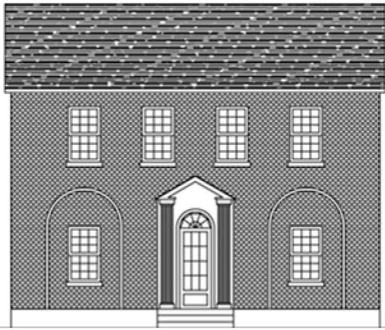


Historic Preservation Commission

Certificate of appropriateness provides for architectural review so as to prevent such design and appearances that are incompatible with the historic or architectural characteristics of a landmark or historic district. Where a building permit is required, no person shall carry out any exterior alterations, restoration, reconstruction, demolition, new construction or moving of a landmark or property within the historic district without first obtaining a certificate of appropriateness.



All forms are available at Village Hall
or can be downloaded at:

www.villageofgreenport.org



Building Department
236 Third Street
Greenport, NY 11944
631.477.0248 x201

Planning Board: Site Plan Review

Site development plans show the layout, design, and construction of buildings, structures, and paving on a site in a way that protects the public's interest in safety and economy, and protects from some of the possible bad outcomes of site development. Flooding, light glare, erosion, traffic hazards, obstruction of scenic views, noise, traffic, trash, contamination or aesthetic problems sometimes affect the area adjacent to development. The Site Plan Review procedure gives a community some control over development impacts by working with the property owner or building to shape the development in the best manner possible, and place certain conditions on the development. The purpose of Site Plan Review is to promote development that will be beneficial to the community and to protect the community from potential harmful impacts, by determining the most appropriate use of the land consistent with the Zoning By Law and the Village of Greenport Master Plan. Planning Board Applications may be picked up at the Building Department, Village Hall.

Planning Board: Use Evaluation

Use evaluation is an abbreviated site plan review. Primarily used for Permitted uses within the designated zones. This evaluation establishes the criteria for the layout, scale, appearance, safety, and environmental impact of development. In an attempt to "fit" projects into the commercial and industrial districts, a use evaluation application must be submitted for all new lessees in the commercial districts.

Planning Board: Use Evaluation (cont...)

The evaluation will review the signage, potential noise, trash (accumulation and location) and determine any potential harmful impact on the neighborhood.

Planning Board: Pre-submission Conference

Pre-submission conference is used for conditional uses and projects which require submission of a site development plan. The purpose of the conference is to discuss proposed uses and identify which of the site plan elements will be submitted to determine conformity with the provisions and intent of the code.

Zoning Board: Area Variance Application

An area variance results in the modification of physical restrictions so that an allowable use may be established on the property. The Zoning Board of Appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighted against the detriment to the health, safety, welfare of the neighborhood or community by such grant. An applicant is not automatically entitled to receive relief.

Zoning Board: Use Variance Application

A use variance is a request to utilize property for a use or activity which is not permitted by the zoning ordinance and the applicant must demonstrate "unnecessary hardship".

Building Department

A Comprehensive Guide to Applications



*Building Department
Zoning Board of Appeals
Planning Board
Historic Preservation Commission*

Building Permit Application

All construction and renovation work must have a building permit. A building permit is used by the Village of Greenport to determine whether a proposed construction complies with relevant zoning laws and building codes. A building permit is required prior to the commencement of construction.

In the event that a proposed construction exceeds permitted dimensional, physical or use requirements, a request for relief may be granted through the zoning appeal process. The zoning appeal process starts with the submission of a building permit application. Please see the section on Zoning Board of Appeals Application for further information.

In the case where an application requires approval of a site plan development by the Planning Board, no building permit can be issued, except upon authorization of and in conformity with the plans approved by the Planning Board. Planning Board applications may be picked up at the Building Department at Village Hall.



Wetlands Permit Application

All construction, replacement and/or repair work must have a wetlands permit if located adjacent to watercourses, coastal wetlands, tidal marches, flood-plain lands, freshwater wetlands, watershed, water recharge areas or any natural drainage system. Wetland permit applications are reviewed by the Greenport Village Board of Trustees and subject to public hearing.

Rental Registration Application

All residential rental or lease properties in the Village of Greenport must maintain a rental permit. Please download and complete the "Rental Permit Application" and return to the Building Department Office. The rental application must be complete before a permit inspection can be scheduled.

Sign Permit Application

Every application for a sign permit shall be in writing, signed by the applicant, and shall be accompanied by a plan showing the size of the sign, the width of the building or structure on which the sign is to be located, the color, font, lighting (if any) and the location of the proposed sign. Properties located in Historic District are subject to review by the Historic Preservation Commission.

Demolition Permit Application

A demolition permit allows the demolition of a structure and to clear debris from a lot where the structure is located. Residents MUST apply for a demolition permit when they want to completely raze a structure or a significant portion of a structure which will be left standing.

Dumpster Permit Application

It is prohibited for any person, firm or corporation to place, put, and position or situate a dumpster on any street, sidewalk or right-of-way without first obtaining a permit from the Building Department for each dumpster. A dumpster permit is effective for up to 14 days and may be renewed.

Certificate of Plumbing Work

This certificate confirms that all sanitary plumbing and water supply plumbing work installed complies with New York State Fire Prevention and Building Code. It is to be completed by a licensed plumber.

Yard Sale Application

Yard sales, attic sales, garage sales, auction sales, porch sales or similar type of sales of personal property owned by the occupant of the premises are permitted when a permit is obtained from the Building Inspector upon payment of a \$5.00 fee.

Certificates of Occupancy

- The Certificate of Occupancy is a document used to define the use of a building or structure to a specific type of use or occupancy. A Certificate of Occupancy acknowledges that construction has been completed and that no material violations of applicable code provisions have been observed during the course of construction.

- A Pre-Certificate of Occupancy may be used for any building or occupancy established prior to October 1971, provided there has been no change in use or additions to the property.

- Temporary Certificate of Occupancy has an expiration date, usually 90 days after its day of issuance. This means that while the Building Department has determined that the building is safe to occupy, the approval is only temporary, conditional and subject to expiration.

- Certificate of Compliance indicates that at the time of the final inspection the property improvement was found to be in compliance with the building permit or wetlands permit. Certificate of compliance is often used for fences, utility upgrades, bulkheads and dock construction.