

DEPARTMENT OF BUILDINGS
VILLAGE OF TUCKAHOE
65 MAIN STREET
TUCKAHOE, NY 10707
914-961-8148
BUILDING PERMIT APPLICATION

Application is hereby made to the Building Inspector of the Village of Tuckahoe, New York for the issuance of a Building Permit to construct, alter, move, demolish, or change the occupancy of a building or other structure in accordance with the New York State Uniform Fire Prevention and Building Code as set forth below:

NEW BUILDING _____

ALTERATION _____

ADDITION _____

RETAINING WALL _____

SWIMMING POOL _____

OTHER (SPECIFY) _____

DATE RECEIVED: _____

APPLIC. NUMBER: _____

PERMIT NUMBER: _____

INSURANCE: _____YES _____NO

CHECK AMOUNT: _____

CHECK NUMBER: _____

1. Address of Premises: _____

2. Section _____ Block _____ Lot _____ Zoning District _____

3. Owner or Lessee: (Circle One) _____

Address: _____

Telephone Number: (H) (_____) _____ (W) (_____) _____

4. Proposed Use and Occupancy (List rooms and use by story)

5. Detailed Description of Proposed Work:

6. Occupancy classification by occupancy or use? (See Sec. 302.1, NYS Uniform Fire Prevention and Building Code.)

A. Existing Building or Structure: _____

B. Proposed: _____

7. Construction Classification of Building or Structure? (See Sec. 602, NYS Uniform Fire Prevention and Building Code.)

A. Building or Structure: _____

B. Proposed: _____

8. Estimated Market cost of work: \$ _____

9. Permit Fee: \$ _____

Signature by or on behalf of Applicant: _____
Print Name: _____
Address: _____
Phone Number: _____
Date: _____

The full name, address, and phone numbers of every person known to be involved in the work proposed hereby are as follows:

ARCHITECT: Name: _____
Address: _____
Phone #: _____
NYS License No.: _____
Email Address: _____

GENERAL CONTRACTOR:
Name: _____
Address: _____
Phone #: _____
Westchester County License No.: _____
Email Address: _____

PLUMBER:
Name: _____
Address: _____
Phone #: _____
Westchester County License No.: _____

ELECTRICIAN:
Name: _____
Address: _____
Phone #: _____
Westchester County License No.: _____

STATE OF NEW YORK ss
COUNTY OF WESTCHESTER

I, _____ being duly sworn, deposes and says: that
(Owner, lessee, architect, or builder)

_____ is the owner in fee of the premises to which this application applies; that the applicant is duly authorized to make this application; and that the statements obtained here are true to the best of the applicant's knowledge and belief, and that the work will be performed in a manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances, and regulations.

(Signature)

Sworn to before me

This _____ day of _____, 20_____

Notary Public _____

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 of the New York Codes, Rules and Regulations (NYCRR), Part 1265)

Village of Tuckahoe Building Department

Property Address: _____

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

Property Owner Name: _____

Property Owner Address: _____

Phone #: _____ **Email Address** _____

PLEASE TAKE NOTICE THAT THE (check applicable line):

- _____ new residential structure
- _____ addition to existing residential structure
- _____ rehabilitation to existing residential structure

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCED ABOVE, WILL UTILIZE (check each applicable line):

- _____ truss type construction (TT)
- _____ pre-engineered wood construction (PW)
- _____ timber construction (TC)

IN THE FOLLOWING LOCATION(S) (check each applicable line):

- _____ floor framing, including girders and beams (F)
- _____ roof framing (R)
- _____ floor framing and roof framing (FR)

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

CAPACITY: _____ **Owner** _____ **Owner's Representative**

ZONING COMPLIANCE TABLE
ONE- AND TWO-FAMILY RESIDENCES
(New Construction and Additions)

ZONE: _____

Notes: Information must be based on definitions in the current Zoning Law of the Village of Tuckahoe. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/ Permitted	Proposed	Variance Required
LOT INFORMATION				
Lot Area (sf)				
Lot Frontage (ft)				
Yard Setbacks (ft):				
Front Yard				
Rear Yard				
First Side Yard				
Second Side Yard				
Side Yard Adjoining Street				
PRINCIPAL BUILDING INFORMATION				
Gross Floor Area (sf)				
Building Height:				
Stories				
Height to Principal Eave (ft)				
Height to Highest Roof Ridge (ft)				
ACCESSORY STRUCTURES				
Detached Garage				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
Other Accessory Structure (indicate type of structure – shed, pool, etc.)				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
BUILDING COVERAGE				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Accessory Building Coverage (sf)				
Accessory Building Coverage (%)				
IMPERVIOUS SURFACE COVERAGE				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage both (%)				

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

_____Yes _____No

If yes, describe all additional variances: _____

ZONING COMPLIANCE TABLE

MULTI-FAMILY RESIDENTIAL APPLICATIONS

(New Construction and Additions)

ZONE: _____

LOT AREA (SF): _____

TOTAL NUMBER OF UNITS: _____, Including:

- 1-BEDROOM UNITS: _____
- 2-BEDROOM UNITS: _____
- 3-BEDROOM UNITS: _____
- 4-BEDROOM UNITS: _____

Notes: Information must be based on definitions in the current Zoning Law of the Village of Tuckahoe. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Lot Size				
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)				
Rear Yard (from parking area)				
First Side Yard				
Second Side Yard				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)				
Principal Building Height (ft)				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage (%)				

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

_____ Yes _____ No

If yes, describe all additional variances: _____

ZONING COMPLIANCE TABLE COMMERCIAL APPLICATIONS

(New Construction and Additions)

ZONE: _____

TOTAL LOT AREA (SF): _____

TOTAL GROSS FLOOR AREA (GFA): _____, **INCLUDING:**

- **EXISTING GFA:** _____
- **PROPOSED GFA:** _____

Notes: Information must be based on definitions in the current Zoning Law of the Village of Tuckahoe. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)				
Rear Yard (from parking area)				
First Side Yard				
Second Side Yard				
Side Yard Adjoining a Street				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)				
Principal Building Height (ft)				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Loading Spaces				

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

_____ Yes _____ No

If yes, describe all additional variances: _____

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Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
Address:		E-Mail:	
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	☐	☐	☐
b. Consistent with the adopted comprehensive plan?			
	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES
	☐	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO	YES
	☐	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES
	☐	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?		☐	☐
	☐	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO	YES
	☐	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO	YES
	☐	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO	YES
	☐	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO	YES
	☐	☐	☐
b. Is the proposed action located in an archeological sensitive area?		☐	☐
	☐	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO	YES
	☐	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		☐	☐
	☐	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO	YES
	☐	☐	☐
16. Is the project site located in the 100 year flood plain?		NO	YES
	☐	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES		NO	YES
	☐	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ ☐ NO ☐ YES		☐	☐
	☐	☐	☐

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	☐	☐
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
Name of Lead Agency Date	
Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer	
Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)	

PRINT

VILLAGE OF TUCKAHOE

CONSTRUCTION INSPECTION CHECKLIST

THE FOLLOWING INSPECTIONS ARE REQUIRED; ADVANCE NOTICE OF 48 HOURS IS TO BE PROVIDED.

FRAME CONSTRUCTION

- | | |
|--|---|
| 1) SOIL/ FORMS & FOOTINGS: | FOOTINGS EXCAVATED AND PROPERLY PRIOR TO CONCRETE PLACEMENT. FOLLOW UP INSPECTION BEFORE BEGINNING FOUNDATION WALLS (IF NECESSARY). |
| 2) FOUNDATION: | AFTER FORMS HAVE BEEN STRIPPED, SUBSOIL DRAINS, AND WATERPROOFING INSTALLED AND PRIOR TO BACKFILLING. FOUNDATION WALLS CONSTRUCTED BEFORE FRAMING. |
| 3) PLUMBING AND DRAINAGE: | LEADERS CONNECTED TO DRYWELLS.
ALL ABOVE GROUND PIPING INSTALLED AND SECURED.
HYDROSTATIC OR RUNNING WATER
TEST REQUIRED. MERCURY TEST TO BE PERFORMED ON ALL GAS PIPING
(VILLAGE LICENSED PLUMBER TO PERFORM ALL WORK). |
| 4) ELECTRICAL: | BY APPOINTMENT WITH WESTCHESTER
ROCK AND ELECTRICAL INSPECTION SERVICES
(VILLAGE LICENSED ELECTRICIAN
TO PERFORM ALL WORK) |
| 5) FRAMING: | ROUGHING INSPECTION, ALL FRAMING
EXPOSED, NO INSULATION OR WALL COVERING
INSTALLED, ALL MECHANICAL AND ELECTRICAL
COMPLETED. ELECTRICAL INSPECTION SERVICES APPROVAL
REQUIRED. |
| 6) INSULATION: | ALL INSULATION IN PLACE, VAPOUR
BARRIERS INSTALLED. |
| 7) FINAL: | ALL MECHANICAL TRADES INSPECTED AND
APPROVED. PROJECT COMPLETED
AND READY FOR OCCUPANCY.
COMPLETED CERTIFICATE OF OCCUPANCY FORM AND FEE
SUBMITTED. SURVEY SUBMITTED IF REQUIRED. |
| ORDINARY AND FIRE RESISTIVE CONSTRUCTION: | ALL THE ABOVE INSPECTIONS (EXCLUDING FRAMING) PLUS
INSPECTIONS AT CRITICAL POINTS TO CONCEALING WORK. |

**THE ABOVE INSPECTIONS DOES NOT INCLUDE SPECIAL INSPECTIONS
THAT MAY BE REQUIRED**

NO WORK TO BE PERFORMED ON SUNDAY AND/OR HOLIDAYS

Village of Tuckahoe
Building Department
65 Main Street
Tuckahoe, NY 10707
(914) 231-0238
FAX: (914) 793-2107
Email: mmccann@tuckahoe.gov

Information to be Submitted With Your Building Permit,

1. A Copy of the Contractor's Westchester County Home Improvement License.
2. A copy of the contractor's Liability Insurance Form Listing The Village of Tuckahoe as additionally Insured and as Certificate Holder
3. A copy of the Contractor's Worker's Compensation Insurance Form (C-105.2) listing The Village of Tuckahoe as Certificate Holder
4. A copy of the Disability Insurance Form (DB-120.1) or the NYS Waiver
5. 3 sets of plans signed and sealed by an architect or engineer.

NOTE: Acceptable plan size is 24 X 36 or larger.

**** Also, be prepared to supply the Building Department with a copy of your new survey after work is done when filing your Certificate of Occupancy/Completion Application.**

DRAWING SPECIFICATIONS

- ❑ Site location map, showing the general location of the property within the Village of Tuckahoe (required for all applications)
- ❑ Current property survey, prepared and certified by a Land Surveyor licensed in the State of New York (required for all applications involving a change to the site plan -- e.g., increase/decrease in building footprint, increase in paved surfaces, addition of accessory structure, etc.)
- ❑ Proposed site plan drawing(s), based on and citing the certified property survey, showing:
 - required, existing and proposed zoning setbacks
 - existing and proposed structures
 - dimensions
 - existing and proposed contours at maximum 2-foot intervals, extended at least 10 feet into adjoining properties and to the center line of any adjacent street
 - elevation of the existing grade at the four or more principal building corners
 - elevation of the proposed grade at the four or more principal building corners
 - proposed storm water management plan including drainage calculations. Stormwater facilities must be provided to accommodate any net increase in impervious surfaces on the site based on zero increase in the rate of discharge for the site and designed for a 50-year storm event (7.5 inches of rainfall)
 - proposed sediment and erosion control plan
- ❑ Proposed floor plans
- ❑ Gross floor area (GFA) plan clearly showing the gross floor area of each story of the building. (required for both new construction and additions)
- ❑ Proposed building elevations, including:
 - proposed materials and finishes
 - dimensions
 - elevation of the principal eave, based on a surveyed bench mark
 - elevation of the highest ridge line, based on a surveyed bench mark
- ❑ Construction details, including all retaining walls over 2 feet high
- ❑ All plans for applications for construction of commercial structures must include a certification that the structure meets the requirements of the New York State Energy Conservation Construction Code.
- ❑ Electrical, plumbing, HVAC and fire suppression/alarm system schematics (hard-wired fire alarm systems must be installed in accordance with the New York State Building Code).

Note: Certain items noted above may be waived depending on the scope of proposed work.