



Pre-Existing Certificate of Occupancy Application and Checklist

Pre-Existing uses are established pursuant to Chapter 70-30 of the Village Code.

In order to obtain a Pre-Existing Certificate of Occupancy for a building structure or use that existed prior to May 18, 1953, it is necessary to give the following information:

- (1) An original survey that accurately depicts all of the buildings and structures on the property as of application date.
- (2) Sworn affidavits before a Notary Public of proof that the building(s) or structure(s) and the use(s) on the property existing prior to the enactment of Zoning, which is May 18, 1953. Typical information submitted as proof of a Pre-Existing use are:
 - (A) Affidavits by persons familiar with the property documenting continuous specific uses, buildings, and structures on a property from prior to May 18, 1953, to the present (See Page 4).
 - (B) Copies of leases and other agreements documenting uses and structures at specific time periods.
 - (C) Assessor's records.
 - (D) Any other information which conclusively proves a continuous chain of Pre-Existing use.

NOTE: Pre-Existing Certificate of Occupancies are granted based on conclusive evidence of continuous use from prior to May 18, 1953, through the current date. Applicants who unable to provide adequate documentation will be denied.

- (3) A Certificate of Occupancy request for a non-conforming commercial use or multiple occupancy use must be submitted with a floor plan drawn to quarter-inch scale which accurately depicts the layout and areas of use throughout the building.
- (4) Smoke Alarm and Carbon Monoxide Detector Affidavit (if applicable) (See page 5)
- (5) Suffolk County Tax Map Number and Street Address.
- (6) Owner(s) Authorization (if applicable) (See page 6)
- (7) Cash or check for \$100.00 made payable to the Village of Westhampton Beach.
- (8) Application must be completed in its entirety.



Incorporated Village Of Westhampton Beach
 DEPARTMENT OF BUILDING AND ZONING
 165 Mill Road
 Westhampton Beach, New York 11978
 (631) 288-3478 – Fax (631) 288-4332

PAUL HOULIHAN
 Building & Zoning Administrator

BRIDGET NAPOLI
 Ordinance Enforcement Officer

WILLAM HART
 Fire Marshal

Pre-Existing Application

This cover sheet **MUST** be completed before a Pre-Existing Certificate of Occupancy application can be accepted.
 (Please type or print all information below)

NOTE: All issued Pre-Existing Certificate of Occupancies will be mailed to the homeowner, please be sure the correct mailing address is listed.

Suffolk County Tax Map No.: 905- _____ - _____ - _____

PART I: OWNER INFORMATION

Property Location: _____, Westhampton Beach

Owner(s) of Record: [Full Name]: _____

Home Phone #: () _____ Work Phone #: () _____ Cell Phone #: () _____

Email Address: _____

Mailing Address of Owner(s) : _____

City, State, Zip Code: _____

Corporate Officer / Partner's Name (if applicable): _____

PART II: AGENT INFORMATION

Agent Responsible (if applicable) _____

Work Phone #: () _____ Cell Phone #: () _____ Email: _____

Mailing Address of Agent: _____

City, State, Zip Code: _____

Telephone Number of Person to Contact if any problems arise: _____

For Official Use Only

Field Inspectors Findings: _____

Field Inspector Signature

Approved for Pre-Existing Certificate of Occupancy On: _____

Property Use and Structures Existing Prior to May 18, 1953

Other Structures Approved by the Following Certificates:

Certificate Number

Structure Type



SAMPLE

State of New York)
) ss.:
County of Suffolk)

John Doe, being duly sworn deposes and says:

(1) I reside at 18 Any Street, New York:

(2) I am very familiar with the structures located on the North side of 18 Any Street, New York, as shown on the survey of Rogers & Rogers, dated 6/10/1985 (copy annexed hereto). I have owned said land and structures since 1950 and have had discussions with neighboring property owners and prior owners of the subject premises concerning the construction and use of these buildings. Other sources of my knowledge are as follows:

Deed of property dated 1950, Sworn Affidavit from Davie Jones stating that he helped construct the home in 1950.

(3) All of the structures shown on said survey were fully completed before May 3, 1953, and have remained in their current state without expansion from said date, other than those under Permit A1234. Said structures have been continuously used as a One Family Dwelling since prior to May 18, 1953.

(4) I make this Affidavit knowing full well that the Village of Westhampton Beach Building & Zoning Department will rely upon the facts as stated herein to issue a Pre-Existing Certificate of Occupancy for said structures to John Doe for use as a one-family dwelling.

Signature of Owner:

Sworn to before me this ____ day of _____, 20

Notary Public

SAMPLE



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Smoke Alarm and Carbon Monoxide Detector Affidavit

State of _____)
) ss.:
 County of _____)

I, _____, being duly sworn, deposes and says:
 (Owner / Agent)

(1) I am the _____ of the premises located at Suffolk County Tax Map Number 905 - _____ -- _____ - _____ which is improved by a single-family dwelling.

(2) That smoke alarms are installed in each sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms, and on each additional story of the dwelling, including basements. In addition, wherever building additions or alterations are proposed to the interior of existing buildings which require permits to a one or two family dwelling, such devices shall be required to be directly connected to the lighting circuit of the dwelling unit or sleeping room, with no intervening wall switch, and to have a battery back up.

(3) A carbon monoxide alarm shall be provided in buildings constructed prior to January 1, 2008, on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

I make this affidavit pursuant to New York State Building, Fire and Property Maintenance Code.

Signature of Owner / Agent: _____

Sworn to before me this _____ day
 of _____, 20____

 Notary Public



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Pre-Existing Certificate of Occupancy Authorization

State of _____)
) ss.:
 County of _____)

I, _____, residing at _____
 (Owner Full Name)

being the owner of premises _____, Westhampton
 Beach, New York, 11978. also known as Suffolk County Tax Map Number: 905-_____-_____-_____ .

Hereby authorize _____
 (Agent Full Name)

whose mailing address is: _____

to apply for a ***Pre-Existing Certificate of Occupancy*** for the above-mentioned property located in the Incorporated Village of Westhampton Beach.

Signature of Owner : _____

Sworn to before me this _____ day
 of _____, 20____

 Notary Public