



Inc. Village of Hewlett Bay Park

30 PIERMONT AVE · HEWLETT · NY · 11557
TEL · (516) 295-1400 · FAX · (516) 295-1406

Permit Application Requirements

All applications and plans must be submitted by PDF as well to Buildingdepartment@hewlettbayparkny.gov

- ❖ Completed permit application form
- ❖ Application Fee: \$200.00 (non-refundable)
- ❖ Two (2) sets of signed and sealed plans by a NYS licensed Architect or Engineer – Plans must include:
 - All plans are to be fully architectural & structural drawings to a scale of at least ¼ inch to a foot
 - Plot plan
 - **Indicate all setbacks from existing, proposed, and accessory structures including mechanical units.**
 - **Zoning chart: stating requirements, existing and proposed calculations.**
 - **Drainage calculations (5 inch Rainfall), locations of dry wells/drainage structures.**
 - **Water table and base flood elevation.**
 - Elevation drawings including heights and height/setback ratios as well as a cross section.
 - Construction detail of paving and type of material.
 - Soil Boring Test **must** be supplied with plans.
- ❖ Copy of the most up to date survey
- ❖ If the property is located in a flood zone an Elevation Certificate is required

Additional Information

- ❖ **All contractors must submit a copy of their Nassau County Consumer's Affairs license and General liability insurance with the village of Hewlett Bay Park as the certificate holder as well as additionally insured and Worker's compensation.**
- ❖ **Separate applications are required for any plumbing, gas work, A/C, Generator, fences, demolition, paving and pools.**
- ❖ **Applications will be reviewed upon the submission of all required items, insufficient applications will not be accepted.**

CERTIFICATE OF OCCUPANCY. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected or enlarged or of any building or premises or part thereof, hereafter changed or converted to a different use until a certificate of occupancy shall have been issued to the owner by the Inspector of Buildings.

NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED



Incorporated Village of Hewlett Bay Park

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Office Use Only

Permit #: _____
Date Issued: _____
App Fee: \$ 200.00
App #: _____
Permit Fee: _____
Certificate Fee: \$ 200.00

Date: _____

Permit Application

Owner: _____

Property Address: _____ SBL: _____

Email: _____ Tel #: _____

Mailing Address (if different from property): _____

Residential Zone: _____ Lot Size: _____

- New Building Alterations Addition(s) Other _____
 Interior Demo Paving/Surface change

Estimated Cost of Construction: \$ _____

Description of work being performed: _____

- Submit 2 Sets of Plans with most updated surveys
 - Signed & Sealed by a NYS licensed Architect or Engineer
 - All plans are to be fully architectural & structural drawings to a scale of at least 1/4 inch to a foot
 - Plot plan must indicate all setback from new and existing construction to all property lines
 - Zoning calculations must be on the first page of the plans
 - Elevation drawings must show proposed and code required heights and height/setback ratios

Architect / Engineer's name: _____

Address: _____

Email: _____ Tel #: _____

*****ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR NASSAU COUNTY CONSUMER'S AFFAIR LICENSE & LIABILITY INSURANCE WITH THE VILLAGE OF HEWLETT BAY PARK AS THE CERTIFICATE HOLDER AS WELL AS ADDITIONALLY INSURED.*****

Contractor name: _____

Address: _____

Email: _____ Tel #: _____

Nassau County Consumer Affairs License #: _____ Expiration Date: _____

It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected or enlarged or of any building or premises or part thereof, hereafter changed or converted to a different use until a certificate of occupancy shall have been issued to the owner by the Inspector of Buildings.

Affidavit of Owner / Applicant

State of NY
County of Nassau SS:

I _____ being duly sworn, deposes and says; that all work being done on the premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

Signature

Sworn To before me this
_____ day of _____, 20____

Approval

Notary Public

Permission as required by the Building Code of Hewlett Bay Park to perform the work as described in the within statement and the attached plans and specifications, which are part hereof, is granted.

Examined & recommended for approval on
_____, 20____

Building Inspector

Notary Stamp



**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)

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

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: _____

CITY, TOWN, VILLAGE: _____ ZIP: _____

ESTIMATED COST OF CONSTRUCTION: _____

WORK MUST BEGIN BY: _____

PRINCIPLE TYPE OF CONSTRUCTION:

STEEL

MASONRY

FRAME

PERMIT EXP DATE: _____

LOT SIZE S.F.: _____

BLDGS ON LOT: _____

Check one

OWNER OR LESSEE

NAME OF BUSINESS: _____

CONTACT PERSON/OWNER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

**IF YOU WISH TO GROUP OR APPORTION LOTS
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION**

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

NEW BUILDING FIRE DAMAGE

ADDITION (CHANGE IN S.F.) GARAGE/ OUT BUILDING

DEMOLITION HVAC

ALTERATION (NO CHANGE IN S.F.) PLUMBING

MAINTAIN (PRE-EXISTING) RELOCATION

RECONSTRUCTION REPLACEMENT

DECK, TERRACE, PORCH, CARPORT SWIMMING POOL

DORMERS TENNIS COURT

OTHER _____ CHANGE IN USE

DOES RESIDENCE HAVE THE FOLLOWING

CENTRAL A/C YES NO

FINISHED ATTIC YES NO

BASEMENT FINISH

1/4 1/2 3/4 FULL

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 NO

VARIANCE OBTAINED YES NO

CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES NO

SURVEY ENCLOSED YES NO

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



Inc Village of Hewlett Bay Park

OWNERS ACKNOWLEDGEMENT AFFIDAVIT

I, _____ being duly sworn, depose and say that I am the owner of _____, and that I have authorized the work to be performed at my property by _____ (Contractor).

I have read and understand the responsibilities stated below as the homeowner and person responsible while work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Hewlett Bay Park including but not limited to:

1. The Building Permit is valid for one (1) year from the date of issuance stated on the permit. New single family home permits are valid for two (2) years from the date of issuance. If for any reason the work is not completed before the expiration date, you must obtain a six (6) month extension by submitting a request along with the fee that is due prior to the expiration date to be heard before the Board of Trustees for approval.
2. In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and ALL inspections must be completed. The **homeowner** is responsible for all open permits.
3. Hours work can be done:
 - a. Monday through Friday – 8:00am to 6:00pm
4. The property must be kept clean and in safe condition at all times during construction.
5. Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.
6. Make sure your contractor has their vehicles parked in your driveway as there is no parking permitted on the street.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

(Property Owner's Signature)

Sworn to before me this

_____ day of _____, 20__

(Notary's Signature)

Notary Stamp:



Date: _____

Inc Village of Hewlett Bay Park

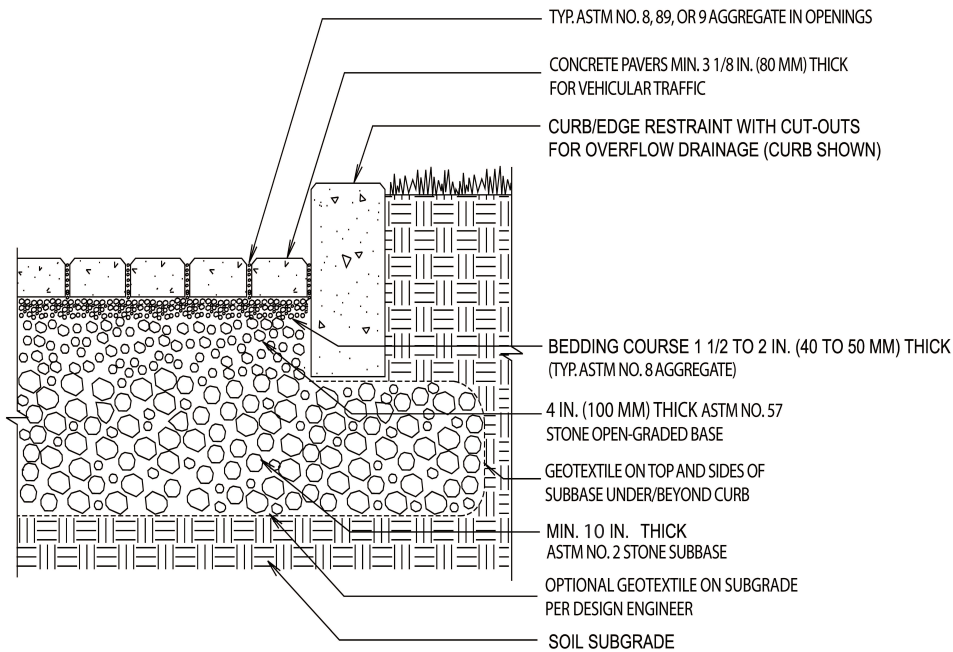
PERMEABLE PAVER OWNER & CONTRACTOR CONSENT

Property: _____

Section: _____ Block: _____ Lot(s): _____

- Gap/Openings must be a minimum of 3/8 inch
- 13% of Surface shall be pervious
- Pavers must be **Interlocking** & approved by the Village

***NOTE: STEPPINGSTONES AND SLABS WILL NOT BE CONSIDERED AS PERMEABLE.**



Required Inspections by the Building Department:

1. Excavation and permeability substrate soil condition.
2. Installation of gravel base to required depth & size.
3. Final installation of pavers.

We, the undersigned understand and agree to the requirements of the installation of permeable interlocking paver system and will contact the Building Department for the required inspections. We understand that if the pavers are not the approved type and/or are not installed properly, both paver and substrate will have to be removed and the correct paver and installation will be required.

Owner: _____
(PRINT NAME)

Contractor: _____
(PRINT NAME)

Signature: _____

Signature: _____

Inc Village of Hewlett Bay Park
Landscape and Lighting Requirements

Article II
Landscape and Lighting Plans

§ 53-13 Legislative intent; plans required.

- A. The standards and requirements set forth in this section and § 53-14 are intended to enhance the appearance and natural beauty of the Village of Hewlett Bay Park and protect property values through preservation of planting of vegetation and landscaping, avoid unsafe or unpleasant conditions resulting from poorly designed or installed lighting, and discourage excessive lighting.
- B. In all instances where i) a building permit is required a) for a new residence, or b) any building renovation or site improvement that disturbs landscaping on a premises, or ii) where exterior lighting is proposed at a premises in accordance with a building permit application, the following requirements shall apply:
- (1) Where a building permit is sought for a new residence, a landscape plan and lighting plan shall be submitted to the Building Department for review in accordance with this article. The landscape and lighting plans shall include the entire site.
 - (2) Where a building permit is sought for any renovation or site improvement that disturbs any landscaping on the premises, excavates, fills or grades any land, a landscape plan shall be submitted for review in accordance with this article. The landscape plan shall include any part of the site where the landscaping is to be, or anticipated to be, disturbed and shall detail the restoration of any disturbed area.
 - (3) Where a building permit is sought for any renovation or site improvement where new exterior lighting is proposed, a lighting plan shall be submitted to the Village for review in accordance with this article.

§ 53-15 Landscape plan details.

A landscape plan shall show all elements of proposed landscaping, for the portion of property as required by this article, including:

- A. Site grading and landscape design.
- B. Topography changes.
- C. Location, quantity, size and type of existing and proposed on-site vegetation and landscaping, and, if applicable, to be removed.
- D. Proposed plant materials shall be drawn to scale using symbols.
- E. A table listing the species, size, and quantity of plants and trees.
- F. Proposed lighting of any landscape features.
- G. Retaining walls or fences.

Inc. Village of Hewlett Bay Park
Landscape and Lighting Requirements

- H. Landscape maintenance and irrigation plan.
- I. Any other information that may be needed to show compliance with this article.

§ 53-16 Lighting plan details.

A lighting plan shall include:

- A. The location, type, intensity and height of all exterior lighting.
- B. A description of the luminaires and any proposed shielding devices.
- C. Photometric data showing the angle of light emission and footcandles on the ground.
- D. Additional information as may be required by the Building Department.

§ 53-17 Planting standards and criteria.

The planting and installation of landscaping and vegetation shall be subject to the following standards and criteria:

- A. Standards.
 - (1) The landscaping and vegetation shall be planted in a growing condition according to accepted horticultural practices, and shall be maintained in a healthy, growing condition. Any landscaping or vegetation that is in a condition that does not fulfill the provisions or intent of this chapter shall be replaced by the property owner during the next planting season for the particular planting material.
 - (2) All landscaping shall be planted not later than the expiration of an original or extended building permit, whichever occurs later, and except as provided herein, before issuance of a certificate of occupancy or completion for the building permit work. Any building permit extension granted in accordance with § 53-6J may include conditions related to the timing of the planting of the landscaping and vegetation. If landscaping and vegetation cannot be installed timely, the Building Inspector may issue a temporary certificate of occupancy or completion upon filing with, and acceptance by, the Village, of security to guarantee the installation of landscaping and vegetation in accordance with this article, in a sum equal to 200% of the estimated cost for the landscaping improvements. Security shall run for a term as provided in this article or otherwise fixed by the Building Department or Board of Trustees, as the case may be, and the term of any such security may be extended by the Board of Trustees with the consent of the parties thereto.
 - (3) Once a landscape plan has been approved and a building permit issued, the Building Inspector may authorize minor revisions to the approved landscape plan, including the substitution of equivalent plantings and ground cover where such revisions do not diminish the benefits of the approved plan. A revision shall be considered minor where there is no reduction in the quantity of plant material, no significant increase in size or location of plant material, and new plants are of the same general category (i.e., ornamental, evergreen) and have the same general design characteristics (i.e., mature size, spread, density) as the

Inc. Village of Hewlett Bay Park
Landscape and Lighting Requirements

materials being replaced.

- (4) Exclusive of any proposed grass areas, the landscape areas should use plants that can survive with the area's natural rainfall and do not require irrigation. The plan shall provide the reasoning if unable to provide such plantings.
- B. Criteria. The following criteria shall be used to evaluate proposed landscape plans:
- (1) As an architectural feature, landscaping should soften the mass of the buildings, driveways, parking areas, and structures on the premises.
 - (2) Landscaping should be designed to control erosion and allow groundwater discharge.
 - (3) Landscaping shall utilize best management practices (BMP) and low-impact design (LID) principles.
 - (4) Landscaping shall not hinder visibility at intersections, roadways or driveways.
 - (5) Landscaping shall preserve existing natural vegetation and other natural features of a premises so as to enhance overall site design and protect ecological systems.
 - (6) Landscaping may provide screening in a manner that does not adversely or negatively impact the visual appearance of the Village as an open residential community.
 - (7) Landscaping should be suitable to existing site topography and drainage conditions.
 - (8) Landscape design should be functional, aesthetically pleasing, provide definition to the streetscape, complement site and building design, enhance the premises, and not impact neighboring properties or the public right-of-way in a detrimental manner.
 - (9) Landscape materials should be durable and chosen for long-term growth and retention.
 - (10) Invasive plants species are prohibited.
 - (11) Landscape areas that are difficult to maintain grass or sod may incorporate ground cover.
 - (12) Landscape design should enhance accessibility and not conflict with it.
 - (13) Landscape design may incorporate boulders, stones or other hardscape features that are otherwise compliant with any other provision of the Village Code.

§ 53-18 Lighting standards and criteria.

The installation of exterior lighting shall be subject to the following standards and criteria:

- A. Site lighting trespass onto an adjacent property or the public right-of-way shall be minimized.
- B. Site lighting shall minimize light spill into the dark night sky.

Inc. Village of Hewlett Bay Park
Landscape and Lighting Requirements

- C. Lighting fixtures mounted under soffits or otherwise recessed shall be aimed downward and installed such that the bottom of the light fixtures is recessed and mounted flush with the bottom of the light housing.
- D. Illumination levels shall be in accordance with current recommended practices of the Illuminating Engineering Society.
- E. All exterior lighting shall be designed and operated so that the area 20 feet beyond the property line of the premises receives no more than 1/2 of a footcandle of light from the premises' exterior lighting.
- F. Lighting that presents a clear hazard to motorists, cyclists or pedestrians is prohibited.

§ 53-19 Security.

- A. Default. If the Building Inspector determines that the conditions of any security is in default, or that any required improvements have not been installed as required, the Building Inspector may recommend that the security be declared in default. No such recommendation shall be made without prior notice to the principal and surety upon such security. Upon such recommendation and upon notice to the principals and surety on such security, the Board of Trustees may thereupon declare said security to be in default and take all appropriate proceedings to collect the sum payable thereunder. Upon receipt of the proceeds of any security, the Village shall apply such proceeds to reimbursement of the expenses of collection and enforcement of said security and apply the balance of such proceeds, if any, to the installation of such improvements as may be feasible with such funds, commensurate with the extent of landscape work that has been performed. Upon completion of such improvements, any remaining balance shall be deposited in the Village general funds.
- B. Release. No bond shall be released except upon written application and determination by the Building Inspector. All landscape improvements shall be inspected by the Building Inspector upon an application for release of security. The Building Inspector shall make a written report to the Board of Trustees, stating the results of that inspection and making a recommendation whether the application should be approved.

§ 53-20 Landscape and lighting plans review procedure.

- A. Upon submission to the Building Department of a landscape plan, as required in this article, the landscape plan shall be subject to review as follows:
 - (1) If the application for a building permit does not require a variance or other approval from the Zoning Board of Appeals or the Board of Trustees, the Building Inspector shall review the plan in accordance with the criteria set forth herein, and the Building Inspector may recommend to the Board of Trustees approval, denial or approval with modifications. The Village Clerk shall forward a copy of the landscape plan together with the Building Inspector's recommendation to the Board of Trustees for its review. At a meeting, without a public hearing, the Board of Trustees shall consider the landscape plan in accordance with the criteria set forth in § 53-17, and shall approve, deny, or approve with modifications, and impose relevant conditions. Such approval or approval with modifications shall be incorporated as a condition of the building permit. If the landscape plan is denied, the

Inc. Village of Hewlett Bay Park
Landscape and Lighting Requirements

applicant may appeal to the Zoning Board of Appeals in the same manner as an appeal of a determination by the Building Department.

- (2) If the application for a building permit requires approval of the Zoning Board of Appeals or the Board of Trustees, as the case may be, the Zoning Board of Appeals or the Board of Trustees, as the case may be, shall have authority to approve, deny, or approve with modifications, in accordance with the criteria, the landscape plan as part of its underlying review authority. Such approval or approval with modifications shall be incorporated as a condition of the building permit. If the landscape plan is denied by the Zoning Board of Appeals, an applicant shall have the same rights as any other determination by the Zoning Board of Appeals, and if the application is denied by the Board of Trustees, an applicant may appeal to the Zoning Board of Appeals in the same manner as an appeal of a determination by the Building Department.
- B. Upon submission to the Building Department of a lighting plan, as required in this article, the lighting plan shall be subject to review as follows:
- (1) If the application for a building permit does not require a variance or other approval from the Zoning Board of Appeals or the Board of Trustees, the Building Inspector shall review the plan in accordance with the criteria set forth in this article, and shall approve, deny or approve with modifications. Any such approval or approval with modifications shall be incorporated as a condition of the building permit. If the lighting plan is denied, the applicant may appeal to the Zoning Board of Appeals in the same manner as an appeal of any determination by the Building Department.
 - (2) If the application for a building permit requires approval of the Zoning Board of Appeals or the Board of Trustees, as the case may be, the Zoning Board of Appeals or the Board of Trustees, as the case may be, shall have authority to approve, deny, or approve with modifications, in accordance with the criteria, the lighting plan as part of its underlying review authority. Such approval or approval with modifications shall be incorporated as a condition of the building permit. If the lighting plan is denied, the applicant shall have the same rights as any other determination by the Zoning Board of Appeals, and if the application is denied by the Board of Trustees, an applicant may appeal to the Zoning Board of Appeals in the same manner as an appeal of a determination by the Building Department.

§ 53-21 Plan amendments.

Except as otherwise provided in this article, final approved landscape or lighting plans, materials and specifications may not be altered without obtaining approval in the same manner as set forth in this article for approval of the original landscape or lighting plan.



Incorporated Village of Hewlett Bay Park
BUILDING DEPARTMENT

Affidavit of Single-Family Dwelling

_____, being duly sworn, deposes and says:
(Print Name)

1. Your deponent resides at _____.
2. Your deponent is the owner of a single-family dwelling located at _____.

further identified as Section _____ Block _____ Lot(s) _____
under the Nassau Land Tax Map.

3. Your deponent is filing a Building Permit Application.
4. Your deponent makes this affidavit to assure the Building Inspector of the Incorporated Village of Hewlett Bay Park and his employees, that he or she is maintaining a one family dwelling which is used as a one housekeeping unit, and that only one family occupies said dwelling.
5. Your deponent is aware of the fact that if there is any information received by the Village of Hewlett Bay Park Building Department, which contradicts the statements herein contained, and which is confirmed thereafter through admissible evidence, he or she shall be subject not only to an immediate cause of action for whatever violations may be involved under the provisions of the Building Zone Ordinance of the Incorporated Village of Hewlett Bay Park, but also prosecution for perjury.

Sworn to before me this

_____ day of _____,

X _____
Owner's Signature/Date

Notary Public