

**INC. VILLAGE OF UPPER BROOKVILLE**

PO BOX 600, OYSTER BAY, NY 11771

(516) 624-7715 ext. 2

upperbrookville.org

**REQUIREMENTS FOR ALTERATION/ADDITION PERMIT**

Proof of ownership such as deed or tax bill.

Permit application form (2 copies).

Recent original survey stamped by a Licensed Land Surveyor showing **all** structures on property including the proposed structure(s) dimensioned from all property lines.

Topographical Survey & Erosion Control Plan if in/or near a sloped area. Please note applicant may be required to deposit \$1,500 to cover Village Engineering expenses relating to review of plans and site inspections. Any unused portion of the deposit shall be returned.

DEC Letter of Intent if disturbing more than 1 acre. For information go to [www.dec.state.ny.us](http://www.dec.state.ny.us)/link to Storm Water program or call (516) 292-5069.

Nassau County Department of Public Works Application (239F) and required documents if project is on a county road. (Wolver Hollow, Chicken Valley, Piping Rock, Wheatley, Glen Cove/Oyster Bay)

Two sets of drawings showing all elevations with square footage & volume calculations as per Village Code and existing & proposed lot coverage. Drawings must be stamped by a Professional Architect or Engineer.

N.Y. State Energy Code compliance calculations on working drawings, or separate letterhead stamped by a Registered Architect or Professional Engineer.

Sanitary/storm system design drawings stamped by a Professional Engineer.

Two copies of landscape plan including exterior lighting. NOTE: 20' buffer area may not be disturbed as per Village Code Section 205-12 E.

Tree permit to be filed if removing any trees over 6" in diameter.

For major addition/alteration projects: color rendering, material sample board, and pictures of existing structure.

Nassau County Tax Assessors form.

Fee for Architectural Site Plan Review due with filing: Addition or New Structure under 5,000 cubic feet: \$275.  
New Structure over 5,000 cubic feet: \$750. Any other structure: \$110.

Permit fees due when permit is ready. See fee schedule for additional information.

**Note: Once the building permit is issued, NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT AND THE ARCHITECTURAL REVIEW BOARD.**