



VILLAGE OF SAGAPONACK

PO Box 600
3175 Montauk Highway
Sagaponack, NY 11962
www.sagaponackvillage.org
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.

- | | <u>Initial</u> |
|---|----------------|
| 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. If LLC, managing member must sign. If a corporation, an officer must sign. | _____ |
| 6. Corporate Resolution, if owner is corporation | _____ |
| 7. Owner Authorization and Consent signed by each owner of record | _____ |
| 8. Electrical and gas disconnect letters | _____ |
| 9. SCWA disconnect letter | _____ |
| 10. Wetlands Permit, if necessary | _____ |
| 11. CEHA Permit, if necessary | _____ |
| 12. Current survey by licensed surveyor | _____ |
| 13. Certificates of Occupancy for all structures | _____ |
| 14. A photograph and history of the existing dwelling | _____ |
| 15. Fee in the sum of \$1000.00 | _____ |
| 16. Southampton Town Contractors License, Workers' Compensation and Liability Insurance certificate for demolition work
(ACORD forms are not acceptable. The Village must be named certificate holder. Coverage must comply with Workers Compensation Law § 57.) | _____ |



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APPLICATION FOR DEMOLITION PERMIT

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 No.: _____
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: _____



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P. 2 DEMOLITION PERMIT

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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AUTHORIZATION AND CONSENT

STATE OF NEW YORK)
COUNTY OF _____) ss:

_____ being duly sworn depose

and say:

1. The undersigned are the sole owners of premises at (address of premises):

2. The undersigned consent to entry and inspection of the above premises as needed by the Building Inspector/AHRB/ZBA/Planning Board.

3. The undersigned authorizes _____ 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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Please be aware of the following Village of Sagaponack Codes concerning construction:

Section 30-9(E):

E. No building permit shall be issued unless (1) the recipient shall provide to the Building Inspector a survey of the premises at which the work is to be conducted, a list of all vehicles that will be used by any person or materialman expected to be at the site either on a regular or occasional basis and a plan acceptable to the Building Inspector depicting the onsite location for the standing or parking of any such vehicle and (ii) the recipient shall provide to the Building Inspector a written acknowledgement that no such vehicles shall be permitted to stand or park on any public or private road or shoulder thereof.

Section 30-9(H):

H. All construction activity is prohibited on Sundays at all times year round, after 3:00 p.m. on Saturdays between May 15 and September 15 and on the following holidays: New Year's Day, Dr. Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. "Construction activity" for purposes of this subsection, is any activity enabling the improvement of land, including by way of illustration, not limitation, construction of structures and other capital improvements of every kind and new landscaping utilizing construction machinery and vehicles. Any provision herein notwithstanding, a homeowner using domestic tools may engage in residential repair and customary lawn and garden maintenance on Sundays, [and] Saturdays and the aforesaid holidays, provided that the activity does not produce noise greater than 85 dB(A) at a distance of 50 feet from the activity or source.

Section 142-4(2):

(2) Construction activities between 7:00 AM and 7:00 PM and the associated use of construction devices or the noise produced thereby, provided that such activities and such equipment and their use comply with other provisions hereof except as provided in § 30-9(H).

Signature of Applicant

Date



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APPLICATION FOR A DEMOLITION PERMIT REQUIREMENTS OF A MORTGAGEE LETTER

1. Municipalities have to evaluate demolition applications with a consideration of a particular risk:
 - If the premises to be demolished is encumbered by a mortgage, a mortgagee has a property right to maintain the premises to be demolished as its mortgage collateral, meaning a village cannot act independently to allow the demolition and instead effectively has to obtain the consent of the mortgagee.

2. To accomplish a continued maintenance of the mortgages including the benefits to the owner-mortgagor, the practice is to obtain a letter from the lender to the municipality stating that the lender consents to the demolition of all improvements at the property.
 - Any such letter has to be an original document, i.e., not a fax or email, must be on the lender's letterhead and must be signed by an authorized official. Importantly the letter has to describe the various mortgage encumbrances.
 - In addition the municipality needs an original letter, again on a title insurance company letterhead and signed by an authorized person, describing the mortgages.