



CERTIFICATE OF EXISTING USE

Certificates of Existing Use are issued for structures for which there are NO RECORD at the Village of Mastic Beach.

THE FOLLOWING IS REQUIRED:

1. Application for Certificate of Existing Use.
2. Owner's Affidavit...completed, signed by owner(s) only and notarized.
3. Smoke Affidavit...completed, signed by owner(s) and notarized.
4. Copy of Tax Bill.
5. Disclosure Affidavit...completed and signed by owner(s) only.
6. Copies of all other Certificates of Occupancy and/or Building Permits.
7. One (1) original updated survey, this means the survey will show everything that is on the property as of today. **Photocopies will NOT be accepted.**
8. If owner is deceased – a copy of the Letters Testamentary is required.
9. Proof that the structure(s) existed prior to the relevant date below.
10. **PLANS** – TWO (2) SETS OF FLOOR PLANS; Plans to be a minimum scale of 1/4" to one foot. Plans must demonstrate **each level**; first floor, second floor, cellar for each building/structure including all dimensions, window and door sizes, fireplaces, and uses for each space.
11. Photographs of all sides of all structures on the property.
12. Affidavit of Inspection...completed and signed by owner(s) and notarized.

SINGLE FAMILY DWELLING: You may apply for this certificate by submitting legal proof that the structure was **constructed prior to June 30, 1959.**

TWO FAMILY DWELLING: This certificate requires approval from the Board of Zoning Appeals. This office will provide you with the applicable date for the legal proof requirement.

COMMERCIAL BUILDING: You may apply for this certificate by submitting legal proof that the premises were improved prior to 1959. This certificate also requires a variance from the Board of Zoning Appeals.

PROOF MAY BE ONE OR MORE OF THE FOLLOWING: - **PROOF MUST BE CONCLUSIVE.**

- A) Certified Tax Search showing the buildings only being assessed on the property prior to applicable date(s) as stated above.
- B) Original survey dated prior to the applicable date(s) as stated above.
- C) Original New York Board of Fire Underwriters Certificate 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) – all **dated prior** to the applicable date and approved by the Village of Mastic Beach.

CORPORATION OR LIMITED LIABILITY CORPORATION OWNERS - corporate letter on corporate letterhead with corporate seal and signature giving AUTHORITY to sign applications, and to act on behalf of the corporation.

IF NOT THE OWNER – A Power of Attorney is required

Residential fee is \$110.00. Commercial fee is \$165.00. Fees are payable to the Incorporated Village of Mastic Beach by money order, check, or cash payment in person. Applications are accepted between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Department of Building
369 Neighborhood Road, Mastic Beach, New York 11951
Phone 631-281-2326 • Fax 631-772-2432

Incorporated Village of Mastic Beach

Certificate of Existing Use Application

Application Date: _____

Building/House Number ____ N S E W side of _____

Distance _____ N S E W of _____

Hamlet _____, State of New York.

Filed Map Name _____ Section/Block _____ Lot Number(s) _____

Suffolk County Tax Map Numbers: _____

The Certificate of Existing Use is requested for the following structures:

Remarks: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

Office Use Only

Researched by _____

Certificates found: _____

Zone _____

Single & Separate _____

INCORPORATED VILLAGE OF MASTIC BEACH

369 Neighborhood Road, Mastic Beach, NY 11951

Phone 631-772-4368 • Fax 631-772-2432

**VILLAGE OF MASTIC BEACH
TRANSACTIONAL DISCLOSURE FORM
(Conflict of Interest Form)**

A Transactional Disclosure form is required when someone submits certain applications to the Village of Mastic Beach. 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 the decision has an interest. This Disclosure Form must be NOTARIZED.

***Note:** It is required that a copy of this form be sent to the Director of the Board of Ethics.

Name _____ Address _____

City _____ State ____ Zip _____

Telephone _____ Email _____ Fax _____

This form is for:

- An individual A partnership
- A corporation An association

Nature of Application:

- Tax Grievance for non-residential parcel
- Amendment
- Approval of Plat
- License or Permit affecting real property

- Variance
- Change of Zone
- Exemption from Plat or Official Map
- Bidding on contract(s)

Affected parcel (address) _____

Does any officer or employee of the Village of Mastic Beach, member of an executive committee of a political party, 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 Yes, complete the appropriate section below.
If No, sign and date at end of form.

Please complete the following relevant section below:

For individual:

Interested Party:

Name _____ Address _____

City _____ State ____ Zip _____

For corporation:

Interested Party:

Name _____ Address _____

City _____ State ____ Zip _____

Title _____ Department _____

Relationship to Public Officer/Employee and Title, 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.

For partnership or association:

Interested Party:

Name _____ Address _____

City _____ State ____ Zip _____

Title _____ Department _____

Relationship to Public Officer/Employee and Title, if other than Self: _____

Yes ___ No ___ Does the owner hold greater than 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.

ALL APPLICANTS PLEASE FILL OUT BELOW:

Print Name _____ Date _____

Signature _____

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)

Incorporated Village of Mastic Beach

SMOKE DETECTOR & CARBON MONOXIDE DETECTOR AFFIDAVIT RESIDENTIAL

PREMISES LOCATED AT:

STATE OF NEW YORK)

: ss:

COUNTY OF SUFFOLK)

I, _____, residing at _____

_____ certify that there is an operating smoke detector installed in each bedroom, hallway and each level that will make it clearly audible in each bedroom or any other room used for sleeping purposes, with intervening doors closed. I also certify that there is a carbon monoxide detector on each level and within 15 feet of sleeping areas, and any location containing a carbon monoxide source.

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.

(Date)

(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 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)

369 Neighborhood Road, Mastic Beach, NY 11951
631-772-4368
631-772-2432 Fax



INSPECTION AFFIDAVIT

I, _____ (owner) residing at

on this _____ day of _____, 20 __, voluntarily provided my consent and permission to the Building Inspector as an employee of the Village of Mastic Beach, to enter the interior of the residence located at the premises designated, for the purpose of an inspection pursuant to the code of The Village of Mastic Beach, the New York State Building and Fire Prevention Code and the New York State Property Maintenance Code.

Designated premises located at _____

I have read and understand this consent form and swear that it is true.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW, STATE OF NEW YORK.

Signed: _____

Sworn to before me this ____ day
Of _____, 20__

(Notary Public)