

# TOWN OF UNION VALE

DIRECTOR OF CODE ENFORCEMENT  
GEORGE A. KOLB JR.



SUPERVISOR  
PATRICIA TOMPKINS

TOWN COUNCIL  
JOHN WELSH  
STEVE FRAZIER  
DAVID MCMORRIS  
CORRINA KELLEY

**BUILDING DEPARTMENT**  
249 DUNCAN ROAD  
LAGRANGEVILLE, NY 12540  
(845) 724-5953  
FAX: (845) 724-3757

[Building2@unionvaleny.us](mailto:Building2@unionvaleny.us)

## FLOOD PLAIN CONSTRUCTION PERMIT APPLICATION

**\*\*\* THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION \*\*\***

☐ APPLIC FORM COMPLETED   ☐ INSURANCE SUBMITTED   ☐ INSURANCE ON FILE   ☐ CONSENT IF APPLIC

**NOTE: THE FOLLOWING WILL BE NEEDED TO PROCESS YOUR APPLICATION**

**GENERAL PROVISIONS:** (APPLICANT TO READ AND SIGN):

1. Pre-Site visit scheduled
2. No work may start until a permit is issued
3. If revoked all work must cease until permit is re-issued
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# APPLICATION FOR BUILDING PERMIT

**\*\*PLEASE NOTE TO ALL APPLICANTS: ALL INFORMATION IS TO BE COMPLETED IN FULL.  
PLEASE TYPE OR PRINT LEGIBLY OR APPLICATION WILL BE RETURNED.\*\***

APPLICATION TYPE: ☐ Residential      ☐ New Construction      ☐ Commercial      ☐ Renovation/Alteration

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

NAME OWNER OF BUILDING/LAND: \_\_\_\_\_

\*PROJECT SITE ADDRESS\*: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

BUILDING/CONTRACTOR/ ARCHITECT OR ENGINEER IF REQ.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

ESTIMATE COST OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OFFICE USE ONLY

APPROVALS: Zoning/ Fire/ Building

☐ Approved    ☐ Denied    DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Code Enforcement Officer

FEE DUE: \$ \_\_\_\_\_ PAID ON: \_\_\_\_\_

→ **Signature of Applicant/ Date**

# TOWN OF UNION VALE

DIRECTOR OF CODE ENFORCEMENT  
GEORGE A. KOLB JR.



SUPERVISOR  
PATRICIA TOMPKINS

TOWN COUNCIL  
JOHN WELSH  
STEVE FRAZIER  
DAVID MCMORRIS  
CORRINA KELLEY

**BUILDING DEPARTMENT**  
249 DUNCAN ROAD  
LAGRANGEVILLE, NY 12540  
(845) 724-5953  
FAX: (845) 724-3757

## **OWNER'S AUTHORIZATION & CONSENT FORM**

This form is to be signed **and notarized when required** by the owner of record of the property in which the work outlined on the building permit application has been applied for. Signing of this document gives permission for work to be commenced by the contractor designated. All insurance requirements are to be submitted to the parcel owner and this office. In addition any and all Engineering/ Attorney's fees associated with review of this application are the sole responsibility for reimbursement to the Town of Union Vale by the owner of record as per Sect. 105-12 of the Town of Union Vale Code before any Certificate of Occupancy is issued.

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

Parcel Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Print: \_\_\_\_\_

### **NOTARY STAMP:**

**(Req. New Home and/or any  
application required to be reviewed  
by the Town of Union Vale P.E.  
and/ or Attorney)**



### **NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy**

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

REV 1/16/2014

# FLOOD PLAIN CONSTRUCTION PERMIT APPLICATION

Page 3 of 5

## SECTION 1: DESCRIPTION OF WORK

### A. STRUCTURAL DEVELOPMENT

<u>Activity</u>	<u>STRUCTURE TYPE</u>
<input type="radio"/> New Structure	<input type="radio"/> Residential (1-4 Family)
<input type="radio"/> Addition	<input type="radio"/> Residential (More than 4 Family)
<input type="radio"/> Alteration	<input type="radio"/> Non-residential (Flood-proofing? <input type="radio"/> Yes)
<input type="radio"/> Relocation	<input type="radio"/> Combined Use (Residential & Commercial)
<input type="radio"/> Demolition	<input type="radio"/> Manufactured (Mobile) Home
<input type="radio"/> Replacement	(In Manufactured Home Park? <input type="radio"/> Yes)

### B. OTHER DEVELOPMENT ACTIVITIES

- ☐ Fill
- ☐ Mining
- ☐ Drilling
- ☐ Grading
- ☐ Excavation (Except for Structural Development Checked Above)
- ☐ Watercourse Alteration (Including Dredging and Channel Modifications)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street or Bridge Construction
- ☐ Subdivision (New or Expansion)
- ☐ Individual Water or Sewer System
- ☐ Other (Please Specify) \_\_\_\_\_

After completing SECTION 1, APPLICANT should submit form to Local Administrator for review.

## SECTION 2: FLOODPLAIN DETERMINATION (to be completed by LOCAL ADMINISTRATOR)

The Proposed Development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- ☐ Is located in a Special Flood Hazard Area.  
FIRM Zone Designation is \_\_\_\_\_.  
100-Year Flood Elevation at the site is: \_\_\_\_\_ Ft. NGVD (MSL)  
(☐ Unavailable)
- ☐ The proposed development is located in a floodway:  
FBFM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_.
- ☐ See Section 4 for additional instructions.

SIGNED \_\_\_\_\_ Date: \_\_\_\_\_

## Page 4 of 5

The Applicant must submit the documents checked below before the application can be processed:

- ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, Lot dimensions and proposed development.
- ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of flood-proofing of utilities located below the first floor and details of enclosures below the first floor.  
Also \_\_\_\_\_.
- ☐ Subdivision or other development plans (if the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available.)
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
- ☐ Top of new fill elevation \_\_\_\_\_ Ft. NGVD (MSL).
- ☐ Flood-proofing protection level (non-residential only) \_\_\_\_\_ Ft. NGVD (MSL).  
For flood-proofed structures, applicant must attach certification from registered engineer  
Or architect.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year floor. A copy of all data and calculations supporting this finding must also be submitted.
- ☐ Other: \_\_\_\_\_  
\_\_\_\_\_

I have determined that the proposed activity:

A. ☐ Is

B. ☐ Is not

SIGNED \_\_\_\_\_, Date \_\_\_\_\_

If **BOX A** is checked, the Local Administrator may issue a Development Permit upon payment of designated fee. If **BOX B** is checked, the Local Administrator will provide a Written Summary of Deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

## FLOOD PLAIN CONSTRUCTION PERMIT APPLICATION

Page 5 of 5

APPEALS: Appealed to Board of Appeals? ☐ Yes ☐ No

Hearing date: \_\_\_\_\_

Appeals Board Decision – Approved? ☐ Yes ☐ No

Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SECTION 5: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Compliance is issued.

The following information must be provided for project structures. This section must be completed by a registered professional Engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of the lowest structural member of the lowest floor, excluding piling and columns) is: \_\_\_\_\_ Ft. NGVD (MSL).
2. Actual (As-Built) Elevation of flood-proofing protection is \_\_\_\_\_ Ft. NGVD (MSL).

Note: Any work performed prior to submittal of the above information is at the risk of the Applicant.

### SECTION 6: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS: DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ YES ☐ NO

DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ YES ☐ NO

DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ YES ☐ NO

### SECTION 7: CERTIFICATE OF COMPLIANCE (To be completed by LOCAL ADMINISTRATOR)

Certificate of Compliance issued: DATE: \_\_\_\_\_ BY: \_\_\_\_\_