DEMOlITION PERMIT

Instructions For Demolition Permits – INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Read and Submit the Following:

a. Application Checklist
b. Affidavits
c. Sign “Call Before You Dig Form”
d. Read and Follow Instructions for a Service Disconnect
e. Complete Asbestos Survey
f. Read & Sign Erosion Control and Fence Guidelines. (It will be your responsibility to schedule a fence and hay bale inspection prior to demolition.);

2. A $100 Application Fee must accompany the application;

3. Prior to demolishing a building: water service, gas service, sewer lines and electric service lines shall all be disconnected;

4. Submit Proof of Insurance (Certificate of Liability Insurance naming the Village of Manorhaven as additionally insured, Worker’s Compensation and a Bond Check) to the Building Department;

5. Before demolition commences, all oil storage tanks, either above or in ground, shall be emptied of all product and removed from the site;

6. Before demolition commences, an approved construction fence must be installed surrounding the site and all erosion control (hay bales & silt fence) must be installed.

7. Before demolition commences, obtain a Certification Letter from the Health Department (this remains valid only 10 days prior to demolition)

<table>
<thead>
<tr>
<th>LIST</th>
<th>Not Part of Application</th>
<th>Requires Street Opening</th>
<th>Disconnect Date</th>
<th>Letter Submitted</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Board of Health Letter</td>
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<td>Water Service</td>
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<td>Sewer Connection</td>
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<td>Oil Tank Removal</td>
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<td>Asbestos Removal</td>
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<tr>
<td>Erosion Control</td>
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</table>
DEMOLITION PERMIT APPLICATION & CHECKLIST

Date Received: ____________________

Project Section _____ Block _____ Lot(s) _________ Application/Receipt # ____________________

Zoning: ____________ Permit # ___________ Permit Fee: ____________________________

OWNER INFORMATION:

Property Location: ________________________________________________________________________

Owner of Record: ________________________________________________________________________

Address ________________________________________________________________________________

City, State, Zip: ________________________________________________________________________

Work Phone: __________________ Cell Phone: _____________________ Email: ___________________

AGENT INFORMATION:

Agent Responsible for Proposed Work: ________________________________________________________

Address ____________________________________________________________

City, State, Zip: ________________________________________________________________________

Work Phone: __________________ Cell Phone: _____________________ Email: ___________________

This application is made with the understanding that I agree to save the Village of Manorhaven harmless from any liability for any reason or for any injury to persons or property as a result of negligence or otherwise in connection with this demolition.

Owner or Applicant’s Signature: __________________________________ Date: ___________________

<table>
<thead>
<tr>
<th>Building Dept. Checklist</th>
<th>Rec’d/Completed</th>
<th>Initials</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>$100 Application Fee</td>
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<tr>
<td>Affidavits</td>
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<tr>
<td>Certificate of Liability Form</td>
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<td>Worker’s Compensation Form</td>
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<td>Bond Check</td>
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<td>Soil Erosion Form</td>
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<td>Before you Dig Form</td>
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<tr>
<td>Copy of Health Dept. Certificate</td>
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<tr>
<td>Asbestos Report, Photo ID &amp; Certification</td>
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<tr>
<td>Inspection of Fence &amp; Hay Bails</td>
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</table>
One of the following affidavits must be completed:  

Project Section _____ Block______Lot(s)_____

Affidavit to be completed by Owner other than Corporation

STATE OF NEW YORK
COUNTY OF NASSAU

____________________________ being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application, that I authorize the below listed agent to make this Demolition Permit Application, and that the statements contained therein are true to the best of his knowledge and belief.

___________________________
Signed

Sworn to me this_________ day of_______________ 20______

____________________________
Notary Public

Affidavit to be completed by Corporation Owner

STATE OF NEW YORK
COUNTY OF NASSAU

____________________________ being duly sworn, deposes and says that the listed Corporation is owner in fee of the described property and authorizes the below listed agent to make this application for the attached Demolition Permit Application, and that the statements contained therein are true to the best of his knowledge and belief.

___________________________
Signed

Sworn to me this_________ day of_______________ 20______

____________________________
Notary Public
Affidavit to be completed by Agent of Owner

STATE OF NEW YORK
COUNTY OF NASSAU

_______________________ being duly sworn, deposes and says he is the agent named in
the foregoing Demolition Permit Application, that he has been duly authorized by the owner in fee to
make this application and that the foregoing statements contained therein are true to the best of his
knowledge and belief.

___________________________
Signed

Sworn to me this_________ day of_______________ 20______

____________________________
Notary Public

BEFORE YOU DIG... YOU MUST CALL
THE LONG ISLAND ONE CALL CENTER
1-800-272-4480
IT’S THE LAW! TWO TO TEN DAYS BEFORE YOU DIG YOU MUST
NOTIFY THE ONE CALL CENTER AND ARRANGE FOR A MARK
OUT OF ALL UTILITIES!!

I certify that prior to starting any excavation work I will notify the One Call Center and arrange for a mark out of all
utilities. In addition, I agree to hold the Incorporated Village of Manorhaven harmless from any injury to persons or
property caused by negligence or otherwise in connection with demolition or excavations during the length of the
proposed project. In the event that a dumpster is required, I will notify the Building Department and file for a permit.
I will ONLY use a dumpster carrier certified and insured with the Village of Manorhaven.

By signing my name, I, ______________ certify that I have read the above notice and agree to abide by the
terms for project address ____________________________________.

STATE OF NEW YORK
COUNTY OF NASSAU
Sworn to before me this _________ day of ______________, 20 _____

Signed _________________________________

Notary Public ________________________________ Commission Expires ______________________
PORT WASHINGTON WATER DISTRICT
SERVICE DISCONNECT

Any property owner wanting to demolish a structure located in the Port Washington Water District must have the water service disconnected at the main under the District’s Rule & Regulations.

BEFORE ANY SERVICE CAN BE DISCONNECTED:

Owner Must:
- Submit Owner Authorization Form
- Submit a Road Opening Permit
- Establish a plumber at owner’s expense
  1. Plumber must be licensed with the Village of Manorhaven/Town of North Hempstead
  2. Plumber must be bonded with the District for $10,000
- Pay for any water usage on the water meter

AFTER OWNER SUBMITS ALL PAPERWORK AND PAYS ALL FEES
48 HOUR NOTICE NEEDED

- Owner must schedule disconnect date at least 48 hours in advance
- Water district will mark out water main and service
- Water District will remove meter
- Plumber digs over main
- Plumber removes curb box and/or pit assembly
- If there is a pit:  a. Water District will remove pit cover;  b. Plumber must fill with dirt
- Water District shuts off corporation cock
- Water district will cut and cap water service from main
- Plumber must backfill.

AFTER ALL WORK IS COMPLETED:

The Water District will issue a letter of disconnect for the owner to present to the Village of Manorhaven/Town of North Hempstead

Please contact the District Office with any questions:

Phone: 516-767-0171
Fax: 516-767-1145
BUILDING ALTERATION & NEW CONSTRUCTION
SOIL & EROSION CONTROL REQUIREMENTS

NOTE: It is prohibited to allow the discharge of fluids containing sediments into municipal streets, catch basins or waterways.

All construction sites will provide and maintain protection as soon as the soil is exposed to erosion. Perimeter controls consisting of staked hay bales and silt fence shall be immediately installed before demolition and maintained throughout the construction process until after demolition has been completed.

In an effort to control non-point source pollution, erosion and sediment during construction or landscaping and to prevent water run-off from carrying sediment and/or harmful chemicals into the streets and then into the bay, the Village requires the following practices:

1. Disturbed soils shall be stabilized as soon as possible with temporary vegetation and/or mulching. Permanent vegetation shall be established as soon as possible after the utilities are completed and the structure is enclosed; or within a time frame specified on the building permit.

2. The general contractor shall be responsible to maintain Village streets free from water run-off. The streets immediately adjacent to the property shall be kept free from any mud or sediments that are inadvertently carried into the street by vehicles exiting the construction site. The general contractor shall immediately clean the street.

3. Should you fail to comply, you will be issued a Notice of Violation and/or Summons. If you are found guilty, you will be subject to a fine not to exceed $1000 for the first offense and/or imprisonment not to exceed 15 days.

By signing this document, I certify that I have read the above statements and agree to abide by the terms.

________________________________________  ________________________
SIGNATURE                                     DATE
Figure 5A.7
Straw Bale Dike

CONSTRUCTION SPECIFICATIONS

1. BALES SHALL BE PLACED AT THE TOE OF A SLOPE OR ON THE CONTOUR AND IN A ROW WITH ENDS TIGHTLY ABUTTING THE ADJACENT BALES.

2. EACH BALE SHALL BE EMBEDDED IN THE SOIL A MINIMUM OF (4) INCHES, AND PLACED SO THE BINDINGS ARE HORIZONTAL.

3. BALES SHALL BE SECURELY ANCHORED IN PLACE BY EITHER TWO STAKES OR RE-BARS DRIVEN THROUGH THE BALE. THE FIRST STAKE IN EACH BALE SHALL BE DRIVEN TOWARD THE PREVIOUSLY LAID BALE AT AN ANGLE TO FORCE THE BALES TOGETHER. STAKES SHALL BE DRIVEN FLUSH WITH THE BALE.

4. INSPECTION SHALL BE FREQUENT AND REPAIR REPLACEMENT SHALL BE MADE PRONTLY AS NEEDED.

5. BALES SHALL BE REMOVED WHEN THEY HAVE SERVED THEIR USEFULNESS SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.

ADAPTED FROM DETAILS PROVIDED BY USDA - NRCS,
NEW YORK STATE DEPARTMENT OF TRANSPORTATION,
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION,
NEW YORK STATE SOIL & WATER CONSERVATION COMMITTEE

STRAW BALE DIKE
DEMOLITION ASBESTOS BUILDING SURVEY

An inspection by a licensed asbestos abatement company shall be required prior to the issuance of a demolition permit. The inspection shall determine if any significant amounts of airborne asbestos or asbestos containing materials have the potential to be released during demolition. Suspect materials shall be sent to a laboratory for analysis. If asbestos is found to be present, all locations shall be mapped out (as per 12 NYCRR § 56 - 1.9 - b, c, d and e).

Has asbestos been found at the site?  □ YES □ NO

Date of survey: _____________________________

Address of Survey: ___________________________________________________________________

Owner of Building: ___________________________________________________________________

Owner's Address: ___________________________________________________________________

Owner's Phone: _____________________________ Email: ______________________

Demolition Contractor: ___________________________________________________________________

Contractor Phone: _____________________________ Email: ______________________

Asbestos Abatement Contractor: ___________________________________________________________________

PLEASE PROVIDE: a copy of the Contractor ID and Asbestos Removal Certification

Contractor Phone: _____________________________ Email: ______________________

Abatement Contractor License Number: _____________________________

Name of Laboratory: ___________________________________________________________________

Submit Laboratory Report: ___________________________________________________________________

Date Submitted: _____________________________
## Demolition Application

**Property Usage**
- Residential  
- Industrial  
- Commercial  
- Mixed Use (Describe)

### Disconnect Information

<table>
<thead>
<tr>
<th>Water</th>
<th>Electric</th>
<th>Gas</th>
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<th>Fuel Oil Tank</th>
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### Fuel Oil Tank(s) Information

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<tr>
<th>Underground Tank(s)</th>
<th>Aboveground Tank(s)</th>
<th># of Tanks</th>
<th>Tank Size</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Yes</td>
<td>No</td>
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<td>No</td>
<td>Yes</td>
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<td>No</td>
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</table>

### Ground Disturbance on Property Prior to the Rodent Free Inspection

**ANY WORK DONE** on Property PRIOR to this APPLICATION?  
- **YES** 
- **NONE**

**LIST** The GROUND DISTURBANCE WORK done on the Property:

**Access and Safety**

**ANY Construction Gates/ Barriers** surrounding Property that can prevent entry to property?  
- **YES**  
- **NO**

**NEED** a KEY OR LOCK CODE to enter?  
- **YES**  
- **NO**

**LIST** Location of the KEY - or -  
**LIST** Lock Code for entry:

**Is it SAFE** to walk around Property, Building(s) or Structure(s)?  
- **YES**  
- **NO**

**LIST** ALL Physical Hazards on the Property:

Continue to PAGE 2
Any person, firm or corporation that violates Nassau County Public Health Ordinance, ArticleVII, Section 13, by demolishing any building(s) and/or structure(s) on the above referenced property without obtaining a Rodent Free Certificate issued by the Nassau County Department of Health, WILL be subject to enforcement action by this Department.

APPLICANT ACKNOWLEDGES THE FOLLOWING:

1) NO demolition work can begin without an inspection of the property, including the exterior of all structures on the premises and grounds by a Nassau County Department of Health representative to determine if there is rodent activity. If rodent activity has been identified on the property, then extermination by a New York State licensed exterminator is required to prevent the spread of rodents throughout the neighborhood. No work can be started until extermination is complete.

2) Building(s) / structure(s) on this property must be intact and the land must remain in an unaltered state for the inspection to take place. If any work is done on the property that results in ground disturbance BEFORE the inspection takes place, then the inspection is deemed INVALID and the Rodent Free Certificate will not be issued by the Nassau County Department of Health.

3) The issued Rodent Free Certificate is valid for ten (10) days from the date of inspection of the property. Demolition of the building(s) and/or structure(s) on the premises MUST be completed within ten (10) days from the date of issuance of certification by the Department of Health.

4) PENALTIES*

Any person, firm or corporation that violates Nassau County Public Health Ordinance, ArticleVII, Section 13, by demolishing any building(s) and/or structure(s) on the above referenced property without obtaining a Rodent Free Certificate issued by the Nassau County Department of Health, WILL be subject to enforcement action by this Department.

ACKNOWLEDGEMENT SIGNED (BELOW):

APPLICANT
PRINT NAME: ____________________________

APPLICANT SIGNATURE: __________________ DATE: ____________

TITLE: ____________________________