INCORPORATED VILLAGE OF NORTH HAVEN
335 FERRY ROAD
SAG HARBOR, NEW YORK 11963

Phone: 631-725-1378   Fax: 631-725-1120

Application for Re-Issue of a Certificate of Occupancy

This form is to be used when requesting an updated Certificate of Occupancy or after a transfer of ownership.

The following items must be included with your application for it to be considered complete. **Incomplete applications will be returned.**

_____ **$125.00 check** made payable to the Village of North Haven

_____ **Current survey** (dated within 1 year of submitting your application to the Village) Survey must include lot coverage and clearing percentages. An electronic copy must also be provided if survey is larger than 11"x17"

_____ **Copy of deed** (required if you are a new owner)

Inspections will be scheduled once applications are accepted by the Building Department.

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Location: _____

Map No: 901: **Section:** _____**Block:** _____ **Lot:** _____

Owner of Premises _____

Phone: _____ **Email:** _____

Mailing Address: _____

Please complete the following information:

Current Survey Date_____ Prepared by_____

Number of Bedrooms_____ Number of Bathrooms_____

Finished Basement _____Yes _____No Finished Attic Space _____Yes _____No

Garage_____ Attached_____ Detached - Was It Converted to Living Space? _____

Please check the following accessory structures that are on your property and size (square or linear footage):

Deck(s) _____Patio(s)_____Terrace(s)_____

Studio(s)_____   Tool Shed(s)_____Pool House_____

Swimming Pool_____   Tennis Court_____ Cabana_____

Deer Fence_____ Pool Fence_____ Dock/Bulkhead_____

Other (describe)_____

_____
Applicant/Agent

STATE OF NEW YORK   )
                          :   ss.:
COUNTY OF_____)

On the _____day of _____, 20_____ before me, the undersigned personally appeared
_____ _____, personally known to me or proved to me on the
basis of satisfaction evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument
and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by
his/her/their signature(s) on the instrument, the individual(s) acted, executed the instrument.

_____
Notary Public