

INC. VILLAGE OF UPPER BROOKVILLE

24 Wolver Hollow Road, Glen Head, NY 11545

(516) 624-7715 ext. 3

buildingdept@upperbrookville.org

REQUIREMENTS FOR TENNIS/SPORTS COURT PERMIT – NO LIGHTING ALLOWED

Proof of ownership such as deed or tax bill.

Permit application form – (2 copies)

Survey showing all structures on property including the proposed structure dimensioned from all property lines. 3 copies

Topographical Survey & Erosion Control Plan if in or near a sloped area. 3 copies

Three copies of landscape plan. NOTE: 20' buffer area may not be disturbed as per Village Code Section 205-12 E.

Tree Permit is necessary if removing any trees over 6" in diameter and 2 copies of survey map with location of trees (type & size) to be removed.

Nassau County Tax Assessors form.

Filing Fees:

Architectural Site Plan Review due with filing - \$110.

Engineering Deposit - \$1,500

Permit Fees due when permit is approved as noted below:

60' x 120' maximum - \$2,000 30' x 60' maximum - \$1,000

plus \$100.00 Certificate of Completion Fee

Contractor Requirement

Copy of Nassau County License

Insurance Certificate for Worker's Compensation – C-105.2 or U-26.3

Liability Insurance – Accord Form

Disability Insurance – DB120.1 Form

- All forms must note Village as Certificate Holder – address above.

Note: Once the building permit is issued, NO CHANGES ARE PERMITTED WITHOUT PRIOR APPROVAL BY THE BUILDING DEPARTMENT AND THE ARCHITECTURAL REVIEW BOARD.