

# VILLAGE OF GREAT NECK ESTATES

## INSTRUCTIONS FOR FILING A PERMIT APPLICATION

Fee is based on Estimated Cost of Job and must be submitted with application:

\$250 Filing Fee, plus \$15 for each additional \$1,000 of construction cost  
\$125 Certificate of Occupancy or Certificate of Completion  
Architectural Review Board: \$200 Alteration/Addition \$400 New Dwelling  
Separate Instructions for Architectural Review Board (attached)

Complete one (1) "APPLICATION FOR A PERMIT"

Submit two (2) sets of plans, individually folded, and stapled together to show the project name and location face up. The plans must clearly show the full extent and dimensions of the proposed work as separated from the existing conditions remaining or to be removed. All information, diagrams, and calculations to show compliance with the zoning regulations must be shown on the first sheet of the drawings preferably near the site plan.

The site plan must show the following information.

- The measures to be taken by the contractor to maintain all drainage on the site during and after construction
- The location and caliper of all existing trees, and the method of protecting them during construction
- All existing trees to be removed must be clearly shown as being removed
- The required and proposed front, side and rear yard setbacks must be clearly dimensioned

Provide two (2) completed SUMMARY OF VOLUME COMPUTATIONS forms. Volume computations and any diagrams necessary to explain them must be shown on the drawings. List the totals by category, showing the net added volume, including any change in category of volume, i.e., attic or cellar space converted to living space.

Provide a current original survey (signed and sealed by a surveyor licensed in the State of New York). The survey must identify dimension and show the location and size of all existing construction on the property. It should also show the square foot area and dimensions of the property and any spot grades necessary to determine compliance with the zoning regulations.

Provide a diagram showing the front yard setbacks of all buildings within 200 feet of your property on the same side of the street if any work is proposed facing a front yard.

Provide two (2) fully completed Nassau County BOARD OF ASSESSORS forms

Provide one (1) completed MACHINERY OPERATION COMPLIANCE AGREEMENT.

ARCHITECTS FINAL CONSTRUCTION CERTIFICATION AND STATEMENT OF FINAL CONSTRUCTION COST must be submitted when the construction is completed.

All of the aforementioned documentation represents a package, which must be processed through the various reviewing agencies established for everyone's protection. Should the Building Department require additional documentation or information, you will be notified.

All applications are examined by the Building Inspector to determine compliance with the zoning regulations. **ANY APPLICATION THAT IS NOT IN COMPLIANCE WITH THE ZONING REGULATIONS WILL BE DENIED.** Application for variances must be submitted to the Board of Zoning Appeals.

Applications that propose work on the exterior of a building must be examined by the Architectural Review Board for recommendation to the Board of Trustees. Board of Trustees approval is required prior to examination of the application by the Building Inspector for compliance with the applicable building codes. **NO CONSTRUCTION MAY TAKE PLACE WITHOUT A BUILDING PERMIT SIGNED BY THE BUILDING INSPECTOR.**

The required inspections are listed on the approved set of plans and your permit. Inspection appointments must be made at least **two days** in advance.

Inspection and or certification by other governmental agencies may be required depending on the nature of the project. **IT IS THE APPLICANT'S RESPONSIBILITY TO KNOW AND OBTAIN ANY REQUIRED AGENCY INSPECTION AND APPROVAL PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.** Information concerning the required agency approvals may be obtained from the Building Department upon request.