

**INCORPORATED VILLAGE OF HUNTINGTON BAY**  
Requirements for Filing Applications

Type of Permit	Site Plan Review Certification*	FAR/LAC Calculations*	Application Form Nortarized	Surveys (Topographic To Scale)	Site Plans (Topographic To Scale)	Architectural Structural & Mechanical Plans*	Photos of all existing structures
Building permit (new structure, alterations, additions, accessory buildings)	1 copy	1 copy	2 copies	3 copies	3 copies	4 sets	1 set
Outdoor recreational facilities	1 copy	1 copy	2 copies	3 copies	3 copies	4 sets	1 set

**Notes:**

Indicate on site plans existing and proposed contours at a maximum of two foot intervals to extend 100 feet beyond property lines in all directions. Indicate on site plans any proposed location of structure(s) and swale(s), ground and foundation elevations at corners of structure(s), tie distances, and driveways.

All utility connections or any other operations which may, in any way, disturb the existing road, curb, berm, sidewalk, or right of way shall be indicated on the site plan and the village engineer shall compute the required deposit necessary to insure proper restoration.

For new or altered structures, the requirements for site plans shown above are to be indicated on the survey.

The Village of Huntington Bay accepts the owners' professional engineer or architect's submission as professional and does not take responsibility for validating his/her work. The Village assumes no responsibility for subsurface, water level, drainage or other problems and conditions affecting the owner's property. The Village recommends that the owners have test borings and engineering guidance.

Topographical requirement can be waived by the Village Building Inspector or the Village Engineer

\* FAR/LAC Calculations, Site Plan Review Certification and Architectural, Structural & Mechanical Plans must be signed and sealed by an Architect or Engineer licensed by the State of New York.

Revised 10/9/2007