



*Village of  
Kings Point*

**BUILDING DEPARTMENT  
APPLICATION FOR DEMOLITION PERMIT**

Property Location: \_\_\_\_\_

Section: \_\_\_\_\_, Block: \_\_\_\_\_, Lot(s): \_\_\_\_\_

Application is hereby made to the Building Department of the Village of Kings Point for approval of the work stated in this application and as shown in the drawings and specifications herewith submitted.

State proposed work: \_\_\_\_\_

\_\_\_\_\_ Estimated Construction Cost: \_\_\_\_\_

Name of Owner (print name): \_\_\_\_\_ Being duly sworn deposes and says that he/she is the

owner of the property known as (property location): \_\_\_\_\_

That all statements made in this application are true to the best of his/her knowledge and belief. In consideration of the granting of the permit requested and approval of drawings, the owner has read and agrees to all requirements of each page of this application as applicable, agrees to comply with all regulations of New York State Building Code, Village of Kings Point Code, all deed restrictions, and with every other provision of law in effect relating to the construction/repair/alteration of said building/structure and the requirements of all agencies having jurisdiction. The owner hereby grants permission to representatives of the Building Department to enter upon and into the premises at any and all reasonable times for the purposes of inspecting work in progress, determining compliance with filed drawings, and with all other applicable laws. This permission shall remain valid until a Certificate of Completion is duly issued. The property owner accepts full responsibility for closing out the permit in a timely manner. All permits that expire require annual extension fees to be paid prior to the issuance of a certificate of completion. Extension fees will be deducted from the deposit paid for this application until the deposit is exhausted. Fees and deposits can be found in Village Code section A162-1.

**Once approved this permit is valid for 24 months (2 years).**

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

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Notary Seal:

Owner Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer of Record: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor of Record: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

One original application must be completely filled out, signed, notarized, initialed, and submitted with all required drawings & supporting documents in triplicate, along with all required fees and deposits in order to be accepted by the Building Department. All drawings must be legible and no larger than 24"x36". Incomplete applications will not be accepted or held. No construction work may begin until this permit has been approved. This application becomes the Building Permit when approved by the Building Inspector.

**Do not write below this line**

Date Received: \_\_\_\_\_

Bldg. App. Fee: \_\_\_\_\_

Curb Cross Fee: \_\_\_\_\_

Curb Cross Dep: \_\_\_\_\_

Total: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Not Valid Unless Stamped Approved and Signed Here by Village

**Building Department Construction and Inspection Requirements:**

1. All construction must be in accordance with the New York State Building Code.
2. All construction must be in accordance with the Village of Kings Point Code.
3. No oversight, error, or omission by the Building Department shall legalize the construction or use of any structure that does not conform to the requirements of the Village of Kings Point Code & the New York State Building Code.
4. A Certificate of Occupancy is required before use of a permitted building/structure is allowed.
5. A Certificate of Completion is required before use of a permitted appliance/system/structure is allowed.
6. Building Permits are issued conditionally pending compliance with Building Department comments noted on the drawings in red.
7. All construction must be located on the subject property and must be shown on a survey prepared by a licensed land surveyor as a requirement for a certificate of completion/occupancy.
8. Electrical, gas, and water pipe locations must be flagged or staked prior to excavation of any type.
9. All work on structures built before 1978 performed by any type of contractor which disturbs more than six (6) sq.ft. of lead paint must comply with the Environmental Protection Agency's Renovation, Repair, & Painting Rule as detailed in Code of Federal Regulations 40CFR Part 745.
10. The remediation of any present asbestos must comply with all applicable laws.
11. The remediation of any present radon must comply with all applicable laws.
12. Construction that will create a disturbed land area of 43,560 sq.ft. (1 Acre) or more must obtain a SPDES General Permit for Stormwater Discharges from Construction Activity GP-0-08-001 from the N.Y.S. Department of Environmental Conservation.
13. The use of recycled concrete aggregate, crushed concrete, and/or RCA as a construction material is prohibited. Such material shall not be used for backfilling of any kind, including but not limited to drywells, cesspools, leaching pools, tile fields, leaching chambers, or foundations. It shall not be used as a base underneath poured structural concrete footings, foundations, or slabs. It may only be used as temporary erosion control at vehicle entrance points to construction sites. It may be used if desired, as a compacted base to impervious non-structural paved surfaces, if existing soil conditions are favorable.
14. If no oil tanks are found, a notarized affidavit stating so must be submitted by the demolition contractor or home owner.
15. The abandonment and/or removal of any oil tank(s) require the abatement/demolition contractor to submit a notarized affidavit certifying abandonment/removal compliance in accordance with Nassau County Department of Health Rules and Regulations.
16. Existing, abandoned, underground drainage structures & cesspools must be removed and backfilled with clean sand and gravel.
17. Before work begins, all property lines must be staked by a licensed land surveyor at the property corners & at 50ft intervals
18. The approved building permit must be posted in a conspicuous place and be clearly visible from the street.
19. The original approved building permit plans must be available at the site for review by the Building Department personnel at all times. All inspections will be denied unless the approved building permit plans are made available to the Building Inspector.
20. No trees are to be removed until proper permits have been issued by the Building Department for said tree removal. A separate tree removal permit application is necessary. All remaining trees must be protected with a 4-foot tall physical barrier during construction that extends to the drip line. Roots and branches may not be damaged. Building materials and vehicles may not park on or drive over drip line and root areas.
21. Open excavations must be completely protected by temporary 4-foot tall orange safety fencing or 4-foot wooden snow fencing to be maintained at all times. All excavations must be protected from cave-in in accordance with all applicable laws.
22. Construction sites shall be protected by a continuous 6-foot chain link fence with black privacy mesh. The fence shall have at least one operable gate. The gate shall be locked at all times when no authorized workers are on site.
23. All sites shall be protected at all times from water and soil erosion onto other properties, roads, wetlands, and waterways by use of Best Management Practice Methods as required by all applicable laws, but no less than the placement of continuous rows of salt-hay bales, silt fencing, mulch, crushed stone etc. Stockpiles of extra fill must be removed from the site as necessary. Streets are to be cleaned daily. Erosion control material must be refreshed regularly and as required after a rain event.
24. Sites may only have one entrance for vehicle traffic. The entrance must be protected from erosion by placement of a recessed 20'Wx40'Lx12"D crushed stone pad on top of filter fabric. Streets must be cleaned each time a vehicle exits the site & tracks mud onto any road or right of way.
25. The grass on the Village Right of Way must remain undisturbed. Safety fence & erosion control material must be placed on the subject property.
26. Clear access to the site must be maintained at all times for fire & emergency vehicles. Construction related parking and traffic shall not block any roadways, damage any property or right of ways, track mud and debris off the subject property, or create any hazard or nuisance.
27. Tracked heavy machinery is not permitted on any road in the Village.
28. The spread of all dust created by construction/demolition shall be contained/eliminated by all required means necessary as per all applicable laws.
29. The site must always be clear of all garbage, trash, scrap lumber, scrap masonry, boxes, plastic, Styrofoam & other construction debris. At the end of each work day, all such debris must be placed in a metal container (dumpster). The dumpster must be covered. Debris must be placed in garbage bags to prevent Styrofoam and papers from blowing out & spreading from wind. The dumpster shall be placed on site, away from property lines, as close to the building as practicable, and be emptied regularly. No debris shall be allowed to spread on to any adjacent land.
30. Building material must be neatly stored on site away from property lines & may not be stored under trees or on any Right of Way.

Owner to initial after reading this page: \_\_\_\_\_

31. Building sites and building materials must be made secure in the event of any extreme weather event.
32. The site must receive regular property maintenance during construction. Grass and weeds must be cut. Leaves must be raked. Snow must be removed within 24 hours from the end of each snowfall. Swimming pools must be covered.
33. Trailers, shanties, tool sheds, PODS or other similar portable structures are not permitted on the site. Portable toilet facilities must be provided on the site for use by workers; however they shall not be placed in front yards, and must be placed away from all property lines.
34. Contractor advertising signs are not permitted. For Sale signs are not permitted. No trespassing signs, warning signs, and emergency contact signs are not permitted unless approved by the Building Inspector.
35. All regulated vibrations require a vibration permit in accordance with Village Code Chapter 152.
36. All jobsites must be legally provided with their own metered electrical service for the entire duration of work.
37. All jobsites must be legally provided with their own metered water service for the entire duration of work.
38. The owner is responsible for water service upgrades as required by the Water Authority of Great Neck North.
39. The owner is responsible to obtain rodent inspection updates from the Nassau County Health Department as required prior to building demolition.
40. Any change in the standing of the architect/engineer of record, general contractor, plumber, or electrician must be indicated to the Building Department in writing. Failure to do so will result in a Stop Work Order.
41. The owner is responsible for notifying all of his/her contractors, tradesmen, and registered professionals of all the terms and conditions stated in this permit application.
42. The following prohibitions on construction work times are in effect:  
Construction, demolition, pile driving, or excavation involving the use of trucks and/or heavy earth moving equipment attended by loud disturbing noise:  

Monday through Friday: 8:00am to 4:00pm	Sunday: NOT PERMITTED
Saturday: NOT PERMITTED	Legal Holidays: NOT PERMITTED

  
 Construction, demolition, alteration, or repairs involving the use of tools and equipment attended by loud disturbing noise:  

Monday through Friday: 8:00am to 6:00pm	Sunday: NOT PERMITTED
Saturday: NOT PERMITTED	Legal Holidays: NOT PERMITTED
43. The following construction inspections are required as applicable:
  - a. Site erosion and safety inspections are required before work begins.
  - b. A final survey showing final topographic contours must be submitted to document removal of the existing structure. The topography must be shown in NAVD-1988.
  - c. The abandonment and/or removal of any oil tank(s) requires the abatement/demolition contractor to submit a notarized affidavit certifying abandonment/removal in accordance with Nassau County Department of Health rules and regulations.
  - d. If no oil tanks are found, a notarized affidavit stating so must be submitted by the demolition contractor or the homeowner.
  - e. Existing driveway aprons must be restored to align with the original curbs. Damaged Village right of ways must be restored to their original condition.
  - f. Demolition permits that are not issued in connection with construction of a new building must have the soil on the site stabilized with grass that must be fully growing at the time of final inspections.
  - g. Final safety inspections must be performed when the project is complete.
44. Changes to the approved building permit must first be documented with revised drawings & filed for approval on a permit amendment before construction can take place.
45. Each addition, separate structure, and additional system or appliance requires a separate building permit.
46. No new structures, systems, appliances, or changes to approvals shall be built without Building Department review, approval, & inspections.
47. At the time of inspections, the individual present on behalf of the owner will be informed of any necessary construction modifications and or documentation required to achieve compliance with NY State Building Code and Kings Point Village Zoning Code.
48. All Building permits are valid for a period of 24 months (6 months for fences). All permits that remain open past the valid period are required to pay extension fees prior to the issuance of a certificate of occupancy or completion.

**Building Permit Fees for Demolition:**

\$500.00 Base Permit Fee + \$11.00 per \$1000.00 or fraction thereof of estimated construction cost + \$100.00 Curb Cross Fee and \$2000.00 Building Permit Deposit + \$25,000.00 demolition deposit and agreement.

Be advised, there shall be no additional charge for the review of revised plans when such revisions have been made solely in response to comments by the Building Department to address missing, incorrect, or unclear information on the plans. However, if, after two resubmissions of plans, any request for the same or additional corrections or clarifications has been made and there has not been compliance with such request, an additional permit fee equal to 10% of the original permit fee shall be paid at the time of each resubmission until after a submission with such correction or clarification is provided.

Owner to initial after reading this page: \_\_\_\_\_

**Infrastructure improvement fee:**

Upon filing an application for a building permit, in order to defray the costs for the Village to protect all public improvements in the area of construction, including but not limited to road pavements, curbs, drainage facilities, and similar public improvements and to provide for the future development of those improvements, the applicants shall pay the following nonrefundable fee:

- (i) For construction of a new residence: \$5,000.
- (ii) For any alteration to an existing residence costing more than \$100,000 as determined by the Building Inspector: \$2,500.
- (iii) For a new pool, driveway, patio, terrace, deck, accessory building, or property regrade: \$1,500.
- (iv) For the demolition of substantially all structures on a residential lot when the owner does not file a building permit within 90 days after the start of the demolition: \$5,000.
- (v) For all new non-residential construction or demolition of substantially all non-residential structures: \$10,000.

In the event that any public improvements are damaged during the course of construction in connection with the building permit that has been issued, the Village shall require that the owner repair the damage in a good and workmanlike manner, meeting all the Village standards. In the event that the owner of the property does not repair the public improvements as aforesaid, the Village may make the necessary repairs and charge those costs to the property owner as an additional fee. In the event that the fee is unpaid when the Village is preparing its next annual assessment roll, the fee shall be added to the assessment roll for the property and collected in the manner fixed by law for the collection of the Village's real property taxes. In that event, interest from the date the work was performed shall be fixed, and the full amount, with that fixed interest, shall be subject to a delinquent penalty at the legal rate of interest for Village real property taxes in the event that the same is not paid in full on or before the date the tax bill upon which such charge appears becomes delinquent.

All fees must be paid by check. All checks are made payable to: Village of Kings Point. A Curb Cross Fee and Deposit is not required on private roads. Driveway repairs/construction on properties with multiple driveway openings requires separate \$400 deposits for each driveway opening. Deposits require a separate check from permit fees and are refundable upon issuance of Certificate of Completion and road shoulders are found in good repair by the Highway Department. Applications that are incomplete will not be accepted or temporarily held by the Building Department.

Owner to initial after reading this page: \_\_\_\_\_

### **V.K.P. DEMO PERMIT APPLICATION CHECKLIST**

Address \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_

- \_\_\_\_\_ Completed demo permit application
- \_\_\_\_\_ Tree permit application
- \_\_\_\_\_ 3 Copies of an existing survey or demolition plan to stamp for approval
- \_\_\_\_\_ Telephone disconnect
- \_\_\_\_\_ Cable television disconnect
- \_\_\_\_\_ Internet disconnect
- \_\_\_\_\_ Water service disconnect
- \_\_\_\_\_ Power disconnect
- \_\_\_\_\_ Gas disconnect
- \_\_\_\_\_ Asbestos abatement report from a certified asbestos testing agency.
- \_\_\_\_\_ Lead paint report from a certified lead paint testing agency.
- \_\_\_\_\_ N.C.D.H. oil tank abatement forms
- \_\_\_\_\_ VKP oil tank affidavit
- \_\_\_\_\_ N.C.D.H. rodent report
- \_\_\_\_\_ D.E.C./C.O.E. permits
- \_\_\_\_\_ Demolition contractor requirements:
  - 1. Worker's compensation
  - 2. Liability insurance
  - 3. Disability insurance
  - 4. Nassau County Consumer Affairs license

Acceptable Worker's Comp proof must be on NY State forms: CE-200, C-105.2, or SI-12. Accord forms are NOT acceptable.

Acceptable Disability proof must be on NY State forms: CE-200, DB-120.1, or DB-155. Accord forms are NOT acceptable.

Each and every license and insurance document must be valid and up to date. Documents that are expired or invalid will be discarded without notification.

The name and address on a contractor's license MUST match the name and address of all insurance documents.

The Village of Kings Point MUST be listed as certificate holder.

When performing work on a Village Right of Way, contractors must list the Village of Kings Point as additional insured on the endorsement page.

Any change to the primary contractors listed above must be made in writing and submitted to the Building Department. The new contractors must submit all the required license & insurance documents. Failure to do so will result in a Stop Work Order.

Approved Building Permits will not be released unless all required contractor's information is submitted.

Approved building permits will only be released to the home owner.

VILLAGE OF KINGS POINT  
BUILDING DEPARTMENT



TELEPHONE-CABLE AFFIDAVIT

Re: \_\_\_\_\_

\_\_\_\_\_  
(Address)

I, \_\_\_\_\_ swear and affirm that I own the above referenced property and that to the best of my knowledge the existing telephone, cable, and internet service has been terminated with the applicable service providers, and all hard lines have been physically disconnected from the building appropriately.

I acknowledge that the Building Department is relying on the accuracy of this statement in order to approve a building demolition permit, and to ensure that the building demolition is performed safely with no potential power surge from the above mentioned existing hard lines.

I have read and understand all of the above and I will notify all my contractors and the Building Department if there are any changes, prior to the start of demolition.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_,  
Date                      Month                      Year

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Notary

Notary Seal:

VILLAGE OF KINGS POINT  
BUILDING DEPARTMENT



OIL TANK AFFIDAVIT

Re: \_\_\_\_\_

\_\_\_\_\_  
(Address)

I, \_\_\_\_\_ swear and affirm that I own the above referenced property and that to the best of my knowledge there is \_\_\_\_\_ existing underground oil tank(s) on the property.

I acknowledge that in the event any underground oil tank is found on my property during demolition and excavation, I am responsible to notify the Nassau County Department of Health, and the tank must be removed in accordance with all the rules and regulations set forth by the Nassau County Department of Health.

I acknowledge that upon completion of work I must submit a notarized affidavit to the Building Department from my oil tank removal contractor that certifies the tank was removed and disposed of properly in accordance with the rules and regulations set forth by the Nassau County Department of Health.

I acknowledge that if no oil tank was found I must submit a notarized affidavit to the Building Department from my demolition contractor that certifies no oil tank was found on the property.

I acknowledge that the Building Department will not issue a Certificate of Completion unless the appropriate above mentioned documentation has been provided.

I have read and understand all of the above and I will notify all my contractors of all of the above requirements, prior to the start of work.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Date Month Year

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Notary

Notary Seal:



**NASSAU COUNTY  
DEPARTMENT OF HEALTH**  
106 CHARLES LINDBERGH BOULEVARD  
UNIONDALE, NY 11553  
516 227-9691  
FAX: 516 227-9613

**BUREAU OF ENVIRONMENTAL PROTECTION  
AFFIRMATION OF NON-LEAKING TANK**

Re: \_\_\_\_\_

\_\_\_\_\_  
(Address)

I (we), \_\_\_\_\_ swear and affirm that I(we) own the above referenced property and that to the best of my(our) knowledge the underground tank and its associated piping used for storing oil solely for on-site space heating and/or water heating, located on this property, is not now leaking and has never leaked. **This form may not be used where there is any re-occurring accumulation of water in the tank.**

\_\_\_\_\_  
(Signature of Property Owner(s))

\_\_\_\_\_  
Affirmation must be received by NCDH  
seven (7) days prior to the date of the job.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
date month year

**THIS FORM MUST BE SIGNED AND NOTARIZED BEFORE RETURNING VIA U.S. MAIL to the Nassau County Department of Health, Bureau of Environmental Protection, 106 Charles Lindbergh Boulevard, Att: Article XI, Uniondale, NY 11553. Telephone number: 516-227-9691.**



Nassau County Department of Health  
Small Facility/Homeowner Tank Abandonment  
Notification Form

Date of Job \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*All notifications must be received by  
NCDH 7 days prior to the date of the job  
accompanied by a fee of \$70.00 per tank.**

Contractor \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Village \_\_\_\_\_ Telephone \_\_\_\_\_

Existing Tank Information:

Tank Size:

\_\_\_\_\_ 275

\_\_\_\_\_ 550

\_\_\_\_\_ 1,000

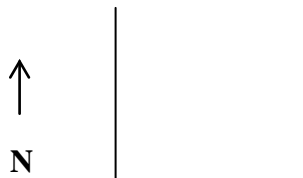
Fill Material:

\_\_\_\_\_ Sand

\_\_\_\_\_ Concrete

\_\_\_\_\_ Approved Foam

Tank Location Diagram:



New Installation:

Tank Size

Location

\_\_\_\_\_ 275

\_\_\_\_\_ Above ground on pad/containment

\_\_\_\_\_ 550

\_\_\_\_\_ Below ground

\_\_\_\_\_ 1,000

\_\_\_\_\_ Indoors

\_\_\_\_\_ Conversion to gas

**\*\*All removals/abandonments, installations etc. must be done in accordance with Article XI of the Nassau County Public Health Ordinance. This form is to be used only when the individual storage tank capacity is 1100 gallons or less.**

**PLEASE RETURN VIA U.S. MAIL to Bureau of Environmental Protection, Nassau County Department of Health, Attention: Article XI, 106 Charles Lindbergh Boulevard, Uniondale, N.Y. 11553. Telephone number: 516-227-9691.**

Nassau County Department of Health  
Tank Abandonment/Removal\*  
Notification Form

Date of Job\*\* \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*All notifications must be received by NCDH 7 days prior to the date of the job accompanied by a fee of \$220.00 per tank over 1,100 gallons and \$70.00 per tank 1,100 gallons or less abandoned in place or \$90.00 per tank 1, 100 gallons or less removed.**

Contractor \_\_\_\_\_

Phone # \_\_\_\_\_

Facility ID# \_\_\_\_\_

Facility Name: \_\_\_\_\_

Address \_\_\_\_\_

Village \_\_\_\_\_ Telephone \_\_\_\_\_

**Existing Tank Information:**

Tank Size: \_\_\_\_\_ Tank Contents: \_\_\_\_\_

\_\_\_\_\_ Abandonment \_\_\_\_\_ Removal

Monitoring: \_\_\_\_\_ Well \_\_\_\_\_ Borings \_\_\_\_\_ Tested on \_\_\_\_/\_\_\_\_/\_\_\_\_

DEC Spill# (if applicable) \_\_\_\_\_

Other \_\_\_\_\_  
(explain)

**New Installation:**

Tank Size \_\_\_\_\_ Plans Approved? \_\_\_\_\_

**Location:**

\_\_\_\_\_ Above ground on pad/containment

\_\_\_\_\_ Below ground

\_\_\_\_\_ Indoors

\_\_\_\_\_ Conversion to gas

\*All removals/abandonments, installations etc. must be done in accordance with Article XI of the Nassau County Public Health Ordinance. **This form is to be used for the abandonment of a fuel oil tank of more than 1,100 gallon capacity, the abandonment of any size non-fuel oil tank or the removal of any tank including fuel oil tanks of 1,100 gallon capacity or less.**

**PLEASE RETURN VIA U.S. MAIL to Nassau County Department of Health, Bureau of Environmental Protection, Article XI, 106 Charles Lindbergh Boulevard, Uniondale, N.Y. 11553.  
Telephone number: 516-227-9691.**



**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
---------------------	-----------	------------------

CITY, TOWN, VILLAGE	ZIP	CONTACT PERSON/OWNER
---------------------	-----	----------------------

ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
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WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
--------------------	--------------------------------	-------

PERMIT EXP DATE	<input type="checkbox"/> STEEL	EMAIL
-----------------	--------------------------------	-------

LOT SIZE S.F.	<input type="checkbox"/> MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION
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# BLDGS ON LOT	<input type="checkbox"/> FRAME
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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	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> DEMOLITION	BASEMENT FINISH
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<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 _____	
<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
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**SEPARATE APPLICATION SHALL BE  
MADE FOR EACH BUILDING**

Address of Applicant/Contact Person	Telephone
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FIELD REPORT ON REVERSE

32 Steppingstone Lane  
Kings Point, New York 11024

Claimant's  
Invoice No.

Pay to: \_\_\_\_\_

Street and Number:

City, State: \_\_\_\_\_

Claim	
Check #	
Payee	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	

[illegible]

I HEREBY CERTIFY the above articles were sold and delivered and / or the above service rendered to the Village of Kings Point on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance therein is actually due and owing and that taxes from which the Village of Kings Point is exempt are excluded therefrom.

Signature \_\_\_\_\_

\_\_\_\_\_

(Title)

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Company)

Tax I.D. # \_\_\_\_\_ Social Security # \_\_\_\_\_

I HEREBY APPROVE this claim for services rendered and disbursements for Equipment, materials, supplies and other expenses as herein indicated, which were for the Village of Kings Point

Date	Name	Title	Appropriation
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# *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?			NO	YES
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.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<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: 5.     Urban       Rural (non-agriculture)       Industrial       Commercial       Residential (suburban) <input type="checkbox"/> Forest     Agriculture                   Aquatic       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?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

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 <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <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 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input type="checkbox"/>
49. 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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <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: _____		

Project:

Date:

## ***Short Environmental Assessment Form***

### ***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		



Project:

Date:

## ***Short Environmental Assessment Form***

### ***Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

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Name of Lead Agency

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Date

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Print or Type Name of Responsible Officer in Lead Agency

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Title of Responsible Officer

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Signature of Responsible Officer in Lead Agency

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Signature of Preparer (if different from Responsible Officer)



*Village of  
Kings Point*

**BUILDING DEPARTMENT  
APPLICATION FOR TREE REMOVAL**

Property Location: \_\_\_\_\_

Section: \_\_\_\_\_, Block: \_\_\_\_\_, Lot(s): \_\_\_\_\_

Owner Home Phone: \_\_\_\_\_ Owner Mobile Phone: \_\_\_\_\_

Owner Business Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Number of trees to be removed: \_\_\_\_\_

Purpose of proposed removal: \_\_\_\_\_

A Certified Arborist's letter **MUST** be submitted with this application certifying the need for removal of said tree(s).

A sketch/plan of the property **MUST** be attached to this application which shows the location of the tree(s) to be removed in relation to existing structures on the property.

Trees to be removed **MUST** be identified in the field with a bright marker such as tape or ribbon.

Trees that are not dead, dying, diseased, dangerous, invasive, infested, nuisance, causing or threatening to cause damage to buildings, structures, and above or below ground utilities, are required to have replacement trees planted. A plan with replacement tree species, sizes, and locations **MUST** be provided with this application.

The property owner **MUST** get clearance from the utility company for trees within 10-feet of power lines prior to cutting.

A Nonrefundable Permit Fee of \$100 per tree **MUST** be submitted with this application. Checks are made payable to: Village of Kings Point. All fees are nonrefundable.

Property Owner (print name) \_\_\_\_\_ being duly sworn states that he/she is the owner of said property and the tree(s) above described is/are located wholly within his/her property lines.

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

Applications that are incomplete will not be accepted or temporarily held by the Building Department.

No tree removal work may begin until this permit has been approved by the Building Inspector.

Trees approved for removal shall be removed completely down to the grade level.

Approved permits shall expire six months from and after the date of its issuance. No work may be performed under an expired permit.

-----Do not write below this line-----

Date Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

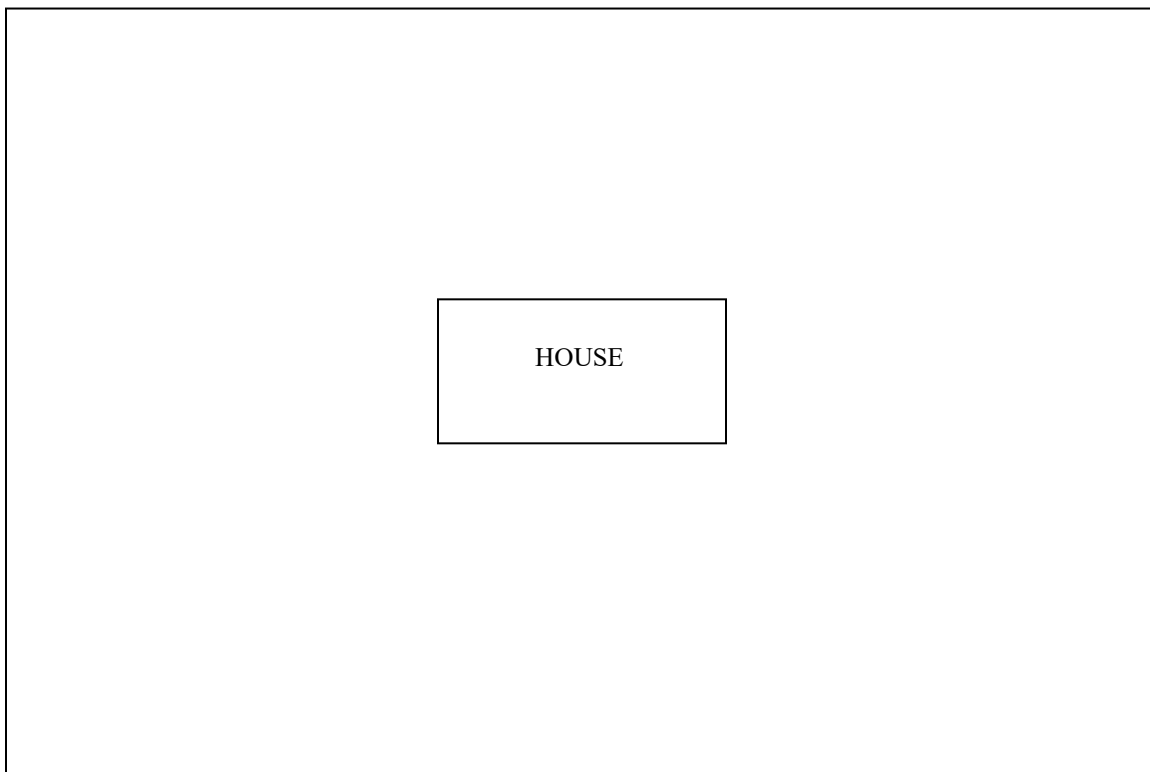
Date of Expiration: \_\_\_\_\_

Not Valid Unless Stamped Approved and Signed Here by Village

Property Location: \_\_\_\_\_

Provide a location diagram of tree(s) to be removed in relation to structures on the property in the space below.  
Attach a separate site plan/landscape plan if necessary.

Trees to be removed must also be identified in the field with a bright marker such as tape or ribbon.



Building Department Comments:

**VILLAGE OF KINGS POINT  
DEMOLITION DEPOSIT AGREEMENT**

**Permit Number:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_  
**Premises:** \_\_\_\_\_, **Kings Point Tax map:** 1/\_\_\_\_/\_\_\_\_

1. In consideration for the Building Department issuing the above numbered demolition permit, in order to guarantee the restoration of the premises in a safe and aesthetic manner, and in accordance with the approved landscape plan and any other plans or conditions imposed by the Village or any of its boards or commission with regard to such demolition, if any, the owner has deposited with the Village the sum of \$25,000.00 (the "Deposit") to be held as a deposit in the event that the owner fails to restore the premises as herein required. Said sum shall not be held in an interest-bearing account.

2. The demolition and restoration, as required by paragraph 1 (the "Work"), shall be completed on or before \_\_\_\_\_, 20\_\_\_\_ (the "Completion Date").

3. At the option of the Village, after the Completion Date, the Deposit may be used to perform all or any part of the Work that has not been completed and to pay any required fees to extend the demolition permit if it or any extension thereof should expire.

4. The owner acknowledges that the damages to the Village by virtue of the owner's failure to complete the Work by the Completion Date will cause additional work for the Village's Building Department, Village Counsel, and other Village Officials and employees, and will have an adverse impact upon the neighboring property owners and the aesthetics of the Village, all of which will be difficult, if not impossible to ascertain, and, therefore, as liquidated damages, and not as a penalty, the owner authorizes the Village, in addition to all other and whatever other remedies are provided for herein or by law, to subtract the sum of TWO HUNDRED (\$200.00) DOLLARS PER DAY from the Deposit, for each and every day after the Completion Date that the Work is not completed, and to pay said sum to itself, each day, or at its option, from time to time at any time thereafter, and not wait until the Work is completed to compensate itself for said damages.

5. So long as the Superintendent of the Building Department and the Board of Trustees act in good faith in their exercise of their duties, obligations, and rights under this agreement, the owner shall indemnify and hold harmless the Superintendent of the Building Department, the Board of Trustees, and all of the Village employees, contractors, and agents from all damages, claims, awards and judgments including legal costs and attorneys' fees, against them, which may result from such acts.

6. The owner acknowledges that the amount of the Deposit does not in any way limit the amount that may be due from the owner to the Village because of the owner's failure to complete the Work by the Completion Date.

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Property Owner Name Printed

\_\_\_\_\_  
Notary Seal: