



SEWER CONNECTION APPLICATION CHECKLIST

This worksheet is presented as a guide for preparation of a complete sewer connection application. Please include all of the documents and items required for the proposed work. Additional information is available at the Village website at www.westhamptonbeach.org

Application Requirements:

1.	Sewer Connection Application	Page 2; completed, signed & notarized	Y / N
2.	Baseline Survey	Individual property surveys with house connection and invert details are available through the Building Department, and are recommended for using as a base for the connection sketch plan (3a)	Y / N
3a.	Sketch plan for Sewer Connection (3 sets)	Plans should be in a form acceptable to the SCDPW Sewer Agency, typically prepared by an SCDPW approved drainlayer or NYS licensed design professional	Y / N
3b.	Drainage Evaluation (may be included on 3a)	Evaluation of current stormwater facilities is required; Re-utilization of abandoned stormwater structures for stormwater collection / retention / detention is encouraged where applicable	Y / N
4.	* Suffolk County Department of Public Works	Copy of application prepared for the SCDPW Division of Sanitation (Special Sewer Permit Application for Commercial Connections)	Y / N

PLANS SHOULD BE NO LARGER THAN 11” X 17” EXCEPT WHERE NECESSARY, IN WHICH CASE ONE REDUCED SET MUST BE PROVIDED FOR DIGITAL DISTRIBUTION AND ARCHIVAL PURPOSES. PLANS ARE SUBJECT TO REVIEW AND COMMENT BY THIS OFFICE AND INVOLVED AGENCIES

***DO NOT SUBMIT TO THIS AGENCY WITHOUT PRIOR AUTHORIZATION FROM THIS OFFICE**

Suffolk County Department of Public Works Division of Sanitation approval required for sewer connection. Upon satisfactory review of the requisite information, a preliminary approval will be granted to submit to the Sewer Agency. Once their approval is obtained, a copy of which must be forwarded to this department for permit issuance, prior to commencement of associated work.

Be advised that any future increase/change to sanitary design flow, new construction, building addition within Sewer District and/or major renovations or additions which take place in the immediate proximity of an existing sewer connection may require further review and approval from the SCDHS Division of Sanitation.

In an effort to streamline the public sewer connection approval process, Suffolk County Department of Health Services Office of Wastewater Management approval(s) need NOT be obtained for the initial connection. Any proposed change in use and/or increase in sanitary design flow will require further review and approvals from SCDHS Wastewater Management, SCDPW Sewer Agency, the Village Planning Board, and may require a Special Exception from the Village Board of Trustees.

Incorporated Village of Westhampton Beach
Department of Building & Zoning
165 Mill Rd, Westhampton Beach, NY 11978
SEWER CONNECTION APPLICATION

PART I: Owner Information – Please print below

Property Location : _____ SCTM# 905- _____ - _____ - _____

Owner(s) of Record : _____

Phone: _____ Email: _____

Mailing Address of Owner(s): _____

City State Zip Code

PART II: Agent / Engineer / Attorney Information (responsible for filing & receiving correspondence) – Please print below

Agent responsible for application: _____

Phone: _____ Email: _____

Mailing Address of Agent: _____

City State Zip Code

PART III: Existing Building Details – Please print below

Existing building size, uses, descriptions: _____

Existing stormwater facilities (gutters, leaders, drywells, etc): _____

PART IV: Contractor

Plumber: _____ Suffolk County License #: _____

Suffolk County Department of Public Works Approved Plumber: _____

PART V: Notary Public – Please type or print below

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A SEWER CONNECTION PERMIT pursuant to the Code of the Village of Westhampton Beach and the Building Code of the State of New York, and all amendments thereto, for the work as described herein in the described plans and specs.

STATE OF NEW YORK, COUNTY OF SUFFOLK) ss: (Print Name of Applicant) _____
being duly sworn deposes and says that he/she is the applicant above named.

THEY are the (Owner or Agent: Contractor, Officer, RA, PE, etc) _____ of said owner or owners, and is duly authorized to perform or have performed the said work, as described in the attached plans and specifications, and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in this application, plans and specifications filed herewith.

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

Applicant Signature

Notary Public



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