VILLAGE OF SYLVAN BEACH
808 MARINA DRIVE PO BOX 508
SYLVAN BEACH, NY 13157
(315) 762-4844 FAX (315) 762-4047

OFFICIAL USE ONLY
DATE REC'D _____
PERMIT NO: _____

SINGLE FAMILY HOME
Building Permit Application/Site Plan Review
Revision 03-03-10

NOTE: AN INCOMPLETE APPLICATION WILL DELAY THE ISSUANCE OF YOUR PERMIT. PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE. BUILDING PERMITS ARE GOOD FOR 6 MONTHS FROM THE DATE OF ISSUANCE. PERMIT MUST BE RENEWED PRIOR TO EXPIRATION DATE IF WORK IS NOT COMPLETED.

SECTION 1, GENERAL INFORMATION

1. Owner Information

Owner(s) Name: _____

Home address of Owner: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Other: _____

2. Project location and Information

Number & Street Property Address: _____

Parcel ID number (shown on tax bill or obtain from Village Clerk): _____

Current Use of Property/Building: _____

3. Type of construction

☐ Conventional (stick frame) ☐ Modular home ☐ Other: _____
☐ Manufactured (mobile home-must be in existing park)

4. Exterior dimensions new structure (home): _____

5. Square footage: 1st floor _____ 2nd floor _____ 3rd floor _____ Garage _____

6. Basement: ☐ Full ☐ Crawl space ☐ Partial ☐ Piers ☐ Slab

7. Garage: ☐ Attached ☐ Detached

8. Primary source of heat: ☐ Fuel oil ☐ Propane ☐ Electric

9. Secondary source of heat: ☐ Wood stove ☐ Pellet stove ☐ Fireplace

10. Other major property features: ☐ Deck ☐ Sunroom ☐ Open porch ☐ Patio
☐ Fence ☐ Shed

11. Estimated project cost: _____

SITE PLAN REVIEW

12. Site Plan Review is required for:

Additions 200 sf or larger

Construction of a new home

Substantial renovation as determined by Codes Enforcement Officer

Any project that deviates from design guidelines

13. Why do we have site plan review?

Site plan review improves property values and enhances the quality of life in our community. Orderly development that is harmonious with the Village character is our goal. We realize that it takes some effort and we appreciate your support.

14. What is the process?

You may find it helpful to have the Planning Board Chairman assist you in completing this application. If you would like to meet with him/her call 762-4844 to schedule a meeting. Otherwise, complete the checklist below and then deliver all required documentation to the Village Hall Monday through Friday 8:30 a.m. to 4:00 p.m. The Deputy Clerk will schedule you on the Planning Boards agenda for site plan review. The Planning Board meets the second and fourth Monday of every month at 5:30 p.m. The Planning Board may have questions about your project so it may be quicker if you are present during your site plan review. You may bring anyone that you want to represent or assist you during site plan review. If you have any questions contact the Village Hall and we will do our best to help. You are also welcome to attend any Planning Board meeting for other questions. The Planning Board may approve, approve with modifications or deny your application. They may also schedule a public hearing before making a decision if they would like public input on your project. If your application is denied, you will not be issued a building permit.

15. REQUIRED DOCUMENTATION: Four copies of the below listed documents will be required as part of your site plan review application.

16. _____ Vicinity map- shows adjacent properties. May be obtained from the Village Clerk.

17. _____ Architectural drawings including:

floor plans

* Elevations (exterior view of outer walls)
* Wall section including roof and foundation

Note: New homes require sealed plans by an architect or engineer.

18. _____Current survey

19. _____Site Plan- a site plan is a scale drawing that shows property lines, existing utilities, all proposed structures and improvements, driveways, walks, landscaping, easements, right-of-ways, fences, clothes line poles, etc. Your surveyor may prepare this drawing for you.

20. _____Copy of Deed, any easements or deed restrictions.

21. Worker's Compensation and Disability Insurance Certificates or affidavit that coverage is not required (CE-200 available online at www.wcb.state.ny.us under "forms"). Only one copy is needed. Form BP-1 signed by homeowner (attached with application) and notarized.

22. OTHER DOCUMENTATION THAT MAY BE REQUIRED: One copy of the below listed documents may be required by the Codes Enforcement Officer dependent upon the location and physical characteristics of your parcel. Contact the Codes Enforcement Officer at 762-4844 for further information.

23. _____ Elevation Certificate- required if your home is in a flood plain or flood prone area; usually obtained from a surveyor.

24. _____ DEC Permit- required depending upon your parcels proximity to DEC wetlands.

25. _____ Floodplain development permit application- required for construction or other development in a special flood hazard area.

GENERAL SITE INFORMATION

26. Environmental Impact ☐ NONE ☐ INSIGNIFICANT ☐ SIGNIFICANT

The nature of your project and the size may require State Environmental Quality Review; if this is necessary the Planning Board will act as lead agency.

27. _____ Lot dimensions: _____

28. _____Acreage _____ (if more than 2)

29. _____Front setback: _____ feet

This is the shortest distance from the front of your home or garage to the property line. If you have a waterfront property it is on the waterside, all others on the street side. Your front setback must be the average of the other homes on your block.

30. Side yard setbacks: _____ feet, other side _____ feet. Minimum 5 feet one side, 15 combined minimum for both sides.

31. Rear yard setback: _____ feet. Minimum is 10 feet.

32. Lot Coverage: _____ %. Maximum building coverage on your lot is 50%.

33. Site triangle- If you have a corner lot there must be a clear area 30 inches high 20 feet from each side of the intersection. This is so that cars at the intersection can see what is coming.

34. Will there be more than one building on this site (accessory structures)? ☐ YES ☐ NO

Accessory buildings for storage or any other use must be located in the rear yard. All structures must be on the site plan. Waterfront properties having a shed should locate it in the side yard or attached to and part of the dwelling.

35. Will there be any home occupation in this home? ☐ YES ☐ NO

If so, contact Village Clerk for Home Occupation Checklist.

36. Are there any easements on the property? ☐ YES ☐ NO

All easements should be shown on the site plan. Describe the purpose of any easements below.

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37. Location and heights of fences- must be on site plan

Fences cannot exceed 6' high in side yard or rear (except waterfront) and 4' high in the front or street side.

Fences in the front or street side cannot be more than 60% solid. Chain link fence can only be used in the rear.

UTILITIES

38. Location of all existing and proposed utility lines (electric, phone, cable)-must be on site plan

All new utility lines must be buried if practical.

39. Location of other utilities- sewer, cable, water, propane tank, hydrants, etc.

ARCHITECTURE

40. Are the dimensions shown on the elevations?

Exterior walls that are long and flat (above average for your neighborhood) should be broken up with features like corners, porches or other architectural features.

41. Floor area- A minimum of 800 sf is required for each home.

42. What is the siding material(s)? _____

T-1-11, asphalt, and asbestos siding are prohibited.

43. Roof Pitch

Slope of roof may be no less than 5:12, except that porches may be a shed roof with pitch no less than 3:12.

Roof ridge perpendicular to street is encouraged especially on narrower lots.

44. What type of roofing material? _____ Architectural shingles are normally used, steel may be used but snow dumping off the roof will be considered.

45. Active Facades facing public ways.

Any wall that is visible should not be blank; it must have windows, doors or other architectural features. Walls facing streets or public ways must have an active façade so that they appear to be the front of a home.

46. Windows- all windows visible from public ways must be taller than they are wide. Large glass areas should be broken by multiple sashes.

47. Sliding and/or French doors are not allowed on frontages.

48. Maximum Height Compliance - How high will your home be from the ground to the top of the roof.

49. Exterior lighting-Accent type lighting is preferred; lights should not be directed on to neighboring properties.

50. Crawl space/foundation elevation.

If your structure is on piers, the crawl space must be enclosed to prevent rodent harborage.

51. Any signage other than a house number? House number is required and must be plainly legible and visible. A minimum of 4" high with a stroke width ½ " wide. There are restrictions on other signage.

LANDSCAPING/SCREENING

52. Trees – Removal of any trees should be carefully considered. Yards fronting a street must have at least one 2'-2.5" caliper tree. Existing and proposed trees must be noted on the site plan.

53. Any outdoor storage? ☐ YES ☐ NO

Outdoor storage is not allowed along a frontage. Storage areas must be screened.

54. Above ground fuel tanks, meters or other appurtenances must be on site plan. They also must be screened with shrubs, trees or a fence if they can be viewed from public ways.

55. Garbage storage area

Identify on site plan where your garbage will be stored, and garbage storage areas must be screened.

PARKING/PAVING/DRAINAGE

56. Dimensioned Parking Space layout

Cars should (if practical) be parked on the side of the building or in the rear.

57. Adequate snow storage area

Even if you are building a seasonal residence, at some point it may turn into a year round home. If it does the snow from the driveway and any walks must stay on your property. It cannot be pushed or blown onto the neighboring properties or any public property.

58. Is the driveway on Main Street? ☐YES ☐NO

If you are installing a new driveway that connects with Main Street you will need a permit from NY State DOT. Also, if there is a public sidewalk in any frontage it must continue through your driveway, as opposed to the driveway being continuous through the walk.

59. Sidewalk surface material: _____

Asphalt sidewalks are prohibited.

60. Drainage Plan

Surface water from your property shall not drain onto neighboring or public properties. The Planning Board or Codes Enforcement Officer may require an engineered drainage plan depending on your site. The Codes Enforcement Officer can help with this.

61. Pavement setback minimum of 5' from street pavement edge, 3' from public sidewalk for all appurtenances (fences, buildings, walls, etc.).

IMPORTANT NOTICE
PLEASE READ BEFORE SIGNING

Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Preventions and Building Codes, the Code of Ordinances of the Village of Sylvan Beach, and all other applicable codes, rules or regulations.

It is the owner's responsibility to contact the Code Enforcement Officer at (315) 762- 4844 Monday – Friday 8:30 a.m. –4:30 p.m. at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work i.e.; electrical work later to be covered by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. OTHERWISE, WORK MAY NEED TO BE REMOVED AT THE OWNER OR CONTRACTOR'S EXPENSE TO CONDUCT THE INTERIOR INSPECTION. CLOSE COORDINATION WITH THE CODE ENFORCEMENT OFFICER WILL GREATLY REDUCE THIS POSSIBILITY.

OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PERSUANT TO THIS PERMIT, **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION.**

New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation (C-105.2, or U26.3, or SI-12, or GSI 105.2) and Disability Insurance certificates (DB-120.1 or DB-155). **Note: ACORD forms are NOT acceptable proof.** If the contractor believes that they are exempt from the requirements to provide Worker's Compensation and Disability Insurance, the contractor must complete form CE-200 available online at www.wcb.state.ny.us under "forms").

If a certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.

Work undertaken to pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

This permit does not include any privilege of encroachment in, over, under, or upon any Village street or right of way.

The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and that all statements made by me on this application are true.

Signature: _____ **Date:** _____

Park Owner/Manager Signature: _____ **Date:** _____

(Required if proposed building/work is located in an existing mobile home park or campground)

CONTRACTORS INFORMATION-Providing this information helps to move your project along and could save you money. If you have not yet retained all necessary contractors, please advise the Codes Enforcement Officer as you hire each one.

ARCHITECH/ENGINEER:
Name: _____

Address: _____

_____

Office Phone: _____Other: _____

GENERAL CONTRACTOR:
Name: _____

Address: _____

_____

Office Phone: _____Other: _____

ELECTRICAL CONTRACTOR:
Name: _____

Address: _____

_____

Office Phone: _____Other: _____

PLUMBING CONTRACTOR:
Name: _____

Address: _____

_____

Office Phone: _____Other: _____

HVAC CONTRACTOR:
Name: _____

Address: _____

_____

Office Phone: _____Other: _____

_____ **CONTRACTOR:**

Name: _____

Address: _____

_____

Office Phone: _____Other: _____

THIS SECTION OFFICIAL USE ONLY

_____ Date completed application received by Planning Board

_____ Does application require a Public Hearing?

_____ Date of decision on site plan review.

Application is: ____APPROVED ____DENIED

____APPROVED WITH MODIFICATIONS LISTED BELOW:

_____

_____

_____

_____

_____

_____

_____

_____

Planning Board Chairman

Date application referred to Codes Enforcement Officer: _____

CODE ENFORCEMENT OFFICER SITE VISIT CONDUCTED ON _____TO DETERMINE THAT THIS PROPERTY IS CURRENTLY IN COMPLIANCE WITH ZONING & PROPERTY MAINTENANCE CODES.

CODE ENFORCEMENT OFFICER: _____

☐ **APPROVED** ☐ **DENIED** **DATE:** ____/____/____

Reason for denial: _____

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors – Business Owners and Certain Homeowners

For **businesses and certain homeowners listed as the general contractors on building permits,** proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- insured (C-105.2 or U-26.3),
- self-insured (SI-12), or
- are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not **a 1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence,** proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1.

- Form BP-1shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
  - ◊ is performing all the work for which the building permit was issued him/herself,
  - ◊ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
  - ◊ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(11/04), but shall either:
  - ◊ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
  - ◊ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

This form cannot be used to waive the workers' compensation rights or obligations of any party.

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

☐ I am performing all the work for which the building permit was issued.

☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.

☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

_____ _____

(Signature of Homeowner) (Date Signed)

_____ Home Telephone Number _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

_____

_____

_____

_____

Sworn to before me this _____ ***day of***

_____, _____.

_____

(County Clerk or Notary Public)

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

VILLAGE OF SYLVAN BEACH
808 MARINA DR. P.O. BOX 459
SYLVAN BEACH, NY 13157

SEWER INSTALLATION APPLICATION DATE: _____

PROPERTY OWNER: _____

LOCATION: _____ TAX MAP#: _____

MAILING ADDRESS: _____

CONTRACTOR (OWNER'S AGENT): _____

THE UNDERSIGNED OWNER OR OWNER'S AGENT DOES HEREBY REQUEST A PERMIT TO INSTALL AND CONNECT TO THE MUNICIPAL SEWER SYSTEM.

IN CONSIDERATION OF THE GRANTING OF THIS PERMIT THE UNDERSIGNED AGREES:

1. TO ACCEPT AND ABIDE BY ALL RESOLUTIONS OF THE VILLAGE OF SYLVAN BEACH AND ALL OTHER PERTINENT LAWS OR REGULATIONS THAT MAY BE ADOPTED IN THE FUTURE.

2. SUBMIT DRAWINGS FOR THIS PERMIT SHOWING THE LOCATION OF THE HOME/BUSINESS AND THE LOCATION, SIZE AND LENGTH OF THE INSTALLATION.

3. TO MAINTAIN THE SEWER INSTALLTION AT NO EXPENSE TO THE VILLAGE.

4. TO NOTIFY THE INSPECTOR 24 HOURS IN ADVANCE OF WHEN THE LINE WILL BE READY FOR INSPECTION AND CONNECTION TO THE PUBLIC FACILITY, AND NOT TO COVER ANY PORTION OF THE INSTALLATION UNTIL HIS INSPECTION, AND TO DELIVER THIS PERMIT TO HIM AT THE TIME OF THE INSPECTION. (315-762-4844)

5. THE REQUIRED INSURANCE AND/OR BOND IS ON FILE WITH THE VILLAGE BY THE CONTRACTOR, OR IS SUBMITTED WITH THIS APPLICATION, AND **THE UNDERSIGNED IS RESPONSIBLE FOR ANY DAMAGES TO THE MUNICIPAL FACILITIES CAUSE BY THE CONNECTION OF THE BUILDING SEWER LINE TO THE MUNICIPAL FACILITIES.**

6. FOR WATER INSTALLATION – CALL ONONDAGA COUNTY WATER AUTHORITY-OCWA – (315-455-7061)

CALL UFPO TWO (2) WORKING DAYS BEFORE DIGGING – 1-800-962-7962

_____ _____

Signature of Applicant Date

_____ _____

Signature of Inspector Date

APPLICATION APPROVAL – SEWER INSPECTION FEE - $50.00

UPON APPLICATION APPROVAL, PAYMENT MUST BE RECEIVED BY THE CLERK'S OFFICE FOR A VALID PERMIT TO BE ISSUED.

Village of Sylvan Beach
P.O. Box 508
Sylvan Beach, NY 13157
315-762-4844
villageofsylvanbeach.org

August 25, 2022

Climatic and Geographic Design Criteria

The following design criteria applies to all single and two-family dwellings, additions and some remodeling projects constructed in Sylvan Beach:

Ground Snow Load- 60 lb
Wind Speed- 90 mph, 110 mph adjacent to lake (exposure category D)
Seismic Design Category- B
Climate Zone-6
Weathering- Severe
Frost line depth- 40 inches
Termite- Slight to Moderate
Decay- None to Slight
Winter Design Temp- (-5 f)
Ice Shield Underlayment- Yes, 24" inside exterior wall
Flood Hazards- Yes, consult FIRM
Air Freezing Index- 1350
Presumptive Load Bearing Value- 2000 psf, SW,SP,SM, SC
Frost Protected Footings- see R403.3
Fenestration (windows and doors) "U" factor not to exceed .30
Ceiling R Value- 49
Wood Frame Wall R Value- 20+5 or 13+10,
Floor R Value, 30 or fill framing cavity, minimum 19