

Please Print or Type Information

For office use only

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District	Filing Date	Case #

This application applies to **non-owner occupied** properties

SUBJECT PROPERTY

Address:

Number of Units:

OWNER/CURRENT TITLEHOLDER

Name(s):

Mailing Address:

Zip: Daytime Phone: Home Phone:

e-mail (alternate contact for additional information request:

CONTRACT PURCHASER (if applicable) If Contract Purchaser box is checked, then a copy of Contract to purchase must be included with this application.

Contract Purchaser Co-applicant

Name:

Mailing Address:

Zip: Daytime Phone: Home Phone:

e-mail (alternate contact for additional information request:

PROPERTY MANAGER or other Representative (if applicable)

Name:

Mailing Address:

Zip: Contact Phone: Relationship:

Please answer the following QUESTIONS:

1) Is land contract applicable to this property? Yes No - **If yes, a copy of the land contract must be provided.**

2) Is the land contract recorded? Yes No Date of anticipated transfer of title:

3) Will there be structural changes (including heating, plumbing, electrical or carpentry work) and/or changes to the grounds and parking arrangement? Yes No **Explain:**

Are there any circumstances or decisions (Variances, etc.) that you wish to call attention which bear on grandfathered or nonconforming features of the subject property? Yes No

Explain:

REQUIRED SUBMITTALS

One full size copy and one reduced copy (no larger than 11" by 17") of the following items must be submitted as part of this application; the application will not be considered complete without them.

- PROPERTY SURVEY** – Copy of the latest survey drawn by a licensed surveyor; survey must be accurate, illustrate all of structures on the property, and drawn to scale.
- SITE PLAN** – Site plan must be drawn at same scale as survey showing the location and dimensions of all driveways and parking areas, screening devices, walls, and hedges flanking the driveways and parking areas (If such information is shown on the survey, no site plan is necessary)
- FLOOR PLANS** – for each floor of habitable space (MUST BE DRAWN TO SCALE)
 - a. Scale not less than 1/8" = 1'
 - b. Each dwelling unit clearly outlined
 - c. Each room labeled with dimensions and intended use
 - d. Location of all doors and closets
 - e. Location of all plumbing fixtures (sinks, toilets, showers, etc.)
 - f. Location of all cooking facilities (stoves, hotplates, ovens, etc.)

** Floor plans need not be drawn by a professional if plans are accurate, drawn to scale, dimensioned, and have lines drawn with a straightedge.*

- STATE ENVIRONMENTAL QUALITY REVIEW ACT FORM** – Part I filled out completely and signed by applicant or owner

** If this form is being filled out on-line, you must print an original copy, sign it and submit it to our office.*

DECLARATION

I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

Signature of CURRENT PROPERTY OWNER
(or owner's LEGAL representative)

Date

Printed or typed name of person whose signature is above (if legal representative, also state relationship to owner)

05/2014