

# **Incorporated Village of Asharoken**

**Incorporated in 1925**

**Northport, NY 11768**



**“Chief Asharoken”**

**Village Permit & Fee Handbook**

**June 2011**

**Revised: March 2012**

**(Revisions in Red)**

The Village of Asharoken was named after Chief Asharoken, head of the Mattinecock Native American tribe which inhabited the area from about 1640-1660. In 1953 Village Historian Edwin L. Brooks asked Rube Goldberg to draw an Indian to be used as a representation of "Chief Asharoken". In the early 1970's the Village Board adopted Goldberg's rendition of Chief Asharoken as the official Village symbol. In July of 1925, members of the Asharoken & Eaton's Neck Beach Association formed an incorporated Village. Later in August of 1925 incorporation papers were filed in Albany by the association's attorney, Paul Grout and the Village of Asharoken was formed. (Information provided by "Faded Laurels" written by Edward T. Carr.

Population of Asharoken is approximately 650 people and approximately 325 homes.

### **Board of Trustees**

Mayor Patricia Irving  
Deputy Mayor Joseph Tilleli  
Trustee Joseph Affrunti  
Trustee Pamela Pierce  
Trustee Joseph Catanzano

Village Clerk  
Nancy Rittenhouse

Village Attorney  
Kenneth Savin

Superintendent of Buildings  
Doug Adil

Treasurer  
Emily Hayes

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For additional in-depth information the Village Code Book is available at Village Hall. A copy is also available at the Northport East Northport Library.

# PART 1

## When are building permits required?

### Building Permits are required for the following:

1. New Structures or alterations to existing structures
2. Shed, barn, garage, pergola or any accessory structure
3. Swimming pool or Tennis Court
4. Retaining wall
5. Bulkhead & Stairs
6. Rock Revetment
7. Docks
8. Demolition Work (see Demo Permit)
9. Tree Removal (see Tree Permit)
10. Propane Tank Installation
11. Chimney & Fireplace
12. New Driveway, (cutting of or access to roadway)
13. Masonry work
14. New Windows that require new structural framing
15. Installation of Generator
16. Gas Conversion, Air Conditioning Unit
17. Solar Panels
18. Alteration of existing attic or cellar for living space
19. Re-Roofing where sheathing is replaced, cavity must be inspected and insulation installed. Two layer maximum per State Building Code.
20. Replacement windows in bedrooms that change size of window.

### Building Permits are not required for the following:

1. Gutters, leaders and siding
2. Replacement of windows and doors that fit existing openings, without requiring new structural framing, (except bedrooms)
3. Fencing: Be sure to place all fencing within your property line
4. Repair of deteriorated exterior floor decking
5. Asphalt driveway, replace or layer over existing (Cutting into the roadway requires a permit)
6. Replacing like-kind fixtures in kitchen or bathroom

## **PART 2**

### **BUILDING PERMIT APPLICATION**

To obtain a building permit the owner or his authorized agent shall file with the Village Clerk the following:

- 1) An application, executed in four copies, on the form prescribed by the Building Department and containing the information therein requested.
- 2) Plans and specifications, in four copies, for the proposed construction or alteration, prepared and stamped by a Licensed Architect or Professional Engineer.

Such plans shall include but are not limited to,

- 1.Foundation plans
  - 2.All floor plans
  - 3.Exterior elevations
  - 4.Structural details
  - 5.Building sections
  - 6.Energy Code calculations
  - 7.Electrical plans
  - 8.Plumbing design
- 3) A plat, in four copies, drawn to scale, showing the actual dimensions of the lot to be built upon, the size of the building or part thereof to be erected and the location of the building on the lot with distances from boundaries and from any other building on the lot.
  - 4) Certificate of Approval from the Suffolk County Department of Health for sewage disposal, if required.
  - 5) Refer to the Building Application for other necessary documentation and permits such as NYS DEC requirement, US Army Corps of Engineers, Certificate of Liability and Workers Compensation.

# **PART 3**

## **BUILDING PERMIT FEES**

All necessary documentation to complete a building permit application is noted on the Building Permit Application.

A building permit application must be reviewed by the Superintendent of Buildings.

Once the building application is approved, then the required building permit fee must be satisfied, then a building permit is issued. The permit must be displayed on the job site at all times.

All fees are based on the estimated value of the total construction or alteration, to be confirmed by the Superintendent of Buildings as follows:

<b>Total Cost of Work (Incl. Materials)</b>	<b>Fee</b>
<b>Up to and Including \$1000.00</b>	<b>\$100.00</b>
<b>For each additional \$1000.00</b>	<b>\$20.00</b>
<b>For Each Amendment to the Permit</b>	<b>\$100.00</b>

**Permitted Work Hours: Mon. – Fri. 8am to 5pm**  
**No work on Saturday and Sunday and Legal Holidays**

### **Construction without a Building Permit:**

If a structure or alteration is either under construction or has been completed without a permit, the permit fee shall be three times (3x) the normal fee.

## **Permit Renewal Fee:**

Building permits expire one year from the date of issuance and are renewable yearly until a Certificate of Occupancy or Completion has been issued.

Yearly renewals are as follows:

**1<sup>st</sup> Year** . . 50% of original permit fee

**2<sup>nd</sup> Year** . . 50% of original permit fee

**3<sup>rd</sup> Year** . . 50% of original permit fee

At the end of the third renewal, the permit becomes null and void and a new application will have to be re-submitted.

## **Inspections made by the Superintendent of Buildings**

The Superintendent of Buildings may make inspections at any time during the course of the work in order to verify compliance with the requirements of the State Uniform Fire Prevention and Building Code. In order to schedule an inspection with the Building Inspector a minimum five day notice is required.

## **Certificate of Occupancy or Completion**

A certificate of occupancy will be issued after all satisfactory inspections and required submissions have been received. No building maybe used or occupied without such Certificate of Occupancy or Completion.

## **PART 4**

### **DEMOLITION PERMITS**

Per Village Code it is unlawful to remove, demolish or commence removal or demolition of fifty percent (50%) or more of a building or structure without first filing with the Superintendent of Buildings an application for a demolition permit, in writing, and obtaining a formal permit.

#### **What is needed to file for a Demo Permit?**

1. Demolition Permit Application, noting who is performing the demolition.
2. A disconnect letter from all utility companies certifying that the utilities have been disconnected.
3. A survey, clearly identifying the building or structures to be removed and/or demolished.
4. The work of demolition must be completed within four (4) months after the permit is issued.
5. All debris must be removed from the site and the excavated areas filled in within one (1) foot of grade.
6. The fee required: Three hundred dollars (**\$300.00**) for the demolition of each structure.
7. The demolition permit must be displayed on the job site at all times.
8. Certificate of Liability Insurance naming the Village of Asharoken as the additional insured and a copy of Workers compensation coverage.

### **DOCK APPLICATIONS**

No dock shall be maintained or erected in the Village without the issuance of a permit by the Board of Trustees after recommendation by the Environmental Review Board (ERB) and issuance of a building permit by the Superintendent of Buildings, Town of Huntington, NYS DEC permits and US Army Corps of Engineers permits. Applications are available at Village Hall.

## **PART 5**

### **OBSTRUCTIONS-DRIVEWAY-CURBING**

**Fog Line-** The white line that runs down the side of the road and separates the travel surface of the road from the shoulder of the road.

No person shall obstruct or encroach upon any road or street in the Village with any material, building, automobile or place any obstruction within four feet of the white fog line, this includes trees, rocks, walls, lumber, stone, etc. Plantings maybe included within the four feet area provided that they do not overhang the paved surface and do not exceed the six inches in height. No other obstructions are permitted with the exception of mailboxes. Mailboxes must be mounted on a break-a-way post and may not over hang the roadway.

All driveway curbing and aprons within four feet of the white fog line must be tapered down prior to entering the four feet area so that it is at road level when it meets the paved surface of the roadway. This is to ensure safe travel of the roadway. See detail sheet (available in Village Hall) for alterations near the fog line.

Note also that any cut or opening to the existing roadway requires a permit from the Village of Asharoken. Patching and repairs to the existing roadway must be in compliance with Asharoken Village standards.

## **PART 6**

### **OTHER PERMITS AND FEES**

**Tent Permit:** The Board of Trustees must approve the request for a tent permit; once approval is complete a fee of \$10.00 must be submitted. Dates of installation and removal must be noted on the permit. **Fee is \$10.00**

**Mooring Permit:** All moorings located in the bay behind Village Hall require a mooring permit. Applications are available at Village Hall. **Seasonal fee is \$125.00.**

**Water Ski Permit:** Water ski permits are required in order to water ski in the area of Duck Island Harbor. Applications are reviewed and approved by the Village Police Department. Applications are available at Village Hall. **Seasonal Fee is \$70.00**

**Tree Permit:** Tree permits are required if any deciduous tree that exceeds 45 inches in circumference and any evergreen that exceeds 24 inches in circumference. You must measure three feet from the ground then around the trunk of the tree. All trees that are subject to removal must be marked with orange surveyor's tape or similar method of identification. Tree permit applications must be approved by the Board for Conservation of the Environment. Trees that are within 15 feet of the perimeter of a structure can be removed without a permit. Please check with the Village Clerk in order to confirm. **No Fee is required.**

## **Enumeration of fees:**

The following schedule of fees, deposits, bonds and charges are hereby established with respect to licenses, permits and activities required or regulated under the provisions of various chapters of the Code of the Village of Asharoken. Applications for the issuance of such licenses and permits are subject to the provisions of the specific chapter of the Code which is indicated for each type of license or permit. The business, activity or operation for which the license or permit is required is subject to all regulations set forth in the chapter to which reference is made and to all other applicable laws and regulations. These fees are subject to revision by the Board of Trustees at anytime. You should confirm the currently effective fees with the Village Clerk's office.

## **Other Fees:**

1. Certificate of Occupancy- \$50.00
2. Letter in Lieu-\$75.00
3. Excavation permit fee-\$25.00
4. Copies per page-\$.25
5. Application to Zoning Board of Appeals- \$550.00
6. Application to Zoning Board of Appeals (Special Accessory Use Permit) \$250.00. (Must be renewed every year)
7. Annual Renewal for Special Use Accessory permit is \$100.00
8. Planning Department Application fee is \$500.00 plus \$100.00 per lot.

## **PART 7**

### **OTHER ITEMS**

- a. Beach Lots**-No platforms, tents, awnings or other structures of any kind are permitted on any vacant lot. Temporary tents are allowable with necessary permits. All beach items should be removed and stored away after the summer season. Parking on the vacant parking areas opposite Asharoken Beach requires a beach lot parking pass. NYS DEC permits or letters of non-jurisdiction are required for any improvements to parking areas or beach lots.
- b. Trailers**-No automobile trailer or vehicle designed to be used for human habitation shall be used, stored or parked in the Village, unless such vehicle is stored inside a private garage.
- c. Dog leash requirements**-It is unlawful for any person owning, possessing or harboring any dog to allow such dog, whether licensed or not, to run loose or be at large within the territorial limits of the Village of Asharoken. If said dog is on the owner's property it must be under full control of the owner or on a suitably strong chain or leash.
- d. Signs**-For Sale or For Rent signs may not exceed four square feet in area. No signs shall be located within 15 feet of any road or street line. Building or Contractor signs must be maintained on buildings while the same are actually under construction, the sign cannot be larger than four square feet and not be located nearer than 15 feet to the road or street line. No Real Estate "Open House" signs are allowed on the edge of any roadway, except in front of the house it refers to.

# PART 8

## ZONING & SETBACKS

### Zoning Category

ZONING INFORMATION	A ZONE	B ZONE	C ZONE
<b>MINIMUM LOT SIZE</b>	10,000 SQ FT	1 ACRE	2 ACRES
<b>MIN. WIDTH/FRONTAGE ON ROAD</b>	50 FT*	100 FT	150 FT
<b>SETBACK OF BUILDINGS</b>			
FRONT	50 FT	50 FT	75FT
SIDE	10FT	25FT	50FT
REAR	15FT	50FT	75FT
<b>MAX. AREA OCCUPIED BY MAIN DWELLING</b>	50%	25%	NA
<b>MIN. HABITABLE 1<sup>ST</sup> FLOOR</b>	1,200 SQ FT	1,500 SQ FT	2,000 SQ FT
<b>MAX. HEIGHT/STORIES</b>	40 FT/3	40FT/3	40FT/3
<b>ACCESSORY BUILDINGS</b>			
<b>MIN. HABITABLE 1<sup>ST</sup> FL</b>	400 SQ FT	400 SQ FT	400 SQ FT
<b>MAX. HEIGHT/STORIES</b>	24FT/1	30FT/2	30FT/2
<ul style="list-style-type: none"> <li>• <b>LOT IN A ZONE MUST EXTEND FROM ROAD TO WATER</b></li> </ul>			

**Please Note:** Avoid potential problems by calling the Village Hall (261-7098) to discuss your desired plans and learn what the Village requirements are.

It is important that you obtain all approvals BEFORE starting construction or making changes to approved plans. Otherwise the building inspector is required to issue a “Stop Work Order” You may also be subject to issuance of an “Appearance Ticket” or “Summons” to Village Court and be subject to fines.

Household garbage pick-up is every Monday & Thursday and alternating Wednesdays for recyclables and newspapers. Construction debris may not be put out for garbage collection.

**Legal Disclaimer:** This booklet is intended to be a general source of information pertaining to the Village of Asharoken.

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It is not intended or represented to be relied on, or as a replacement or substitute for the current and updated written version of the Village Code or any other rule, regulation, or documentation referred to therein. A copy of the Asharoken Village Code is available for reference at the Asharoken

Village Hall during normal business hours. By using this information, the User is stating that the above Disclaimer has been read and that he/she has full understanding and is in agreement with the contents.