

**INC. VILLAGE OF UPPER BROOKVILLE**

24 WOLVER HOLLOW ROAD, GLEN HEAD, NY 11545

(516) 624-7715 ext. 3

buildingdept@upperbrookville.org

**REQUIREMENTS FOR ALTERATION/ADDITION PERMIT**

Proof of ownership such as deed or tax bill.

Permit application form (2 copies).

Recent original survey stamped by a Licensed Land Surveyor showing **all** structures on property including the proposed structure(s) dimensioned from all property lines. 3 copies

Topographical Survey & Erosion Control Plan if in/or near a sloped area. 3 copies

DEC Letter of Intent if disturbing more than 1 acre. For information go to [www.dec.state.ny.us](http://www.dec.state.ny.us)/link to Storm Water program or call (516) 292-5069. 3 copies

Nassau County Department of Public Works Application (239F) and required documents if project is on a county road. (Wolver Hollow, Chicken Valley, Piping Rock, Wheatley, Glen Cove/Oyster Bay)

Three sets of drawings showing all elevations with square footage & volume calculations as per Village Code and existing & proposed lot coverage. Drawings must be stamped by a Professional Architect or Engineer.

N.Y. State Energy Code compliance calculations on working drawings, or separate letterhead stamped by a Registered Architect or Professional Engineer. 3 copies

Sanitary/storm system design drawings stamped by a Professional Engineer. 3 copies

Three copies of landscape plan including exterior lighting. NOTE: 20' buffer area may not be disturbed as per Village Code Section 205-12 E. Tree permit to be filed if removing any trees over 12" in diameter and 2 copies of survey map with location of trees (type & size) to be removed.

For major addition/alteration projects: color rendering, material sample board, and pictures of existing structure.

Nassau County Tax Assessors form.

Filing Fees:

Architectural Review Fee – \$750 if over 5,000 cf/\$275.00 if under  
Engineering Deposit - \$3,000

Permit fees due when permit is ready. See fee schedule for additional information.

**Note: Once the building permit is issued, NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT AND THE ARCHITECTURAL REVIEW BOARD.**