

**FENCE / WALL / GATE PERMIT
APPLICATION & INSTRUCTIONS
BUILDING DEPARTMENT
VILLAGE OF RYE BROOK, NY
(914) 939-0668
www.ryebrookny.gov**

All applicants seeking a fence, wall or gate permit must first obtain approval from the Village Architectural Review Board. Some applications may be subject to Site Plan Approval from the Village Planning Board as per §209 of Village Code. A representative of the applicant must be present at the ARB meeting which is held on the third Wednesday of every month, 7:30 p.m. at Village Hall in the main meeting room. Virtual meetings may be held from time to time and information regarding such will be provided to all applicants as needed. Applications must be submitted to the Building Department by no later than the 1st Wednesday of the month in order to be eligible for that month's agenda. Please note that the agendas are limited to ten (10) applications per month. Once your application receives ARB approval, the plans must then be reviewed by the Building Inspector for compliance with all applicable state and local building codes and for issuance of the permit.

DO NOT START WORK or CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR. THE ADMINISTRATIVE FEE FOR WORK PROGRESSED OR COMPLETED WITHOUT A PERMIT IS 12% OF THE TOTAL COST OF CONSTRUCTION WITH A MINIMUM FEE OF \$750.00

APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential = **\$100.00** / Commercial = **\$300.00** (Application fees are non-refundable)
3. A completed & signed Application Check List
4. A current, accurate property survey.
5. Two (2) sets of a dimensioned site plan based on the survey, (**one full size {maximum allowable plan size = 36" x 42"}** and **one 11"x17"**), depicting the proposed fence/wall/gate(s) indicating the proposed heights, locations and their proposed setbacks to the adjacent property lines.
6. Color photos or brochures of the proposed fence/wall/gate(s).
7. An electronic copy (disc, thumb drive, etc...) of all materials submitted.

FOLLOWING APPROVAL BY THE ARB, THE APPLICANT MUST SUBMIT THE FOLLOWING

1. Full payment of the Permit Fee which is based on the cost of construction at the following rates;
Residential: **\$18.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$150.00**.
Commercial: **\$25.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$275.00**.
2. One full size and one scaled 11" x 17" set of sealed construction plans if applicable.
3. Your contractor's valid Westchester County Home Improvement License.
4. Your contractor's valid proof of liability insurance.
(Village of Rye Brook must be listed as certificate holder on the insurance form)
5. Your contractor's valid proof of workers compensation insurance.
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
6. The Dig Safe N.Y. Dig Number. **(DIAL 811)**

PRIOR TO SCHEDULING THE FINAL INSPECTION THE APPLICANT MUST SUBMIT:

1. The application & fee for the Certificate of Compliance.
(fees are based on the final cost of construction)
2. A final survey of the property.

NOTE: The finished or good side of your fence must face your neighbor's property. All fence/wall/gate permits must be closed out with a Certificate of Compliance issued by the Building Inspector.

Keep this instruction sheet throughout the project for reference.

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ARCHITECTURAL REVIEW BOARD CHECK LIST FOR APPLICANTS

This form must be completed and signed by the applicant of record and a copy shall be submitted to the Building Department prior to attending the ARB meeting. Applicants failing to submit a copy of this check list will be removed from the ARB agenda.

Job Address: _____

Parcel ID #: _____ Zone: _____

Proposed Improvement (Describe in detail):

Property Owner: _____

Address: _____

Phone # _____

Applicant appearing before the Board:

Address: _____

Phone # _____

Architect/Engineer: _____

Phone # _____

Date of Submission:

APPLICANT CHECK LIST:
MUST BE COMPLETED BY THE APPLICANT

The following items must be submitted to the Building Department by the applicant - no exceptions.

1. () Completed Application
2. () Two (2) sets of sealed plans. (one full size {maximum allowable plan size = 36" x 42"} and one 11"x17")
3. () Two (2) copies of the property survey.
4. () Two (2) copies of the proposed site plan.
5. () One electronic/disc copy of the complete application materials.
6. () Filing Fee.
7. () Any supporting documentation.
8. () HOA approval letter. (if applicable)
9. () Photographs.
10. () Samples of finishes /color chart. (a sample board or model may be presented the night of the meeting)

By signature below, the owner/applicant acknowledges that he/she has read the complete Building Permit Instructions & Procedures, and that their application is complete in all respects. The Board of Review reserves the right to refuse to hear any application not meeting the requirements contained herein.

Sworn to before me this _____

day of _____, 20_____

 Signature of Property Owner

 Print Name of Property Owner

 Notary Public

Sworn to before me this _____

day of _____, 20_____

 Signature of Applicant

 Print Name of Applicant

 Notary Public

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FOR OFFICE USE ONLY:

Approval Date: _____ **Permit #** _____

Approval Signature: _____

BOARD:

Disapproved: _____

BOT Approval Date: _____ Case # _____

PB Approval Date: _____ Case # _____

ZBA Approval Date: _____ Case # _____

Other: _____

Application Fee: _____ **Permit Fees:** _____

Application # _____

ARCHITECTURAL REVIEW

Date: _____

Chairman: _____

Secretary: _____

FENCE / WALL / GATE PERMIT APPLICATION

Application dated: _____ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the installation, construction, repair or replacement of a Fence, Wall or Gate, in accordance with Section 250-6 B. (1) (g), of the Code of the Village of Rye Brook, as per detailed statement described below. Swimming pool fences must conform to the State Code.

1. Job Address: _____
2. Occupancy/Use: _____ S.B.L.#: _____ Zone: _____
3. Proposed Fence / Wall / Gate (describe in detail):

4. Property Owner: _____
 Address: _____
 Phone # _____ Cell # _____ email: _____
 Applicant: _____
 Address: _____
 Phone # _____ Cell # _____ email: _____
 Architect/Engineer: _____
 Address: _____
 Phone # _____ Cell # _____ email: _____
 Contractor: _____
 Address & Phone: _____

5. If building is located on a corner lot, which street does it front on: _____
6. What is the estimated cost of construction _____
 (NOTE: The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis.)
7. Estimated date of completion: _____

Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.

STATE OF NEW YORK, COUNTY OF WESTCHESTER) as:

_____, being duly sworn, deposes and states that he/she is the applicant above named,
(print name of individual signing as the applicant)
and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the
_____ for the legal owner and is duly authorized to make and file this application.
(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

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

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

Signature of Property Owner

Signature of Applicant

Print Name of Property Owner

Print Name of Applicant

Notary Public

Notary Public

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For office use only:	
PERMIT # _____	
ISSUED: _____	
DATE: _____	
FEE: _____	PAID <input type="checkbox"/>

**APPLICATION FOR CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLIANCE,
AND CERTIFICATION OF FINAL COSTS**

TO BE SUBMITTED ONLY UPON COMPLETION OF ALL WORK, AND PRIOR TO THE FINAL INSPECTION

Address: _____

Occupancy / Use: _____ Parcel ID #: _____ Zone: _____

Owner: _____ Address: _____

P.E./R.A. or Contractor: _____ Address: _____

Person in responsible charge: _____ Address: _____

Application is hereby made and submitted to the Building Inspector of the Village of Rye Brook for the issuance of a Certificate of Occupancy / Certificate of Compliance for the structure/construction/alteration herein mentioned in accordance with law :

STATE OF NEW YORK, COUNTY OF WESTCHESTER as:

_____ being duly sworn, deposes and says that he/she resides at _____
(Print Name of Applicant) (No. and Street)

in _____, in the County of _____ in the State of _____, that
(City/Town/ Village)

he/she has supervised the work at the location indicated above, and that the actual total cost of the work, including all site improvements, labor, materials, scaffolding, fixed equipment, professional fees, and including the monetary value of any materials and labor which may have been donated gratis was: \$ _____,

for the construction or alteration of: _____

Deponent further states that he/she has examined the approved plans of the structure/work herein referred to for which a Certificate of Occupancy / Compliance is sought, and that to the best of his/her knowledge and belief, the structure/work has been erected/completed in accordance with the approved plans and any amendments thereto except in so far as variations therefore have been legally authorized, and as erected/completed complies with the laws governing building construction. Deponent further understands that it shall be unlawful for an owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy or Certificate of Compliance shall have been duly issued by the Building Inspector as per §250-10.A. of the Code of the Village of Rye Brook.

Sworn to before me this _____
day of _____, 20_____

Signature of Property Owner

Print Name of Property Owner

Notary Public

Sworn to before me this _____
day of _____, 20_____

Signature of Applicant

Print Name of Applicant

Notary Public