

BUILDING DEPARTMENT – GENERAL INFORMATION

Village of Old Westbury

1 Store Hill Road

Old Westbury, NY 11568

Office Hours: 9:00 a.m. – 4:00 p.m. Phone Number: (516) 626-0800

REQUIRED INSPECTIONS WILL BE NOTED ON PLANS BY THE BUILDING SUPERINTENDENT.

Superintendent of Buildings:

Michael A. Malatino

Assistant to the Superintendent:

Tracy Reese

Water Superintendent:

Marc Stanisic

BUILDING PERMITS ARE IN EFFECT FOR 12 MONTHS FROM ISSUANCE AND INCREMENT RENEWAL FEES WILL BE APPLIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF COMPLETION OR OCCUPANCY. UPON THE 24 MONTH MARK THE ORIGINAL PERMIT FEE IS REQUIRED.

PERMITS and FEES:

(To maintain existing structure, three times fees listed below.)

Application Fees:

Residential New Homes – \$300.00

Commercial New Building – \$750.00

Residential Alterations – \$150.00

Commercial Alterations – \$375.00

Volume Certification Deposit – \$2,500.00

Renewal Fees:

- **For New Residential Construction:**

Residential Building Permit Fee .30 per cubic foot of volume with construction extensions if needed as follows.

Renewal Fees: 3 months **\$500** | 6 months **\$750** | 9 months **\$1,000** | 12 months **\$2,000** | 24 months **Original Permit Fee is Due Again**

- **For New Commercial Construction:**

Commercial Building Permit Fee .60 per cubic foot of volume with construction extensions if needed as follows.

Renewal Fees: 3 months **\$1,000** | 6 months **\$1,500** | 9 months **\$2,000** | 12 months **\$4,000** | 24 months **Original Permit Fee is Due Again**

Volume Information for Additions/Alterations:

- Residential Additions/Alterations – \$2,500.00 or \$0.30 per cubic foot (**or whichever is greater**)
- Commercial Additions/Alterations- \$3,500.00 or \$0.60 per cubic foot (**or whichever is greater**)

Note: 50% residential or commercial alterations will be charged as a 100% volume certified permit fee.

Building Permits:

- Addition and Alteration Permit – \$150.00 Application Fee + Varies based upon volume (see above) + \$1,200 or \$1,750.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Cesspool/Drywell Application – \$150.00 Application Fee + \$300.00 per cesspool/septic/drywell + \$1,200.00 Infrastructure Improvement Fee
- Demolition Permit – \$150.00 Application Fee + Total Demo \$1,500.00 | Partial \$500.00 + \$1,750.00 Infrastructure Improvement Fee
- Elevator – \$150.00 Application Fee + \$1,750.00 Permit Fee + \$250.00 CO Fee
- Fences – \$150.00 Application Fee + \$500.00 Permit Fee + \$250.00 CO Fee
- Gas Line, Conversion, Boiler – \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Gates, Piers and Retaining Walls – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Generator, Pool Heater, Barbeque – \$150.00 Application Fee + \$1,200.00 Infrastructure Improvement Fee + \$750.00 Permit Fee + \$250.00 CO Fee
- Indoor Fire Sprinkler – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Irrigation Well – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- New Home – \$150.00 Application Fee + \$300.00 Permit Fee + Varies based upon volume (see above) + \$3,500.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Patio and Decks – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Solar Permit – \$150.00 Application Fee + \$1,000.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Street Opening Permit – \$250.00 Permit Fee
- Swimming Pools & Sports Courts – \$150.00 Application Fee + \$1,000.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Tank Abandonment or Replacement – \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Tree Removal – Varies based upon tree health or tree size
- Underground Sprinkler System – \$150.00 Application Fee + \$300.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Water Service Applications – \$350.00 Permit Fee (New Homes)

All permits require a \$150.00 Application Fee and a \$250.00 Certificate of Completion/Occupancy (on a separate check), most also require an Infrastructure Fee.

- Infrastructure Improvement Fee: \$3,500.00 (New Home) (separate check)
- Infrastructure Improvement Fee: \$1,750.00 (Alterations) (separate check)
- Infrastructure Improvement Fee: \$1,200.00 (Other) (separate check)
- Water Tapping Connection (Fee determined by size) (New Homes)

Required Paperwork:

- Nassau County Assessors Sheet
- Signed and sealed ¼ inch scale construction plans with zoning calculations, setbacks and volume in duplicate.
- Plot plans in duplicate
- Certificate of general liability & workman's compensation insurances, naming The Village of Old Westbury as an additional insured.
- Signed & completed SWPP form for one acre or more disturbance
- Copy of Nassau County Home Improvement License.
- Landscape Screening Plans in duplicate, for pools or tennis courts.
- Signed, original, engineer's schematic on all pools, in duplicate.
- Notarized affidavit from owner on landscape screening.
- Notarized affidavit from owner on pool fence.
- **Water service & meter pit must be upgraded and meet the Village and County requirements before a permit will be issued.**

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY:

1. Final survey (2 copies) stamped and sealed by a licensed land surveyor.
2. Electrical Underwriters' certification by village accepted agency
3. Architect's certified letter with signature and seal, stating that all phases of construction were constructed as per village approved plans. Project conforms to the N.Y. State Residential Code, International Building Code and the Village's allowable volume, zoning ordinance, structural design, strapping, hold downs, and Energy Code requirements.
4. Final inspection and approval of Building Department
5. Letter of certification of Drywells for Drainage from Engineer and/or Surveyor, stating number of installed drywells, dates and sizes of rings, dome and cover.
6. Approval of cesspool by Nassau Health Dept. (New Home)
7. Pressure test certification letter from installer.
8. Final approval from Water Department regarding upgrading of the meter pit.
9. Elevator Certification, (if an elevator is installed).
10. Completed landscaping. New homes must have a landscaping inspection done with the Building Inspector and Architectural Review Board Chairman. Landscaping must match what was originally approved.

**APPLICATION FOR
CERTIFICATE OF OCCUPANCY/COMPLETION
VILLAGE OF OLD WESTBURY
NEW YORK**

Certificate No.: _____

Application Date: _____

Issued Date: _____

Type: _____

No certificate will be issued unless all final requirements stamped on building plans are met. This includes a final survey, done by a licensed surveyor, electrical underwriter's certificate from Village approved electrical inspector, architect's certification letter and final inspection done by Village Superintendent of Buildings and Public Works. The undersigned, as owner, or agent for owner, (circle one) will request that final inspection to be made and a Certificate of Occupancy/Completion be issued for the (new/alterd) building at the following location after all completed requirements are made.

Section: _____ Block: _____ Lot: _____

Street: _____

Building Permit No. _____

Issue Date: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

Inc. Village of Old Westbury

Volume Certification Information



For both new homes and alterations

Prior to the issuance of a building permit, a volume certification of the home **must** be done by our Village Engineer. Complete architectural and structural drawings, signed and sealed by a licensed architect, must be submitted for volume calculations prior to the issuance of a building permit. A volume certification letter will be prepared by our Village Engineer. The deposit fee for this certification is \$2,500.00 made payable to the Village of Old Westbury. This certification establishes the existing volume of the home, and if any alteration exceeds the allowable cubic feet volume permitted by our Village Code. The certification is needed before an applicant can appear before any Board.

BUILDING VOLUME CODE (Section 216-4)

Computed by combining the visible exterior dimensions of length, width and height from the mean grade of all dwellings and other buildings located on a lot, including roofed-over areas, whether enclosed or unenclosed, and all dormers, except that only 50% of the volume that is under the roof and above the bottom of the roof soffit shall be included, but in no case shall the fifty-percent reduction in volume apply to that portion of a structure between mean grade and 10 feet zero inches above grade. In addition, any unenclosed area under a roof overhang which extends no more than four feet beyond the face of an exterior wall shall not be included in computing building volume. Mean grade shall be determined at various sections of each building in the discretion of the Building Inspector, based upon exterior visibility.

PERMIT # _____ ISSUED DATE _____ BOARD APPROVED _____

PERMIT FEE _____ RECEIPT # _____ DATE _____

VILLAGE OF OLD WESTBURY APPLICATION FOR NEW HOME BUILDING PERMIT

This application is to be submitted with two complete sets of plans drawn to a uniform scale, including plumbing elevations, dept. of assessment form and permit fees.

- a) No application will be accepted unless the cubic volume has been determined as per the Village Engineer's attached certification letter.
- b) No permit application shall be processed unless the written resolution from the required Board has been received by the Village.
- c) Time limits. Building permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Building permits shall expire 12 months after the date of issuance. A building permit which has become invalid or which has expired pursuant to this subsection may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.
- d) Extensions for issuance of the Certificate of Completion/Occupancy are set according to the expiration date and extension fees applicable.
- e) No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy shall have been issued by the Building Official, certifying that such building conforms substantially to the approved plans and specifications and the requirements of all ordinances applying to buildings of its class and kind.

Section _____ Block _____ Lot _____

Name _____ Address _____

Contact _____ Phone # _____

If owner is a corporation, give name and title _____

Architect _____ Address _____

Phone # _____

Contractor _____ Address _____

Phone # _____

Electrician _____ Address _____

Phone # _____

Plumber: _____ Address _____

Phone # _____

General Liability Insurance and Workman's Compensation certificates attached

Estimated Cost of Construction \$ _____

Board Approved _____ Date Approved _____

Resolution Attached _____ Volume Certification Letter Attached _____

Total Square Ft. _____
 Size of Plot _____ ft. Front _____ ft. deep.
 Are there any existing buildings or structures on this plot _____
 Type of construction _____
 Dimensions of main building _____ front _____ deep _____
 Height _____ Stories _____ Total Cubic Feet _____
 Usable floor area: 1st floor _____ 2nd floor _____
 Does this application include an attached or detached garage? _____
 Number of cars _____ Dimensions _____
 Height _____ Distance from nearest dwelling on adjoining lot _____
 Will garage floor level be higher or lower than established grade? _____
 State which and give measurement _____
 Size of cesspool or septic tank _____ Cesspool cover _____ ft below grade

ZONING

Zoning District _____ Prevailing setback in block _____ ft.
 Total % of lot to be occupied _____ % At present occupied by existing bldgs _____ %

DISTANCES FROM PROPOSED BUILDINGS TO PROPERTY LINES:

	Front yard	Side yard	Side yard	Rear yard
Main building	_____ ft	_____ ft	_____ ft	_____ ft.
Garage	_____ ft	_____ ft	_____ ft	_____ ft.

DWELLING SPECIFICATIONS

(with/without attached garage)

Footing: Material _____ mix _____ Size under column: width _____ depth _____
 Size under walls: width _____ depth _____
 Foundation Walls: Material _____ Mix _____ Thickness _____ Depth _____
 Below grade
 Kind of framing: Balloon or platform _____ Insulation: - material _____

The following shall be No. 2 grade or better:

Sills _____ x _____ Material _____
 Corner Posts _____ x _____ Material _____
 Wall Studs _____ x _____ Material _____
 Partition Studs _____ x _____ Material _____

The following shall be No. 1 grade:

Joists: 1st fl. _____ x _____ Material _____ o.c. _____
 Joists: 2nd fl. _____ x _____ Material _____ o.c. _____
 Ceiling Joists: 2nd fl. _____ x _____ Material _____ o.c. _____
 Rafters: _____ x _____ Material _____ o.c. _____

If floors are to be supported by columns and girders, give following:

Girders under 1st fl. Size _____ x _____ Span _____ Material _____ Grade _____
 Columns under 1st fl. Size _____ x _____ Span _____ Material _____ Grade _____

_____ This building will safely sustain per superficial floor upon 1st fl. _____ lbs. 2nd _____ lbs

Minimum height of ceilings: 1st fl. _____ ft. 2nd fl. _____ ft.

Exterior Wall Sheathing Material _____ Diagonally or horizontally _____
 Corner braced _____

Siding material: 1st fl. _____ 2nd fl. _____

Roof Sheathing Material _____ Thickness _____

Roof Covering material _____

Heating Equipment: Type _____ Fuel _____ Number of Fireplaces _____

Furnace flue lined with _____ Size _____

Fireplace flue lined with _____ Size _____

Thickness of fireplace back _____ Width of trimmer arch and hearth _____

Detached Garage

Footing: Material _____ Mix _____ Size: _____
Floor: Material _____ Mix _____ Thickness _____
Corner Posts: Size ___ x ___ Material _____ Sills: Size ___ x ___
Material _____
Plate: Size ___ x ___ Material _____ Ceiling beams ___ x ___
Material _____
Wall Studs Size ___ x ___ Material _____ o.c. _____
Exterior Walls: Sheathing Material _____ Siding Material _____
Roof: Sheathing Material _____ Roof Covering Material _____

.....
I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and proposed work will be complied with whether stated in application and plans or not, and the buildings and structures affected by the application will not be used for any other purposes than stated.

COUNTY OF NASSAU
SS
STATE OF NEW YORK

_____ being dully sworn, deposes and says:
that he/she is the person who signed the foregoing application for a permit, that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes made during construction he/she will file amended plans before making such changes.

Applicant

Address

Contact Phone

E-mail

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

Notary Public No. _____

APPLICATION FOR OLD WESTBURY WATER SERVICE

Permit Fee: \$350.00

THE WATER METER PIT SHALL BE ACCESSIBLE FOR EMERGENCY SERVICE, AND METER READING AT ALL TIMES. OBSTRUCTIONS BY BERMS, FENCES OR LANDSCAPING ELEMENTS OF ANY KIND ARE PROHIBITED WITHIN A FIVE-FOOT RADIUS OF THE PIT.

Section: _____ Block: _____ Lot: _____ Date: _____ Permit: _____
 Owner's Last Name: _____ First Name: _____
 Address: _____ City: _____
 Home Phone: _____ Business Phone: _____
 Plumbers Name: _____
 Plumbers Address: _____
 Business Phone: _____ License Number: _____
 General Liability Insurance: _____ attached
 Workman's Compensation: _____ attached
 Backflow Device Application: attached Number of connections: _____
 Meter Number: _____ Size: _____
 Location of work: _____
 Description of work: _____

Fee schedule as per size (inches)

1"	\$500.00
1-1/2"	\$800.00
2"	\$1,000.00
4"	\$1,500.00
6"	\$3,500.00
8"	\$4,500.00

- 1) I agree to permit the Building Inspector and any officer or employee of the Village of Old Westbury to enter upon the premises in the discharge of their duties with this application.
- 2) Approved plans and a copy of approved permit will always remain on the premises until a Certificate of Occupancy is issued. These plans will be made available to the Building Inspector.
- 3) Building Inspector will be given a minimum of 48-hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 4) Owner or his representative will be responsible to arrange for all required inspections.
- 5) Permit will expire within one (1) year from date of issuance unless construction is in progress. **No work is to be started until permit has been received by applicant.**

State of New York)
County of Nassau)

I, _____, depose and say: that all work will be done in accordance with the approved application and accompanying plans, of which he/she is totally familiar.

Signature of Applicant

Sworn to me this ____ day of _____, 20____

Signature of Notary Public

INCORPORATED VILLAGE OF OLD WESTBURY
1 STORE HILL ROAD
OLD WESTBURY, NY 11568
ASSESSOR'S FORM

Section: _____ Block: _____ Lot: _____ Zone: _____ Date: _____

Address of Construction _____

Property description: Residential Commercial Other

Existing conditions (photo required):

Lot: size _____ sq ft

Coverage: _____ sq ft

Floor Area: _____ sq ft

Number of Stories: _____

Bathrooms: full _____ half _____

Kitchen: Renovate New

Garage: Number of cars _____

A/C units: _____

Pool: Gunitite or Vinyl _____ sq. ft Deck: _____ sq ft

Description of Work: _____

Alteration Addition New construction Demo Pool

Proposed Conditions (photo or rendering required):

Lot Coverage: _____ sq ft

Floor Area: _____ sq ft

First Floor: _____ sq ft

Second Floor: _____ sq ft

Basement: _____ sq ft

Number of Stories: _____

Bathrooms: full _____ half _____

Bathrooms: Renovate New

Kitchen: Renovate New

A/C units: _____

Fireplace(s): _____

Central air unit(s): _____

Basement: Full Partial

Finished: _____ %

Garage: Number of cars _____

Garage: Attached Under

Pool: Gunitite or Vinyl _____ sq. ft Deck: _____ sq ft

Official Use Only

Permit date _____ **Percent completed** _____ **Date** _____

Exterior _____ **Interior finish** _____ _____



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)	N.E.S.W. SIDE OF
----------------------	---------------------------------	------------------

ADDRESS OF PROPERTY	Check one	NAME OF BUSINESS
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CITY, TOWN, VILLAGE	ZIP	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER
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ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
		CITY, STATE, ZIP

WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
PERMIT EXP DATE		EMAIL

LOT SIZE S.F.	<input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> FRAME	<p align="center">IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION</p>
# BLDGS ON LOT		

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)
*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY	DOES RESIDENCE HAVE THE FOLLOWING
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> BASEMENT FINISH 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

Address of Applicant/Contact Person

Telephone

FIELD REPORT ON REVERSE

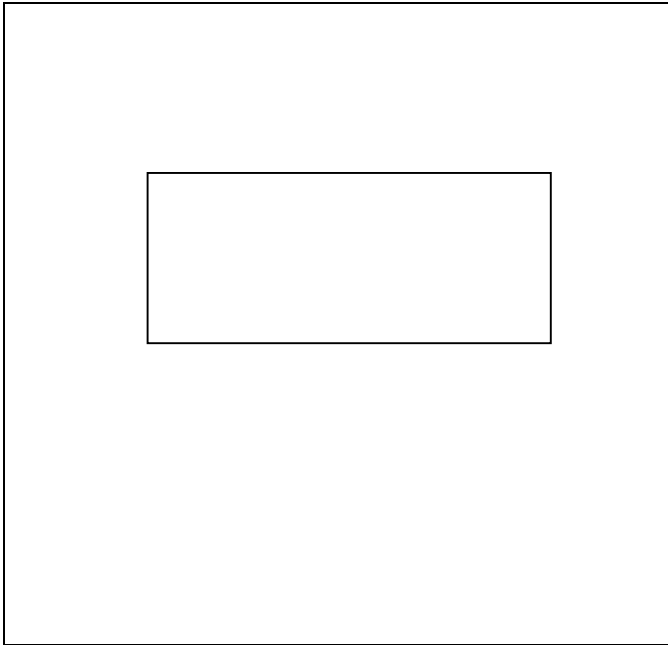
TOWN _____
SCHOOL DISTRICT _____
SECTION _____
BLOCK _____
LOT(S) _____
CA # OR BLDG # _____
UNIT # _____
DATE _____

All cesspool replacements require an updated survey.

VILLAGE OF OLD WESTBURY
APPLICATION FOR DRYWELL, PRIVATE SEWAGE DISPOSAL
OR TRENCH DRAINAGE

Fees: \$150.00 Application Fee + \$300.00 per cesspool/septic/drywell with
accompanying plan + \$1,200.00 Infrastructure Improvement Fee

Building Permit # _____ Section _____ Block _____ Lot _____
Name of Applicant _____ Address _____
Name of Builder _____ Address _____
Name of Sewer Co. _____ Address _____
Location of Property _____
No. of Bedrooms _____ No. of Baths _____ Size of Pipe _____
No. of Cesspools _____ Diameter of Cesspools at Bottom _____
Finished Grade to cover _____ Depth of Pipe _____
No. of Cones or Blocks _____ Depth to bottom of finished grade _____
Remarks _____
Cost: _____



Required:

1. CERTIFICATION LETTER TO SUPERINTENDENT OF BUILDINGS, FROM P.E. OR SURVEYOR STATING COMPLIANCE WITH NASSAU COUNTY MANUAL OF ON SITE SEWAGE DISPOSAL/DRYWELL INSTALLATION.
2. ALL CESSPOOL/DRYWELL REPLACEMENTS REQUIRE AN UPDATED SURVEY SHOWING LOCATION & SIZE.
3. UPDATED CONTRACTOR'S CERTIFICATE OF LIABILITY INSURANCE & WORKMANS COMP.

Date of Approved _____

Approved By:

MARK OUT CASE NUMBER: _____

Permit Number: _____ Issued: _____ Permit Fee: \$250.00

Village of Old Westbury Street Opening Permit Application

Please be advised that prior to a street opening permit being issued the following is mandatory.

- Mark outs must be done first followed by a walkthrough with the Water Superintendent, Building & Public Works Superintendent and a Trustee.
- All underground cables must be a minimum of 30” below grade.
- Street Opening Affidavit must be signed, notarized, and attached to this application.
- Enclose drawing/sketch showing location, direct drilling, gas main etc.
- During the construction, the road shall be maintained and restored to its original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

Contractor: _____ Address: _____

Applicant: _____ Address: _____

Location: County Tax Map Section: _____ Block: _____ Lot: _____

LOCATION:

_____ Side of _____ (street)

_____ Feet of _____ (street)

PURPOSE TO OPEN STREET: _____

LOCATION OF WATER MAIN _____ ft. off property

IS MAIN BEING TAPPED ON SAME SIDE OF ROAD _____ (ft.)

OPENING _____ length _____ width _____ depth

CURB CUT _____ length _____ width _____ depth

For a distance of _____ ft. starting at _____ ft. N-E-S-W of

_____ To _____ ft. N-E-S-W of _____

Name of nearest cross street

Name of nearest cross street

PAVEMENT TYPE: _____ width _____ ft. _____

SHOULDER TYPE: _____ width _____ ft. _____

CURB TYPE: _____ width _____ ft. _____

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Pursuant to Section 12 of the Street Opening Ordinance, a Certificate of Insurance must be filed with this application insuring the Village against public liability and property damage with limits of \$250,000/\$500,000 personal injuries and \$25,000/\$50,000 property damage. A municipal corporation or public utility corporation may in lieu of an insurance policy file with the Village its bond to hold the Village harmless from all damages to persons or property resulting from the issuance of a street opening permit.

I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and the proposed work will be complied with whether sated in application and plans or not, and the structures affected by the application will not be used for any other purposes than stated.

**COUNTY OF NASSAU
STATE OF NEW YORK**

_____ being duly sworn deposes and says: that he/she is the person who signed the foregoing application for a permit; that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes are made during construction he/she will file amended plans before making such changes.

Owner or Authorized Agent

Address

_____ day of _____, 20__

Notary Public No.

Please submit this affidavit, signed and notarized, along with your application for a street opening permit.

OLD WESTBURY STREET OPENING AFFIDAVIT

This is a certification that all services in connection with this job were contacted for the mark outs required prior to submittal of this street opening application. A walk through on the site will be arranged with the Building Superintendent and Water Superintendent to verify location. Also, all underground cables will be a minimum of 30" below grade.

During the construction, the road shall be maintained and restored to its original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

Company _____

Address _____

Telephone _____

On Behalf of resident: _____

Print Name: _____

Address: _____

Signature of Officer: _____

Sworn to before me this

_____ day of _____, 20____

Notary Public