbox"/> Dock and Bulkhead Repairs
<input type="checkbox"/> Demolition (specify): _____ sq. ft. _____ House _____ Shed _____ Deck	<input type="checkbox"/> Decks _____ sq. ft. <input type="checkbox"/> Sheds _____ sq. ft. <input type="checkbox"/> Garage/Detached _____ sq. ft.	<input type="checkbox"/> Dock Construction <input type="checkbox"/> Dock and Bulkhead Repairs

## ENDORSEMENT TO VALIDATE BUILDING APPLICATION

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Sign and notarize the following in order to tender the Application:

### Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I \_\_\_\_\_ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief 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 BUILDING CODE, the ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the Building Code of the Incorporated Village of Poquott, Suffolk County, New York, for the construction of building, grade change, building additions, or alterations or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, building codes, housing code, and regulations, and to admit authorized inspectors on premises and in building for necessary inspections.

The Applicant is responsible to insure that all steps presented herein are followed to obtain a valid Building Permit and/or Certificate of Occupancy. Permits issued on erroneous procedures, omitted information or misstated fact(s) are subject to an administrative hearing that can lead to the revocation of the Building Permit or Certificate of Occupancy.

Applicant Name \_\_\_\_\_

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

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

\_\_\_\_\_  
(Notary Public, Suffolk County, New York)



## CONTRACTOR CERTIFICATION

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Sign and notarize the following in order to tender the Application (do not complete if you are a resident doing the work yourself and NOT using a third-party contractor):

### Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I \_\_\_\_\_, am the owner or designated and authorized representative of \_\_\_\_\_, a Licensed and Insured contractor in Suffolk County, hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Poquott. Further, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the attached Generic Stormwater Pollution Prevention Plan provided on Page 14 of this document. I also understand that it is unlawful for any person to cause or contribute to a violation of water quality standards. I further certify that I will as well as my staff and all tiers of my subcontractors on the project will comply with the Stormwater Regulations of the Village of Poquott as specified in Chapter 131 Stormwater Control and Chapter 132 Stormwater Management.

Contractor Company Name \_\_\_\_\_

Contractors Contact Person \_\_\_\_\_

Contact Persons Title \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

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

\_\_\_\_\_

(Notary Public, Suffolk County, New York)

## DISCLOSURE AFFIDAVIT- FOR CONFLICTS OF INTEREST

New York State, under its General Municipal Law, requires that all Applicants for discretionary permits complete an affidavit disclosing any interest, financial or otherwise, that the Applicant and Application may create between any Public Officer or Employee of the Village of Poquott, Town of Brookhaven, County of Suffolk or State of New York. The following affidavit is suitable for satisfying the requirements of the General Municipal Law with respect to this permit Application. This is a legal document. All legal documents should be read carefully, prior to execution; questions about the affidavit should be directed to Applicants legal counsel.

STATE OF NEW YORK)  
JSS:  
COUNTY OF SUFFOLK)

I \_\_\_\_\_, Applicant, being duly sworn depose and state that I make and complete this affidavit under the penalty of perjury and swear to the truth thereof, that I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor, and that being so warned, I do state:

That I am mindful of the provisions of Section 809 of the General Municipal Law of the State of New York and of the Penal provisions thereof as well and I state that no Public Officer of the Village of Poquott, the Town of Brookhaven, the County of Suffolk or the State of New York, has any interest, financial or otherwise, in this Application or with, or in the Applicant as defined in said Statute, except the following persons or persons which is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated.

There are NO Public Officer(s) that have any interest in the Applicant or Application.

OR,

The Public Officer(s) listed on the table below have an interest in the Applicant or Application.

Name	Address	Relationship/Interest

Applicant Name \_\_\_\_\_

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

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

\_\_\_\_\_  
(Notary Public, Suffolk County, New York)

## FEES AND PAYMENTS

**Performance Bond Fee** – A **Performance Bond Fee is assessed at 10% (ten percent) of the Total Project Cost** as listed on this Application in the pages below and is payable in cash, check or insurance bond. Road opening bonds are calculated with a flat rate of \$5,000. This fee is to protect village assets during construction. That portion of the Performance Bond fee not retained by the Village (for cause) will be returned upon completion of job and issuance of Certificate of Occupancy.

**Application Fees** – Applicants must pay the Application Fees identified in the table below for new or for existing construction projects. **Applicants are advised that in addition to the Application Fees, all Applicants will be assessed the actual cost incurred by the village for legal and engineering review of the Application by the Village’s consultants. (Fees adopted on September 7, 2023 – Resolution# 09-2023-12)**

APPLICATION TYPE	CONSTRUCTION		FINISHED WORK	
	Base Application Fee	Minimum Base Fee	Built Prior (multiplier to base/minimum fee)	Certificate of Occupancy
<b>New Residences / Additions / Interior Alterations</b>				
<i>New Residence</i>	\$2/SF	\$500	5X	\$50
<i>Additions/Alterations &lt; 250 sf</i>	N/A	\$150	3X	\$50
<i>Additions/Alterations &gt; 250 sf</i>	\$1/SF	\$250	3X	\$50
<i>Interior Alterations effecting &lt; 500 sf</i>	\$1/SF	\$250	3X	\$50
<i>Interior alterations effecting &gt; 500 sf</i>	\$1/SF	\$500	3X	\$50
<i>Garage- Attached/Detached</i>	\$1.5/SF	\$250	3X	\$50
<i>Retaining Wall</i>	\$125	\$150	2x	\$50
<i>Accessory Structure (deck, shed, cabana, pool house, dock, etc.)</i>	\$1.5/SF	\$250	3X	\$50
<b>Plumbing Construction/Demolition</b>				
<i>Pool</i>	\$1/SF	\$250	5X	\$50
<i>Gas Test</i>	\$150	\$150	none	none
<i>Gas Fireplace</i>	\$150	\$150	none	\$50
<i>Oil/Propane Tank</i>	\$150	\$150	none	\$50
<i>Gas Connection</i>	\$150	\$150	X2	\$50
<i>Sanitary Installation/Alterations</i>	\$150	\$150	X2	\$50
<i>Generator</i>	\$150	\$150	X2	\$50
<i>Solar Energy</i>	(See solar appl.)	\$150		
<i>Demolition &lt; 500 sf</i>	\$150	\$150		
<i>Demolition &gt; 500 sf</i>	\$250	\$250		
<b>Grading and Earth Disturbance</b>				
<i>Flood Damage Prevention</i>	\$150	\$150	5X	
<i>New Paving Projects</i>	\$200	\$200	3X	\$50
<i>Drywell Installation</i>	\$150	\$150	3X	\$50
<i>Grade Changes</i>	\$500	\$500	3X	\$50
<i>Road Opening</i>	\$5/SF	\$500	3x	NA – Bond
<i>Fence</i>	\$0.75/linear foot	\$25	3X	NA

**Extension Fee** – The owner/permit holder may obtain a one-time 90-day extension for a fee of \$500

**Renewal Fee** – The owner/permit holder may obtain a one-time 1-year renewal for a fee of 125% of the original permit fee.

Extensions/Renewal Fees are concurrent and based on original permit date

**Reproduction Fees** – Certified copies of Certificates of Occupancy and Existing Use can be ordered and purchased for \$125 for the initial copy of the certificate (includes search); \$10 per additional copy requested (at the time of ordering).

## **BUILDING PERMIT PROCESS [CAPITALIZED ITEMS PERFORMED BY VILLAGE]**

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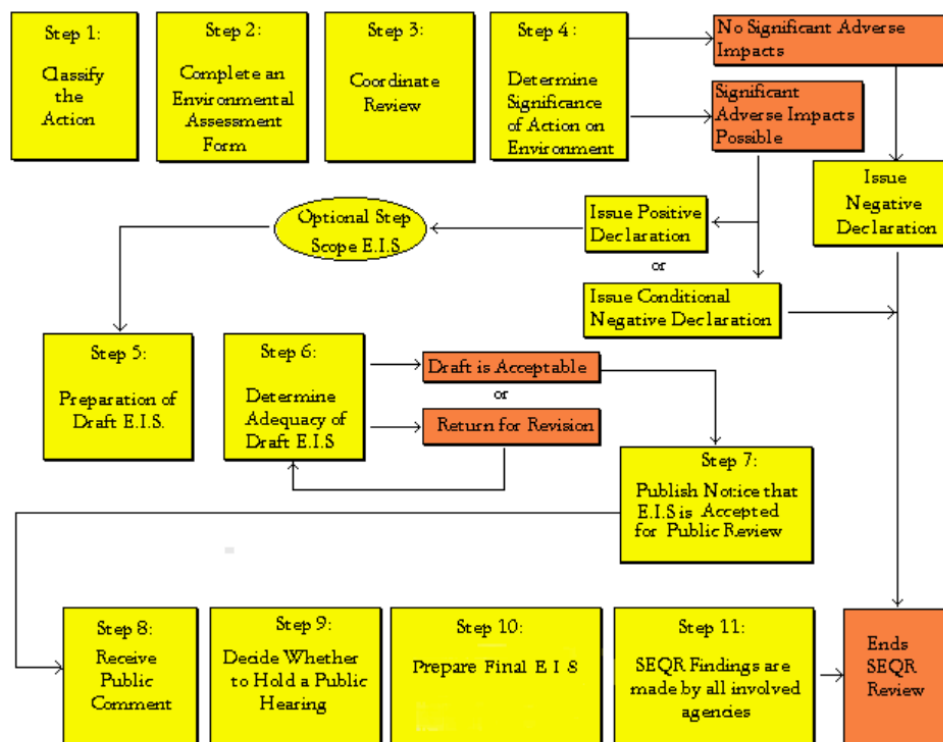
1. BUILDING INSPECTOR REVIEWS APPLICATION – FOR COMPLETENESS
  - a. Concurrently, the Application is sent for comment to:
    - i. Village Engineer/Environmental Engineer for Plan Analysis/SEQRA Determination/Code Review.
      1. Engineer Permit Approval, Conditional Approval or Rejection is Submitted to Building Inspector
      2. Or, Engineer Request More Information – Long EAF or Impact Statement.
      3. Engineer indicates if coordinate review is required under SEQRA.
        - a. Involved Agency Approval (e.g., New York State Department of Environmental Conservation, Suffolk County Department of Health Services)
2. BUILDING INSPECTOR APPROVES APPLICATION OR REQUESTS CHANGES (based upon Inspector’s review or of one of the listed parties in step 2) – DETERMINES COMPLETE APPLICATION – SIGNS PLANS & ADVISES IF ARCHITECT/ENGINEER AFFIDAVIT WILL BE REQUIRED AT COMPLETION. Work can begin.
3. BUILDING PERMIT ISSUED BY BUILDING INSPECTOR from CLERK’S OFFICE – Remember to Post Permit at Work Site
4. Applicant performs permitted activities – foundation, framing, plumbing, electrical, etc.
5. INSPECTIONS – To Be Scheduled by Applicant with Clerk (see above)
6. If necessary, Electrical Underwriter’s Certificate obtained by Applicant
7. IF APPROPRIATE, FINAL APPROVAL FROM BUILDING INSPECTOR - All third-party fees for Permit Review must be paid in full by Applicant to the Clerk – INSPECTOR SIGNS PLANS “COMPLETED”.
8. IF APPROPRIATE, ISSUANCE OF CERTIFICATE OF OCCUPANCE or C/E – Bond is released to Applicant by Clerk.

## ENVIRONMENTAL REVIEW

Building Applications are subject to the conditions of the State Environmental Quality Review Act (SEQRA) due to their discretionary nature. SEQRA is a procedural and substantive law. In addition to establishing environmental review procedures the law mandates that agencies act on the substantive information produced by the environmental review. This often results in project modification and can lead to project denial if the adverse environmental impacts are overriding and adequate mitigation or alternatives are not available. The initial step in Application review is to gather information from which to assess the potential impact of the project on the environment. Certain projects are exempt from the data collection process (exempt actions) while others require the completion of either a Short or Long-Form Environmental Assessment Form. The following table provides information as a guide to what, if any, forms should be completed. This guide comes complete with the most common form used, the Short Form Environmental Assessment Form (EAF). If you are uncertain as to what your Application demands, you can complete the Short Form EAF to expedite your review period.

The information on the EAF will be evaluated by the village and additional information will be requested as needed. Some projects that have potential to substantially impact the environment, may require the completion of a Long form EAF. This could lead to the requirement for an Environmental Impact Statement. These activities are often subject to coordinated review with several local and state agencies, as well as subject to public notice requirements. Applicants are recommended to review the SEQRA regulations and review process at the New York State Department of Environmental Conservation website – [www.dec.ny.gov](http://www.dec.ny.gov)

The basic SEQR Process is presented in the following diagram.



## GENERIC STORMWATER POLLUTION PREVENTION PLAN FOR COMPLIANCE WITH VILLAGE OF POQUOTT STORMWATER

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**Generic Requirements** – All Projects are required to comply with these requirements.

- Minimize disturbed areas and protect natural features and soil.
- Phase construction activity.
- Control stormwater flowing onto and through the project.
- Stabilize disturbed soils.
- Protect slopes.
- Protect storm drain inlets in Village roads.
- Establish perimeter controls and sediment barriers (silt fence and hay bales).
- Establish stabilized construction entrance/exits to prevent tracking sediment to Village Roads.
- Contain and immediately report any chemical discharges or spills.
- Cover dumpster to prevent debris from leaving property.
- Prevent the occurrence of standing water.
- Any project involving pavements that will generate runoff off-property will require a permanent storm drain to be installed to collect rainwater (particularly relevant to driveways). There can be no discharge of rainwater to the road during and after construction.
- Make notification to the Stormwater Management Officer of specific project deadlines listed below (if being performed as part of the project) at [environmental@villageofpoquott.com](mailto:environmental@villageofpoquott.com):
  1. Start of earth disturbance activities
  2. Design of drain for driveways (supply drawing – can be sketch)
  3. Arrival of dumpster(s)
  4. Removal of dumpster(s)
  5. Any discharges or chemical spills
  6. Construction start date for drains
  7. Construction completion date for drains
  8. Demolition of existing structures
  9. Project completion
  10. Removal of any stormwater pollution prevention equipment (silt fence, hay bales).

**High Risk Projects** - Projects that are considered high risk may require, at the discretion of the SMO, a project-specific Stormwater Pollution Prevention Plan prepared by a qualified consulting or engineering firm. Such projects are described as follows:

- Projects with a potential conveyance to a surface water body including a pond, creek, dry bed, or harbor.
- Projects with greater than 5 acres of earth disturbance.
- Projects in areas that have greater than a 3:1 (rise to run) slope.

Applicant/Homeowners Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ARCHITECT / ENGINEER AFFIDAVIT**

**To be submitted after building is complete and prior to the issuance of a Certificate of Occupancy  
Must be submitted with architect/engineer approval seal.**

This is to certify that the construction of all portions of work at:

\_\_\_\_\_  
Street Address of Project

\_\_\_\_\_  
Building Permit Number

has been constructed in accordance with the filed plans and specifications as submitted to The Village of Poquott, and are in accordance with building and related code requirements of the State Code of New York and adhere to all recognized National Standards.

I am familiar with the Federal, State, County and Village regulations controlling Environmental Impact. This is to certify that, to the best of my knowledge and belief, the proposed improvements will not in any way adversely impact upon the environment of the area of the proposed improvements in the Village of Poquott.

Signature and Seal of P.E.: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**GUIDE TO EAF DOCUMENTS AND EXEMPTIONS**

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<b>BUILDING ACTIVITY</b>	<b>Exempt – Type II Actions (no form)</b>	<b>EAF Short Form Required (see attached form)</b>	<b>EAF Long Form Required (contact Clerk)</b>
<b>New Residences / Additions / Interior Alterations /Demolition</b>			
<i>New Residence</i>		x	
<i>Additions/Alterations Under 250sf</i>	x		
<i>Additions/Alterations Over 250sf</i>		x	
<i>Interior Alterations effecting under 500sf</i>	x		
<i>Interior alterations effecting over 500sf</i>		x	
<i>Garage- Attached/Detached</i>		x	
<i>Retaining Wall</i>		x	
<i>Accessory Structure (deck, shed, cabana, pool house, dock, etc.)</i>		x	
<b>Plumbing Construction/Demolition</b>			
<i>Pool</i>		x	
<i>Gas Test</i>	x		
<i>Fireplace</i>	x		
<i>Oil/Propane Tank</i>	x		
<i>Generator</i>	x		
<i>Solar Energy System</i>	x		
<b>Grading and Earth Disturbance</b>			
<i>Flood Damage Prevention</i>		x	
<i>New Paving Projects</i>		x	
<i>Drywell Installation</i>		x	
<i>Grade changes</i>		x	
<b>Miscellaneous</b>			
<i>Fence</i>	x		
<i>Dock Construction</i>			x
<i>Zoning Variance</i>			x

-----SEE ATTACHED-----

STATE ENVIRONMENTAL QUALITY REVIEW  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**

Fill out if project requires.



# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		