



Incorporated Village Of Westhampton Beach

DEPARTMENT OF BUILDING AND ZONING

165 Mill Road

Westhampton Beach, New York 11978

(631) 288-3478 – Fax (631) 288-6275

<p><u>Approved by</u></p> <p>_____</p> <p><u>Date</u></p> <p>_____</p>
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VILLAGE OF WESTHAMPTON BEACH

BUILDING & ZONING DEPARTMENT

165 Mill Road WHB 11978

ACCESSORY APARTMENT APPLICATION

(as per Article XI of the Village Code)

Receipt Number _____ Permit Number _____

SCTM# 905- _____ - _____ - _____ Zoning _____

Owner Occupants of Dwelling

Full Name _____ Phone Number _____

Address _____

Town _____ State _____ Zip Code _____

******ELIGIBLE PARCELS PERMITTED IN RESIDENTIAL R-2 AND R-4 ZONING DISTRICTS ONLY******

The following documents must be provided with this application, in addition to completely filling out this application.

- 1) Declaration of Covenants.
- 2) Deed or other title information to show ownership.
- 3) Certificate of Occupancy for property.
- 4) Original Up-to-date survey showing **ALL** buildings and structures that currently exist on the property, and location of parking.
- 5) Proof of owner occupancy is required. The attached affidavit of residency and at least two (2) forms of proof of domicile or principal place of abode must be submitted. Such proof may include such things as a driver's license; voters registration certificate; utility bills addressed to the owner at the property in question; or any other proof accepted by the Building Division.
- 6) Filing Fee of \$100.00
- 7) Floor plans of principle dwelling and accessory apartment drawn to ¼ inch scale.

- 8) Copy of Board of Health approval for sanitary septic system is required:
 - a) the sq. ft. of the principle dwelling is increased for the accessory apartment
 - b) If accessory apartment will be housed in an existing accessory structure
 - c) Any renovation which increases the # of bedrooms where Certificate of Occupancy was issued **before 1973.**
 - d) Any renovation where the # of bedrooms is increase to greater than 4 bedrooms which was given a Certificate of Occupancy **after 1973.**

9) Suffolk County Board of Health application.

10) Tenant qualification form.

APPLICATION IS HEREBY MADE to the Building Department as per Article XI of the Code of the Village of Westhampton Beach for an accessory apartment.

STATE OF NEW YORK,
COUNTY OF SUFFOLK

_____ being duly sworn and deposes and says that he/she is the
(Name of Owner Occupant of Dwelling) applicant above named.

He/She is the owner and occupant of the above mentioned property and that all statements contained in this application are true to the best of his/her knowledge and belief; and that he/she has read and fully familiarized himself/herself with Chapter Article XI of the Code of the Village of Westhampton Beach and will comply with all requirements contained therein.

Signature of Owner Occupant

_____ day of _____, 20_____

Notary Signature

Notary Public _____ County

AFFIDAVIT OF RESIDENCY

BUILDING DEPARTMENT
VILLAGE OF WESTHAMPTON BEACH

In the matter of the Application of

for a Permit for an Accessory Apartment
pursuant to Article XI
(Zoning) of the Village Code.

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS:

I, _____, being duly sworn, deposes and says:

1. I am the owner of the premises located at _____
more particularly shown as Suffolk County Tax Map Number:

905- _____ - _____ - _____

2. I am familiar with the buildings and structures located on the subject premises as shown on the survey
of _____, dated _____ (copy attached hereto), and acknowledge the use of the
premises is for a single family dwelling only, and that a valid Certificate of Occupancy or Certificate of
Compliance exists for said structures (copy attached hereto).

3. I presently reside in the subject single-family dwelling and this dwelling is my domicile or principal
place of abode. In support of this statement, I have attached the following items as a form of proof:

4. Upon receipt of a permit to add the accessory apartment to the subject single family dwelling, I will
reside in the subject single-family dwelling or in the accessory apartment, and the single-family dwelling or
accessory apartment will be my domicile or principal place of abode.

5. I make this affidavit knowing full well that the Village of Westhampton Beach Building and Zoning
Division will rely upon the facts as stated herein to issue a permit for an Accessory Apartment pursuant to Article
XI of the Code of the Village of Westhampton Beach, as same was adopted by Local Law Number 5 of 2005.

Dated:
Sworn to before me this _____
Day of _____, 20____.

Signature

Notary Public

PLEASE READ CAREFULLY

The Building Department has required that the following document must be filed in connection with your permit request. This covenant, when properly filled out and signed, becomes a legal document, which must be filed with the Suffolk County Clerk's office. When filing the covenant you must bring a copy of your deed to the Suffolk County Clerk's office.

Should you have any questions concerning the preparation of this document, we suggest you consult with your attorney. Proper signatures and notarization of the document are a must. If necessary, contact the Building Department office at (631) 288-3478.

In the blank following the date set forth all owners of the property and residence address, or if a corporation, principal place of business address. (Example: Individual - John Jones, residing at 17 Hydro Street, Watertown, New York: Corporation - Acme Lane Ventures, Inc., with offices at 3 Conglomerate Way, Smith, New York).

The signed covenant must be recorded with the county after your application is approved and a copy of the signed recorded document must be returned to the Building Department before a Permit may be issued.

ACCESSORY APARTMENT

DECLARATION OF COVENANTS

THIS DECLARATION, made the _____ day of _____, 2____, by _____, residing at _____ hereinafter referred to as the Declarant.

WHEREAS, the Declarant is the owner of certain real property situate at Suffolk County, New York, shown as Suffolk County Tax Map Number: 473607-_____._____-_____-_____, more particularly bounded and described as set forth in Schedule "A" annexed hereto, and

WHEREAS, the Declarant has made application to the Building Department of the Village of Westhampton Beach for a building permit for the addition of an accessory apartment pursuant to Article XI, of the Zoning Law of the Village of Westhampton Beach, and

WHEREAS, for an in consideration of the granting of said permit, the Building Department of the Village of Westhampton Beach has deemed it to be for the best interest of the Village of Westhampton Beach and the owner(s) and prospective owner(s) of said parcel, and as a condition of said permit said Building Department has required that the within Declaration be recorded in the Suffolk County Clerk's Office, and

WHEREAS, the Declarant has considered the foregoing and determined that the same will be for the best interests of the Declarant and subsequent owners of said parcel,

NOW, THEREFORE, THIS DECLARATION WITNESSETH:

That the Declarant, for the purposes of carrying out the intentions above expressed, does hereby make known, admit, publish, covenant and agree that the said premises herein described shall run with the land and shall be binding upon all purchasers and holders of said premises, their heirs, executors, legal representatives, distributees, successors and assigns, to wit:

1. The Declarant, his heirs, successors, and assigns agree to abide by and comply with all of the special standards as set forth in §197-93.2. of the Zoning Law as same may be amended from time to time;
2. The principal dwelling or the apartment shall be the domicile of the owner-occupant;
3. The principal dwelling or the apartment not occupied by the owner shall be the domicile of the tenant;
4. The apartment or any proprietary or other interest therein will not be sold to the tenant or any other party, except as part of a sale of the entire residence in which the apartment is located;
5. All leases of the rental apartment shall be in writing and made available to the Village Building Department upon request, and shall be for a minimum of a one-year term;

6. The apartment shall be properly constructed, maintained and used in accordance with the provisions of the Building and Zoning Laws of the Village of Westhampton Beach and any unapproved use shall be excluded therefrom;

7. That the within Declaration may not be annulled, waived, changed or modified, unless and until approved by resolution of a majority plus one vote of the Village of Westhampton Beach.

IN WITNESS WHEREOF, the Declarant above named has executed the foregoing Declaration the day and year first above written.

State of New York)

Ss:

County of)

On the _____ day of _____ in the year _____, 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(s) acted, executed the instrument.

Sworn to before me this

_____ day of _____ 20__

Declarant

Notary Public

TENANT QUALIFICATION FORM

As outlined in 197-93.2. the apartment must be the domicile of all tenants herein. In addition, the tenant must meet one or more of the following qualifications:

(Please check all that apply)

- the tenant is the owner or relative of the owner.
- the tenant is an active member of a volunteer fire department, ambulance corps or the tenant demonstrates a commitment of time on a regular basis to a charitable or not for profit corporation such as a hospital, hospice or school within the Town of Southampton.
- the tenant is employed by the Town of Southampton or the Village of Westhampton Beach.
- the tenant is employed within the Town of Southampton
- the tenant is a graduate of a high school located within the Town of Southampton
- the owner decides to voluntarily reserve the apartment for low- or moderate income housing and this apartment is restricted pursuant to a grant or subsidy from the federal government, State of New York or other municipal agency to provide low- or moderate- income housing consistent with the intent of this chapter, the Building Inspector may accept such restrictions in lieu of the restrictions set forth in this chapter.

ARTICLE XI Accessory Apartments [Added 6-13-2005 by L.L. No. 5-2005]

§ 197-93. Placement of accessory apartments.

Accessory apartments shall only be permitted in the Residential R-2 and R-4 Zoning Districts, and they shall not be permitted in any other zoning district.

§ 197-93.1. Building permit; filing fees; inspection.

- A. In order to construct an accessory apartment, the applicant shall apply for and receive a building permit from the Village of Westhampton Beach in the manner of all other applications for building permits.
- B. No building permit for the addition of an accessory apartment which requires structural alterations to the exterior of an existing dwelling shall be issued by the Building Inspector until said application has been approved by the full Board of Architectural Review.
- C. A permit for an accessory apartment shall be valid for a period of one year and shall expire one year from the date of issuance. The permit may be renewed for additional one-year periods, provided there have been no violations during the original one-year period or any renewal period.
- D. The filing fee for an application for an accessory apartment permit or the filing fee for a renewal of the permit shall be fixed and established from time to time by the Board of Trustees. Where the application entails structural alteration of the dwelling, the applicant shall also pay all other applicable fees as provided under § 70-18 of the Village Code.
- E. The Building Inspector shall conduct inspections of the accessory apartment prior to the issuance of the original permit to determine that all of the provisions of this section have been complied with and that all other statutes, codes, rules and regulations affecting health, safety and welfare have been complied with.
- F. At the time the apartment is initially rented to a new tenant or at the time of renewal of the permit and there is a tenant renting the apartment, the owner shall provide documentation to the Building Inspector that demonstrates that the tenant shall meet one or more of the following criteria.

§ 197-93.2. Standards.

In addition to any other standards, codes, rules or regulations which may be applicable to the construction of an accessory apartment, including the Residential Code of New York State, the following standards shall be complied with:

A. General standards.

- (1) The tenant is the owner or relative of the owner;
- (2) The tenant is an active member of a volunteer fire department, ambulance corps or the tenant demonstrates a commitment of time on a regular basis to a charitable or not-for-profit corporation such as a hospital, hospice or school within the Town of Southampton;
- (3) The tenant is employed by the Town of Southampton or Village of Westhampton Beach;
- (4) The tenant is employed within the Town of Southampton;
- (5) The tenant is a graduate of a high school located within the Town of Southampton;
- (6) The owner decides to voluntarily reserve the apartment for low- or moderate-income housing and this apartment is restricted pursuant to a grant or subsidy from the federal government, State of New York or other municipal agency to provide low- or moderate-income housing. The Building Inspector may accept such restrictions in lieu of the restrictions set forth in this chapter.

B. Special standards.

- (1) Owner occupancy required. The owner or owners of the lot upon which the accessory apartment is located shall reside either within the principal dwelling or the accessory apartment, and said dwelling shall be considered the owners' domicile or principal place of abode. No other owner or owners shall own a larger percentage, collectively or individually, than the owner-occupant.
- (2) An accessory apartment shall only be permitted in a structure that has been issued a certificate of occupancy or

a certificate of compliance prior to January 1, 2004, or be entitled to the issuance of a certificate of occupancy by virtue of a preexisting status. Notwithstanding the above, no permit shall be processed until the lot has a certificate of occupancy for a single-family dwelling.

- (3) The lot to which the accessory apartment is to be added shall have only one dwelling unit in existence on the lot at the time of application for an accessory apartment.
- (4) No more than one accessory apartment shall be permitted on the lot.
- (5) No nonconformities or violations of the Village Code shall exist at the time of application for an accessory apartment, or any renewals thereof, except as provided in Subsection B(6) below. The Building Inspector shall inspect the premises upon receipt of a completed application, and the application shall not be processed until all outstanding violations are corrected.
- (6) The lot containing the dwelling to which the accessory apartment is to be added shall comply with the district area and dimensional regulations, except that a nonconforming lot may be eligible for an accessory apartment, provided that the lot area is not less than 70% of the required lot area for the zone it is located in. All other dimensional nonconformities shall not be less than 70% of the required setback or lot width requirements. Minimum and maximum sizes shall be as follows:
 - (a) The accessory apartment shall be a minimum of 400 square feet, and it shall not exceed 35% of the total floor area of the principal dwelling, but under no circumstances may an accessory apartment exceed a maximum floor area of 850 square feet of habitable floor area.
 - (b) Efficiency unit. Notwithstanding the aforementioned Subsection B(6)(a), an efficiency unit occupied by not more than two persons may have a clear floor area of not less than 220 square feet, exclusive of kitchen and bathroom areas.
 - (c) If an accessory apartment is to be constructed in an accessory structure, all finished spaces in that structure will count toward the maximum square footage of the accessory apartment.
- (7) The accessory apartment shall contain no more than two conventional bedrooms.
- (8) The bedrooms and bathroom shall not provide the sole access to any other rooms or the sole access to the out-of-doors.
- (9) At least one off-street parking space shall be provided for on the lot for each bedroom in an accessory apartment, which spaces are in addition to the space(s) required for the main dwelling. The parking space(s) shall not be located in the required minimum front yard, except that a standard access driveway no more than 16 feet in width may be used for the parking of vehicles in the front yard as provided for in § 197-32C of the Village Code. The Building Department may require additional off-street parking spaces where the occupants of the dwelling or accessory apartment own more than one vehicle.
- (10) An accessory apartment shall not be permitted on a lot on which exists a rooming house or boarders, home occupation, home professional office, preexisting accessory apartment or a preexisting detached building with sleeping quarters, two-family detached dwelling, multiple-family dwelling or any commercial use.
- (11) If a second or new entrance to the accessory apartment is constructed, ground floor outside entrances to the accessory apartment shall be from the side or rear yard. Second floor outside entrances shall be from the rear yard.
- (12) A dwelling to which the accessory apartment is to be added pursuant to this article shall not be eligible for a summer rental occupancy permit under Article V of this chapter.
- (13) Only the owner-occupant of the residence may apply for this building permit and shall execute such agreements, contracts, easements, covenants, deed restrictions or other legal instruments running in favor of the Village as, upon recommendation of the Village Attorney, will ensure that:
 - (a) The principal dwelling or the apartment is the domicile of the owner-occupants.
 - (b) The principal dwelling or the apartment is the domicile of all tenants therein.
 - (c) The apartment or any proprietary or other interest therein will not be sold to the tenant or any other party, except as part of a sale of the entire residence in which the apartment is located.
 - (d) All leases of the rental apartment shall be in writing and made available to the Village Building Department upon request and shall be for a minimum of a one-year term.

- (e) The apartment is properly constructed, maintained and used, and unapproved uses are excluded therefrom.
- (f) Any other conditions deemed reasonable and necessary to ensure the immediate and long-term success of the apartment in helping to meet identified housing needs in the community and to ensure minimal impact on the neighborhood structure is met.

Owners Name _____
 Address _____

SCTM# 905-____-____-____ Current Zoning District _____

ZONING REQUIREMENTS

- | | | | <u>"Yes"</u> | <u>"No"</u> |
|---|---------------|-----------------|--------------------------|--------------------------|
| 1. Property has a Certificate of Occupancy for only one use as a single family dwelling as per §197-93.2.B.(2) and (3) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ Accessory apt. can only be established <u>within</u> an existing dwelling which lawfully existed prior to 1/1/04. | | | | |
| 2. Dimensional Regulations within 70% as per §197-93.2.B.(6). | | | | |
| | <u>Actual</u> | <u>Required</u> | | |
| a) Front | | | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Side Minimum | | | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Side Total | | | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Rear | | | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Lot Width | | | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Lot area | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. No other non-conformities shown | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Affidavit of Owner Occupancy 197-93.2B(13) (prior to issuance of permit) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Accessory Apartment Covenant filed with County (prior to issuance of C/O) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Accessory Apartment is minimum of 400 sq. ft., maximum of 850 sq.ft, No more than 35% of floor area of existing dwelling. | | | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Total Sq. Ft. of house _____ | | | | |
| ▪ Accessory Apartment _____ | | | | |
| 7. Apartment is two bedrooms or less. | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7a) Efficiency Unit--(220 sq. ft. minimum; exclusive of kitchen/bathroom areas) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Bedrooms and bathrooms do not provide sole access to outdoors. | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Area for at least (3) off street parking spaces or more if needed as per §197-93.2.B.(9) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <u>No</u> new entrance is being constructed <u>or</u> a new entrance <u>is</u> being constructed in conformance with §197-93.2.B.(11) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> New Ground Floor entrance from side/rear yard | | | | |
| <input type="checkbox"/> New Second floor entrance from rear yard | | | | |
| <input type="checkbox"/> No new entrances | | | | |

STATE BUILDING CODE REQUIREMENTS

11. HABITABLE SPACES:	<u>"Yes"</u>	<u>"No"</u>	
a) One space \geq 120 sq. ft. and a min. horizontal dimension of 10', all other habitable spaces \geq 70 sq. ft. and a minimum horizontal dimension of 7' as per R304.	<input type="checkbox"/>	<input type="checkbox"/>	
b) 8% light and 4% ventilation as per R303.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Secondary means of egress as per R310.	<input type="checkbox"/>	<input type="checkbox"/>	
d) 7'6" ceiling height as per R305.	<input type="checkbox"/>	<input type="checkbox"/>	
e) 7'0' if habitable space is in basement as per R305.	<input type="checkbox"/>	<input type="checkbox"/>	
f) Smoke detectors directly connected to a lighting circuit with battery back-up as R317 of the NYS Building Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Show windows complying with the Emergency Escape & Rescue openings per R310. (include window well designs if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
h) Confined space furnace rooms must be ventilated per Chapter 17.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Handrails and railings on all stairs, landings or porches as per R312, R315, R316.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Common exits corridors and separations between dwellings and garages are 3/4 hour rated as per R309.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Adequate Sanitary System especially if house was built before 1973.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Exterior of house maintained and yard is free from debris as per Sect. 302 (Property Maint).	<input type="checkbox"/>	<input type="checkbox"/>	
16. All other aspects of the property comply with part Chapter 3 (Property Maint.)	<input type="checkbox"/>	<input type="checkbox"/>	

Other provisions of the new Residential Code shall apply which might be unique to the particular project.

Comments

**APPLICATION FOR SEWAGE DISPOSAL AND WATER SUPPLY FACILITIES
 FOR AN ACCESSORY APARTMENT**

REFER TO REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

Name of Applicant:		Telephone No. ()		
Mailing Address:				
Name of Agent (if not applicant):		Telephone No. ()		
Mailing Address:				
Name of Property Owner (if not applicant):		Telephone No. ()		
Mailing Address:				
<u>Tax Map No.</u>	Dist.	Sect.	Block	Lot
Existing/Proposed Water Supply: (check one) [] Public Water Supply [] Private Well		Existing/Proposed Sewage Disposal: (check one) [] On-Site Sewage Disposal [] Public Sewer		
Is a NYSDEC or Town Wetland Permit Required?		Yes []	No []	
Number of Bedrooms: Existing _____		Proposed _____	Total _____	
Are you proposing to use existing sanitary system?		Yes []	No []	
Briefly describe the proposed work and use				
This application is hereby made for a permit to construct a water supply and sewage disposal system for an accessory apartment in accordance with this application, surveys and plans submitted. I hereby certify that this application is being made pursuant to and in conformance with the local accessory apartment law. "Any false statement made herein is punishable as a misdemeanor pursuant to §210.45 of New York State Penal Law."				
Signature of Applicant			Date	
Print Name of Applicant			Title	
The Village/Town hereby verifies that this application is being made in conformance with its accessory apartment law.				
Signature of Village/Town Building Official			Date	
Print Name of Village/Town Building Official			Title	

SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
OFFICE OF WASTEWATER MANAGEMENT
360 YAPHANK AVENUE, SUITE 2C
YAPHANK, NEW YORK 11980
(631) 852-5700

Instructions

1. Application is required to be signed by applicant and appropriate Village/Town Building Official.
2. Submit 3 prints of a plan (up to and including 11"x17") certified by a licensed design professional or surveyor containing the following information:
 - A. Lot location, dimensions and, if applicable, subdivision name, number and lot number.
 - B. Location of all surface waters or wetlands within 300' of the applicant's plot.
 - C. Elevations of all corners and center-line street elevations at property corners and first floor elevation of dwelling and garage.
 - D. The proposed dwelling, driveway and any other proposed structures. Show any unusual site conditions that may affect the design or operation of the sewage disposal system or water supply (e.g., swales, bluffs, hollows, etc.). Include any existing structures on the property, such as existing sewage disposal systems, wells, water lines, driveways, swimming pools, drainage, etc.
 - E. Indicate the existence of any habitable buildings within a 150 foot radius of the lot and their source of water supply (e.g., wells or public water) and the type of sewage disposal (e.g., sewers or individual septic); or indicate if vacant. When a well is proposed, also show the location of any sewage disposal systems and other potential sources of well contamination.
 - F. Distance to, and location of, nearest public water main.
 - G. Suffolk County Tax Map Number (District, Section, Block and Lot Number).
 - H. **HAVE A CLEAR AREA AT LEAST 3" X 5" FOR THE DEPARTMENT'S APPROVAL STAMP.**
 - I. Test hole data showing soil conditions to a depth of 17' and 6' into coarse sand and gravel, or to 6' below groundwater, and lot elevation at test hole site. Indicate the date of the test, and supplier of test hole data shall also be indicated.
3. Submit a floor plan, which clearly identifies the work being proposed.
4. If you are proposing to utilize the existing sanitary disposal system and/or water supply, submit Certification of Existing Subsurface Sewage Disposal and Water Supply Facilities for a Single Family Residence (Form WWM-072) signed by your architect or engineer. If you are not sure or are under time constraints to make such a determination, it is recommended that you propose to install a new system. In certain cases, this will facilitate the issuance of a permit. If it is later determined that the existing facilities are sufficient or can partially be upgraded, the permit can be so modified.
5. In areas where there is less than 7 feet from existing grade to groundwater, a grading plan showing the sewage disposal system location and proposed grading is required. A grading plan may also be required during review under other conditions.
6. If the lot is to be served by public water and sewers, submit 3 prints of a plan by a licensed design professional containing Items A through H, Paragraph 2. The plan should also include the location of the sewer stub in the street and show the house connection. In addition, written approval from the sewer district to connect is required. If a temporary sewage disposal system is necessary, a test hole is required as described in Paragraph 2, Item I.
7. If the lot is within 300 feet of any body of water or wetlands, approval from the appropriate agency having jurisdiction must accompany the application. Wetlands or other permits that may affect placement of disposal systems must be submitted before approval can be granted.
8. FEES - Each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. The minimum application fee is the "Update Fee" where the existing sewage disposal and water supply systems are determined to be adequate. Additional fees may be required, depending on the extent of required construction and inspections by the Department. **RETURNED CHECKS ARE SUBJECT TO A FEE.**