PROCEDURE FOR FILING AN APPLICATION FOR A FENCE OR WALL PERMIT

A permit is required for the construction, installation, or alteration of any fence or wall.

All applications for a fence and/or wall permit <u>MUST</u> be approved by the Board of Architectural Review <u>PRIOR</u> to the issuance of a permit. Said Board of Architectural Review meets on the <u>1ST AND 3RD</u> <u>TUESDAY</u> evening at 8:00 P.M. with the exception of July and August when they may only meet once during each of those periods.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector when to attend the B.A.R. meeting.

The application shall be <u>filled out completely and legibly</u> with three sets of plans containing the following information:

- 1. Elevation drawings of the fence or wall. Literature, cut sheets, and/or samples from the manufacturer are sufficient for fence elevations.
- 2. Survey of property and structures thereon showing the location of the proposed fence or wall.
- 3. Topographical information.
- 4. Photographs of the site where the fence or wall is proposed; minimum of three (3).
- 5. One photograph showing the front of building and/or property.
- 6. One photograph of each adjacent structure as taken from the street and center line of said structure.
- 7. One photograph of each neighboring property that the fence and/or wall will impact.
- 8. All plans shall be drawn in a professional manner so as to comply with the New York State Education Law.
- 9. For walls over 4 feet in height, plans must be signed and sealed by a licensed architect or engineer.
- 10. The complete address and telephone number of the applicant, property owner, architect, engineer, and contractor. Note: If the applicant is not the owner, a letter of permission from the property owner is required.
- 11. Application must be accompanied by the **<u>REQUIRED \$75.00 FILING FEE.</u>**

A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The applicant or a representative is <u>required to</u> attend the Board of Architectural Review meeting. The installer of new fences and similar structures must be present when the Board of Architectural Review examines the applications.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.

VILLAGE OF ARDSLEY BUILDING DEPARTMENT 507 ASHFORD AVENUE ARDSLEY, NEW YORK 10502 Phone: 914-693-6961 Fax: 914-693-3706

APPLICATION #:					
PERMIT #:					
ISSUE DATE:	PERMIT FEE:				
 I/We do hereby make application for a perf () Install a Fence () Install a Wall () Replace a fence () Replace a wall 	() Repair a fence () Other				
Description of work:					
Cost of Work:(Note: The cost of work shall include all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis) In accordance with the following statements, the specifications and plans herewith submitted and made part of this application, I (or We) do hereby certify that the construction, alteration or demolition will comply with all provisions of the New York State Uniform Fire prevention and Building Code, the Building Code and Zoning Code of the Village of Ardsley, the regulations of the Health Departments of Westchester County and the State of New York, and other applicable laws, whether specified herein or not. This application will be abandoned in 6 months after the application date, unless before that date, a permit shall have been issued.					
Signature of Property Owner	Signature of Person making Application				

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Street Address of Proposed Work		
Parcel ID #: SectionSub Sec	EBlockLot	Zoning District
Property Owner (print name)		Phone #
Address of owner:	City:	State:Zip:
Property Lessee (print name)		Phone #
Address of lessee:	City:	State:Zip:
Applicant (print name)		Phone #
Address of applicant	City:	State:Zip:

Use of Building	Number of Familie	esLo	ot Area		
Height of Fence or Wall	Type of Fence or Wall				
Location of fence on property (ex					
Distance from front line					
Distance from left side line	ft. Dista	ance from rear line		ft.	
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Who will supervise the work:		(c	ontractor, builder	r, architect, etc.)	
Architect (print name)			Phone #		
Address of architect:			License #		
City:		State:	Zip:		
Engineer (print name)			Phone #		
Address of engineer:			License #		
City:		State:	Zip:		
Contractor (print name)			Phone #		
Contractor Address:		_City:	State:	Zip:	
Westchester County Home Improvement License #		Expiration date			
TYPE OF INSURANCE	POLICY #	EXPIRATION	INSURANO	CE COMPANY	
Workmen's Compensation Disability Benefits Insurance General Liability					
NOTE: Applicant must furnish of permit.	Certificates of Insur	ance evidencing the a	bove coverage j	prior to issuance	

I WILL BE USING VEHICLES IN EXCESS OF 10 TONS. YES_____ NO_____