

**INC. VILLAGE OF UPPER BROOKVILLE**

24 WOLVER HOLLOW ROAD

GLEN HEAD, NY 11545

(516) 624-7715 ext. 3

buildingdept@upperbrookville.org

**REQUIREMENTS FOR FENCES, WALLS, PIERS & GATE PERMIT**

Proof of ownership such as deed.

Permit application form – 2 copies

Survey showing proposed location of fence, wall, pier, gate noting height - 3 copies

**On non-historic roads, no fence height or wall shall exceed 6’6”.** No gate, gatepost or entry pier shall exceed 7’. No decorative lantern or finial for a gate, gatepost or entry pier shall exceed 18” in height measured from the top of the gate, gatepost or entry pier, but in no event shall the total height of the gate, gatepost or entry pier, including the decorative lantern or finial, exceed 7’6”.

**On historic roads, no fence or wall on or within 10 feet of a lot line that is entirely contiguous to a historic road shall exceed 4’.** No gate, gatepost or entry pier shall exceed 6’. No decorative lantern or finial for a gatepost or entry pier shall exceed 12” in height measured from the top of the gate, gatepost or entry pier, but in no event shall the total height of the gate, gatepost or entry pier, including the decorative lantern or finial, exceed the height of 6’6”.

Historic Roads: Chicken Valley Road, Mill River Road, Oyster-Bay Glen Cove Road, Piping Rock Road, Planting Fields Road, Remsens Lane, Ripley Lane, Wheatley Road & Wolver Hollow Road.

For additional information please review the Village Code 205-17 at our website [www.upperbrookville.org](http://www.upperbrookville.org).

Brochure or photographs of style, material and color (including lighting if applicable) - 3 signed sets of working drawings for walls, piers, gates.

Tree Permit is necessary if removing any trees over 12” in diameter.

Fee for Architectural Site Plan Review due with filing - \$110.

**Contractor Requirements:**

Copy of Nassau County License

Insurance Certificates:

\*Worker’s Compensation – Form C-105.2 or SI-26.3

\*General/Auto/Umbrella Liability – Accord Form

\*Disability Insurance – Form DB120.1

\*Additionally Insured – Form CG 2026 Must state “Inc. Village of Upper Brookville and all appointed and elected officials, employees and volunteers”

Hold Harmless Agreement

All forms must note Village as Certificate Holder – address above.

**BY RESOLUTION OF THE BOARD OF TRUSTEES ON JULY 20, 2020**, the following standards apply for the Building Department and the Site and Architectural Review Committee when reviewing plans for the installation of vehicular gates:

1. Gates must be installed a minimum of 20 feet from the edge of the road, the distance should include the village easement, and
2. The keypad must (a) be installed a minimum of 6 feet from the gate and (b) sited on the owner’s property.
3. Standard applies to any residents with gates installed prior to July 20, 2020, if installed without a permit.