

VILLAGE OF SHOREHAM

INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF EXISTING USE

The application package is online at: www.shorehamvillage.org

Please read / review / print documents herein. Thank you in advance. You will need:

CERTIFICATE OF EXISTING USE

A Certificate of Existing Use is issued for building and structures that were built before enactment of the Village of Shoreham's Zoning Code on July 30, 1927.

THE FOLLOWING IS REQUIRED:

1. Application for Certificate of Existing Use.
2. Owner's Affidavit, completed, (signed by owners only) and notarized.
3. Smoke and Carbon Monoxide Affidavit completed, (signed by owners only) and notarized.
4. Transactional Disclosure, completed and signed by owners only.
5. Copies of all other Certificates of Occupancy and/or Building Permits.
6. One (1) original updated current survey. The survey **must** show everything that is on the property as of today. It must be signed and sealed by a licensed surveyor. **Photocopies will NOT be accepted.**
7. If owner is deceased - a copy of the Letters Testamentary is required.
8. Proof that the structure(s) existed **prior** to the relevant date below. (see acceptable proofs below)
9. Photographs of all sides of all structures on the property.

For a SINGLE FAMILY DWELLING: You may apply for this Certificate of Existing Use by submitting legal proof that the structure was constructed prior to July 30, 1927.

PROOF MAY BE ONE OR MORE OF THE FOLLOWING:

- A) Certified Tax Search showing the buildings being assessed on the property **prior** to applicable date as stated above.
- B) Original survey dated **prior** to the applicable date as stated above.
- C) Original New York Board of Fire Underwriters Certificate dated **prior** to the applicable date as stated above. (Buildings only)
- D) Other proof (i.e. Certificate of Occupancy for an addition to the structure; deed that specifically identifies the buildings on the property; newspaper articles; developer dated photographs) etc., - all dated **prior** to the applicable date as stated above.
- E) Notarized Affidavits from two (2) neighbors attesting to the fact that the building(s) have existed **prior** to the applicable date stated above.

Incorporated Village of Shoreham
80 Woodville Road, P.O. Box 389
Shoreham, New York 11786
www.shorehamvillage.org

**VILLAGE OF SHOREHAM
Building Department**

80 Woodville Road, P.O. Box 389
Shoreham, New York 11786

**APPLICATION FOR A CERTIFICATE OF EXISTING USE
WITH OWNER AFFIRMATION**

Property Address: _____ Date: _____

District 207 , Section _____ , Block, _____ , Lot(s) _____ .

Owner Information:

Name: Last _____ First _____

Owner's Address (if different from above) _____

Phone No: _____ Email address _____

Applicant Information:

Name: Last _____ First _____

Address: _____

I (Owner's Name) _____ hereby apply to the Village of Shoreham for a Certificate of Existing Use: I certify that, to the best of my knowledge, the subject building was constructed prior to July 30, 1927 based upon the proof and supporting evidence I submit with this application. Should it be determined by the Building Commissioner that the existing configuration is not supported by evidence provided as having been constructed prior to July 30, 1927, I shall prepare applications to maintain the structure(s) on the property as they exist in the current configuration.

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

I _____ deposes and says that I reside at _____ that I am the owner in fee of all certain lots, parcels of land shown on the attached survey District 207, Section____, Block____, Lot(s)____, situated, lying and being within the Village of Shoreham; that I have read, understand and agree with the Owner's Affirmation as herein stated; and that I hereby make this application myself or I name(s) _____ as my representative to file this application on my behalf.

Personally appeared before me the above named _____ personally known to me, who being duly sworn, deposes and says that he/she executed the above instrument and that the statement and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

VILLAGE OF SHOREHAM

Building Department

80 Woodville Road, P.O. Box 389

Shoreham, New York 11786

www.shorehamvillage.org

SMOKE DETECTOR AND CARBON MONOXIDE AFFIDAVIT

Date: _____

Property Address: _____

District 207, Section _____, Block, _____, Lot(s) _____.

STATE OF NEW YORK)

: ss:

COUNTY OF SUFFOLK)

I, _____, residing at _____

affirm under the penalty of perjury that there is an operating smoke detector installed in a location that will make it clearly audible in each bedroom or any other room used for sleeping purposes, with intervening doors closed, and audible in adjacent living areas in the residence for which I am applying for a Certificate of Existing Use. I further affirm the penalty of perjury that there is an operating carbon monoxide alarm in any room, including a basement or crawl space, where an appliance exists that may produce carbon monoxide and an operating carbon monoxide alarm with fifteen (15) feet of any sleeping area on all stories of the residence.

I hereby certify under penalty of perjury that I am acting on my own behalf and that the foregoing statements are true and correct to the best of my knowledge and belief.

(Signature of Affiant)

Personally appeared before me the above named, _____ personally known to me, who being duly sworn, deposes and says that he/she executed the above instrument and the statement and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

VILLAGE OF SHOREHAM
TRANSACTIONAL DISCLOSURE FORM
(Conflict of Interest Disclosure)

This Transactional Disclosure form is required to be submitted by an applicant for certain applications submitted to the Village of Shoreham. The purpose of the disclosure is to alert the Village if a party of influence has an interest in this application, or if someone within the Village who will participate in any decision making process has an interest in the application.

Name _____

Address _____

Phone _____ Fax _____ Email _____

This form is for: () An Individual () A Corporation () A Partnership () Other

Nature of Application:

() Building Permit () Demolition () Variance () Tax Grievance () Change of Zoning

() Platt Approval () C of EU () Amendment () Exemption () Bidding

Affected parcel (address) _____

Does any elected officer, appointed official or employee of the Village of Shoreham or his/her spouse, brother, sister, parent, child, grandchild or spouse of any of them, have an interest in this application by virtue of being the actual applicant, being the owner of the actual property or having an interest in the corporation, partnership or association making such application? **Yes** () **No** ()

If NO, Please go to Section 4, sign and date.

If YES, Please complete the appropriate section below.

Section 1- For an Individual:

Interested Party:

Name _____

Address _____

Section 2 - For a Corporation:

Interested Party:

Name _____

Address _____

Title _____ Department _____

Relationship to elected officer, appointed official or employee, if other than Self: _____

Yes () No () Is the owner of greater than five percent (5%) of the corporate stock of the application when the applicant is a corporation whose stock is publicly traded?

Yes () No () The actual applicant,

Yes () No () An Officer, Director, Partner, or Employee of the applicant, or

Yes () No () Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

Section 3 - For a Partnership or Association:

Interested Party:

Name _____

Address _____

Title _____ Department _____

Relationship to elected officer, appointed official or employee, if other than Self: _____

Yes () No () Does the owner hold five percent (5%) interest of publicly traded shares?

Yes () No () The actual applicant,

Yes () No () An Officer, Director, Partner, or Employee of the applicant, or

Yes () No () Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

SECTION 4 - ALL APPLICANTS, PLEASE FILL OUT BELOW, SIGN AND DATE:

Name (print) _____ Date _____

Signature _____

**Incorporated Village of Shoreham
Building Department
80 Woodville Road, Box 389
Shoreham NY 11786
www.shorehamvillage.org**