



PRE-EXISTING CERTIFICATE OF OCCUPANCY APPLICATION

Buildings/Structures & Uses that existed prior to May 18, 1953, prior to the enactment of zoning in the Village, and persisted to this day may be eligible to a Pre-Existing Certificate of Occupancy pursuant to §70-30 of the Code of the Village of Westhampton Beach. To apply, all of the following information is necessary:

1. Completed application (pg 2);
 - A. Pre-Existing Certificate of Occupancy application for a **non-conforming commercial use or multiple occupancy use** must be submitted with a floor plan drawn to quarter-inch scale which accurately depicts the layout and areas of use throughout the building;
2. Two original-stamped surveys that accurately depicts all of the buildings and structures on the property as of application date (one will be returned with issued certificate);
3. Sworn affidavits before a Notary Public of proof that the building(s) or structure(s) and the use(s) on the property existing prior to the enactment of Zoning, which is May 18, 1953. Typical information submitted as proof of a Pre-Existing use are:
 - A. Affidavits by persons familiar with the property documenting continuous specific uses, buildings, and structures on a property from prior to May 18, 1953, to the present (pg 3);
 - B. Copies of leases and other agreements documenting uses and structures at specific time periods;
 - C. Assessor's records;
 - D. Any other information which conclusively proves a continuous chain of Pre-Existing use;
4. Owner's Authorization, if applicable (pg 4);
5. Fee in the amount of \$100.00 (All checks are payable to the Village of Westhampton Beach).

All forms/applications/affidavits must be submitted and completed in their entirety, together with the application fee before a Pre-Existing Certificate of Occupancy application will be accepted. Applicants who are unable to provide adequate documentation as to the establishment prior to May 18, 1953 and continuance through this date may be denied.

AN INSPECTION OF THE ENTIRE PROPERTY WILL BE REQUIRED PRIOR TO ISSUANCE OF THE PRE-EXISTING CERTIFICATE OF OCCUPANCY. PLEASE BE PREPARED TO SCHEDULE INSPECTION AT TIME OF SUBMITTAL OR MAKE ARRANGEMENTS TO CONTACT THIS OFFICE AT A LATER DATE FOR SCHEDULING.



Incorporated Village of Westhampton Beach
 DEPARTMENT OF BUILDING AND ZONING
 165 Mill Road, Westhampton Beach, New York 11978
 (631) 288-3478 – Fax (631) 288-4332



NOTE: ALL ISSUED CERTIFICATES OF OCCUPANCY WILL BE MAILED TO THE PROPERTY OWNER,
 PLEASE ENSURE THAT THE CORRECT MAILING ADDRESS IS LISTED.

Suffolk County Tax Map Number 905 - _____ - _____ - _____

Present Owner Name:

Present Owner Mailing Address:

Property Location: _____, Westhampton Beach

Applicant Name:

Applicant Mailing Address:

Applicant Phone: _____ Applicant Email: _____

Contact info for inspection (if other than above owner/applicant): _____

Contact Phone: _____ Contact Email: _____

FOR OFFICIAL USE ONLY

Application / Receipt No.: _____ Date Received: _____

Approval for Pre-Existing Certificate of Occupancy granted for:

Date Inspected: _____

Inspector Signature



SAMPLE

State of New York)
) ss.:
 County of Suffolk)

John Doe, being duly sworn deposes and says:

1. I reside at 18 Any Street, New York:
2. I am very familiar with the structures located on the North side of 18 Any Street, New York, as shown on the survey of Rogers & Rogers, dated 6/10/1985 (copy annexed hereto). I have owned said land and structures since 1950 and have had discussions with neighboring property owners and prior owners of the subject premises concerning the construction and use of these buildings. Other sources of my knowledge are as follows:

Deed of property dated 1950, Sworn Affidavit from Davie Jones stating that he helped construct the home in 1950.

3. All of the structures shown on said survey were fully completed before May 3, 1953, and have remained in their current state without expansion from said date, other than those under Permit A1234. Said structures have been continuously used as a One Family Dwelling since prior to May 18, 1953.
4. I make this Affidavit knowing full well that the Village of Westhampton Beach Building & Zoning Department will rely upon the facts as stated herein to issue a Pre-Existing Certificate of Occupancy for said structures to John Doe for use as a one-family dwelling.

Signature of Affiant: _____

Sworn to before me this ____ day of _____, 20

 Notary Public

SAMPLE



Incorporated Village of Westhampton Beach
 DEPARTMENT OF BUILDING AND ZONING
 165 Mill Road, Westhampton Beach, New York 11978
 (631) 288-3478 – Fax (631) 288-4332



OWNER'S AUTHORIZATION

STATE OF _____)
) ss.:
 COUNTY OF _____)

I, (owner) _____

Residing at: _____

Being the owner of premises (Property Location) _____

Also known as Suffolk County Tax Map Number (SCTM #:) _____

Hereby authorize (Agent) _____

Whose mailing address is (Agent Address) _____

To act on my behalf for purposes of application and interfacing with the Building Department for (Description of Proposed Work)

Of the Village of Westhampton Beach, and to received and/or file any documents required with reference to my application for
 (Owner) _____

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

 Owner Signature

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

 Notary Public