

# APPLICATION FOR DEMOLITION PERMIT



Village of Sagaponack  
3175 Montauk Highway  
PO Box 600  
Sagaponack, NY 11962  
631-537-0017 (FAX) 631-537-0612

Approval: Architectural & Historic  
Preservation Review Board  
Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application No: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Permit No: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

## PROPERTY INFORMATION

Property Street Address: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_  
Owner(s) of property: \_\_\_\_\_  
\_\_\_\_\_

## OWNER CONTACT INFORMATION

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If owner is a corporation, give name, title and address of two officers:

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## ARCHITECT INFORMATION

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTRACTOR INFORMATION:

Contracting Firm Name: \_\_\_\_\_ Representative: \_\_\_\_\_  
Address of Contracting Firm: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Amount of cubic yards to be removed as a result of demolition permit:** \_\_\_\_\_

**Description of Structure (s) to be removed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant(s) represent(s) to the Village of Sagaponack:**

1. There are no property covenants or homeowner association restrictions that address or regulate the demolition of the above structure(s).
2. The undersigned are personally responsible for any damage to Village roads or property incident to any demolition.
3. I represent that the premises to be demolished contain no asbestos (not applicable to single family dwellings, buildings constructed after January 1, 1974, agricultural business and structures certified unsound by a licensed engineer or licensed surveyor).
4. I understand no demolition may occur until a demolition permit is issued.
5. I understand any removal or placement of soil or fill incident to a demolition is regulated under Village Code §§ 245-51 and 245-65.
6. No officer or employee of the Village of Sagaponack and no spouse, sibling, parent or child of an officer or employee has an interest in this application.
7. The undersigned hereby authorizes inspection of the site of the demolition by the Building Inspector as needed.

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

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**(631) 537-0017**                      **(631) 537-0612 (Fax)**

**DEMOLITION PERMIT INSTRUCTIONS**

All demolition permit applications should be submitted to the Building Inspector. The Building Inspector will refer any such application to the Architectural and Historic Review Board. The following items are required for consideration of an application to demolish a structure.

- |   | Initial |
|---|---------|
| 1. Copy of the current deed certified by County Clerk   | _____   |
| 2. Lien search of title company including all mortgages   | _____   |
| 3. Consent of any mortgagee by authorized representative  | _____   |
| 4. Application signed by each owner of record   | _____   |
| 5. LLC Operating Agreement, if owner is LLC<br>If LLC, managing member must sign. If a corporation, an officer must sign.   | _____   |
| 6. Corporate Resolution, if owner is corporation  | _____   |
| 7. Hold Harmless signed by each owner of record   | _____   |
| 8. Owner Authorization and Consent signed by each owner of record   | _____   |
| 9. Electrical and gas disconnect letters  | _____   |
| 10. SCWA disconnect letter  | _____   |
| 11. Wetlands Permit, if necessary   | _____   |
| 12. CEHA Permit, if necessary   | _____   |
| 13. Current survey by licensed surveyor   | _____   |
| 14. Certificates of Occupancy for all structures  | _____   |
| 15. A photograph and history of the existing dwelling   | _____   |
| 16. Fee in the sum of \$1000.00   | _____   |
| 17. Southampton Town Contractors License, Workers' Compensation and<br>Liability Insurance certificate for demolition work<br>(ACORD forms are not acceptable. The Village must be named certificate<br>holder. Coverage must comply with Workers Compensation Law § 57.) | _____   |

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AUTHORIZATION AND CONSENT

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF )

\_\_\_\_\_ being  
duly sworn depose and say:

1. The undersigned are the sole owners of premises at \_\_\_\_\_
2. The undersigned are the applicant(s) for a demolition permit.
3. The undersigned consent to entry and inspection of the above premises as needed by the Building Inspector and the Architectural and Historic Review Board.
4. The undersigned authorize \_\_\_\_\_ whose contact information is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ to appear on our behalf before the officials and agencies of the Village of Sagaponack.

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature

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**DEMOLITION PERMIT HOLD HARMLESS FORM**  
Hold Harmless Form must be signed by each owner

I, \_\_\_\_\_ and \_\_\_\_\_, are the owners of that certain parcel known and designated as SCTM # \_\_\_\_\_, located at \_\_\_\_\_, with the Village of Sagaponack (hereinafter the "Property").

On \_\_\_\_\_, I/we filed an application with the Village of Sagaponack Building Department for a demolition permit for certain structure(s) located on such Property.

I/we hereby release the Village of Sagaponack from any and all losses and damages that I/we may suffer or incur as the result of the demolition of such structure(s) located on the Property. I further agree to indemnify and hold harmless the Village of Sagaponack from and against any and all demands, claims, liabilities, losses, damages, expenses (including attorney's fees) and judgments, relating to or arising from the issuance of the demolition permit or the demolition of any structure located on the Property, including but not limited to any claim(s) by any party having any interest in the Property.

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
Owner Date

STATE OF NEW YORK )  
                                  ) ss.:  
COUNTY OF             )

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_ before me the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public