



# VILLAGE OF SAGAPONACK

PO Box 600  
3175 Montauk Highway  
Sagaponack, NY 11962  
www.sagaponackvillage.org  
631-537-0017 631-537-0612 (FAX)

## APPLICATION FOR UPDATED CERTIFICATE OF OCCUPANCY

Application No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit No: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

### Instructions:

1. This form must be completed in every aspect, signed and notarized.
2. A completed Authorization and Consent form must be included.
3. A recent survey less than one year old is required.
4. Copies of all certificates of occupancies and/or compliances for all structures on the property.
5. \$500.00 application fee.

### PROPERTY LOCATION:

Tax Map Number: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Existing use of structure(s):

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Agricultural \_\_\_\_\_

### STATE WHETHER APPLICANT IS:

OWNER \_\_\_\_\_ LESSEE \_\_\_\_\_ AGENT \_\_\_\_\_ ARCHITECT \_\_\_\_\_ BUILDER \_\_\_\_\_ OTHER \_\_\_\_\_

Owner of property: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant (if different from owner): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Village of Sagaponack Building Department for the issuance of an Updated Certificate of Occupancy as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

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

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

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

\_\_\_\_\_  
Signature

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

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

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

\_\_\_\_\_  
Signature

**APPROVAL:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector



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**AUTHORIZATION AND CONSENT**  
**Updated Certificate of Occupancy**

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 an Application for an Updated Certificate of  
Occupancy.
  
3.     The undersigned consent to entry and inspection of the above premises as needed by the  
Building Inspector.
  
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