



# TOWN of GREENBURGH

## DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607  
(914) 989 - 1560 Fax (914) 993 - 1570  
[www.GreenburghNY.com](http://www.GreenburghNY.com) email: [building@greenburghNY.com](mailto:building@greenburghNY.com)

### **REVISED BUILDING PERMIT APPLICATION** **INSTRUCTIONS & SUBMISSION REQUIREMENTS**

\*Use this form only if you have an open issued building permit\*

#### **REQUIRED FORMS/DOCUMENTATION**

- One original and two copies of application for revised building permit.
- Contractor /Insurance Information (provide insurances as detailed below)
  - Contractor information filled out on application and signed by contractor
  - Copy of **Westchester Home Improvement License** for residential additions/alterations only
  - **Certificate of Liability Insurance** naming the “Town of Greenburgh” as additional insured
  - **New York State Workers Compensation and Disability Insurance** Forms naming “Town of Greenburgh” as “Certificate Holder” or “Entity Requesting Certificate”.  
-ACORD Forms are **NOT** acceptable for Workers Compensation and Disability  
-To obtain more information please visit the New York State Workers Compensation Board’s Website at [www.WCB.NY.GOV](http://www.WCB.NY.GOV)
  - **Homeowner acting as general contractor**
    - Submit declaration page of homeowner’s insurance policy with rider detailing proof of coverage for proposed project
    - Submit form BP-1 *Affidavit of Exemption to Show Specific Proof of Workers’ Compensation Insurance Coverage for a 1- 4 Family*, **Owner-occupied Residence only** if they meet the criteria outlined in the form along with a copy of the declarations page of their homeowner’s insurance. If owner does not occupy the property, please see requirements above for workers compensation and disability insurance
- If applicable, one original and two copies of the **REVISED ZONING COMPLIANCE FORM** completed by NYS licensed architect or engineer
- If applicable, REVISED Steep Slopes/Wetlands Clearance Forms
- If applicable REVISED Town Engineer Stormwater Management Control Permit (as required by Town Engineer)

#### **REQUIRED PLANS**

- Three (3) complete sets of plans with original signature and seals of a New York State licensed architect/engineer, with revised areas noted on plans. Minimum plan size is 18” x 24”
- Three (3) copies of a revised survey / site plan (if revision involves exterior revisions)

#### **FEES REQUIRED UPON SUBMISSION OF APPLICATION**

- Revision Fee .....\$ 18.00/per \$1,000 of Cost of Revised Construction Work (ROUND UP)

#### **OTHER IMPORTANT INFORMATION**

-Do not plant landscaping in the Town’s right-of-way

-Dig Safely New York – 1-800-962-7962 or [www.digsafelynewyork.com](http://www.digsafelynewyork.com) before you dig



-Please contact the Department of Public Works/Engineering at 914-989-1580 to inquire if the following permits are required; Right-Of-Way, Street Opening, or Fill. (Please note that if your project requires a permit from DPW it must be procured prior to issuance of the Building Permit)



# TOWN OF GREENBURGH

## APPLICATION FOR BUILDING PERMIT REVISION

<b>Fees</b>	<b>~OFFICE USE ONLY~</b>	<b>Submission Date</b>
Revision Fee: _____	Permit Number: _____ Revised application and plans are approved for permit issuance: _____	
Payment Form: CK CR MO	Town of Greenburgh Building Inspector	

### SUBJECT PROPERTY INFORMATION

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Apartment #: \_\_\_\_\_ Floor # \_\_\_\_\_ Suite # \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Zoning District \_\_\_\_\_

### OWNER/LESSEE INFORMATION

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTRACTOR INFORMATION

Builder's or Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

**I hereby agree to perform all work in accordance with the plans submitted in support of this application and further agree to submit revised plans/permit for any changes to the approved plans.**

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

### DESIGN PROFESSIONAL INFORMATION

Registered Architect: \_\_\_\_\_ Professional Engineer: \_\_\_\_\_

Address : \_\_\_\_\_ Address : \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Telephone Number : \_\_\_\_\_

N.Y.S. License Number : \_\_\_\_\_ N.Y.S. License Number : \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Revised STEEP SLOPES CLEARANCE #: \_\_\_\_\_ WETLANDS CLEARANCE # \_\_\_\_\_ STORM WATER #: \_\_\_\_\_

### DESCRIPTION OF REVISION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONSTRUCTION COST OF PROPOSED REVISED WORK \$ \_\_\_\_\_



**ZONING COMPLIANCE FORM - REVISED**

This form must be completed, signed and sealed by the design professional

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_ Zoning District: \_\_\_\_\_



<b>COVERAGE REQUIREMENTS</b>			
	<b>PERMITTED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>LOT AREA (IN SQ FT)</b>			
<b>BUILDABLE LOT AREA - (IN SQ FT)</b>			
<b>PRINCIPAL BUILDING COVERAGE (IN PERCENT)</b>			
<b>IMPERVIOUS SURFACE COVERAGE</b> see definition on reverse (IN PERCENT)			
<b>TOTAL GROSS FLOOR AREA (FAR) see</b> definition on reverse (IN SQ FT)			
<b>YARD SETBACK - PRINCIPAL STRUCTURE</b>			
	<b>PERMITTED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>FRONT (IN FEET)</b>			
<b>ONE SIDE (IN FEET)</b>			
<b>TOTAL OF TWO SIDES (IN FEET)</b>			
<b>REAR (IN FEET)</b>			
<b>YARD SETBACK - ACCESSORY STRUCTURE</b>			
	<b>PERMITTED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>TO PRINCIPAL BUILDING (IN FEET)</b>			
<b>SIDE (IN FEET)</b>			
<b>REAR (IN FEET)</b>			
<b>PARKING/DRIVEWAY SETBACKS</b>			
	<b>PERMITTED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>TO PRINCIPAL BUILDING (IN FEET)</b>			
<b>FRONT (IN FEET)</b>			
<b>ONE SIDE (IN FEET)</b>			
<b>TOTAL OF TWO SIDES (IN FEET)</b>			
<b>REAR (IN FEET)</b>			
<b>HEIGHT, PARKING SPACES, LOADING AREA</b>			
	<b>PERMITTED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
<b>TOTAL PARKING SPACES</b>			
<b>LOADING AREA</b>			
<b>BUILDING HEIGHT (IN FEET) see reverse</b>			
<b>NUMBER OF STORIES</b>			
<b>TOTAL HEIGHT (IN FEET)</b>			

**IMPERVIOUS SURFACES, GROSS COVERAGE** -- The sum of the horizontal area of coverage or footprint of all buildings, structures, paved areas, patios and other improved surfaces on a lot preventing natural runoff to percolate into the soil, measured in square feet. Areas paved with gravel, crushed stone and other materials used to support vehicles shall be considered impervious surfaces for the purposes of this chapter. Swimming pools and tennis courts that are unenclosed shall not be considered impervious surfaces for the purposes of this chapter. [Added 7-8-1987 by L.L. No. 3-1987]

**FLOOR AREA, GROSS (MULTIFAMILY AND NONRESIDENTIAL)** -- The sum of the horizontal area of all stories of a building, measured from the exterior faces of exterior walls, or, in the case of a common wall separating two buildings, from the center line of such common walls, but excluding unenclosed porches, porticoes, balconies, raised platforms, roof overhangs, gutters and chimneys, and nonhabitable space in a basement devoted to mechanical equipment, accessory storage, parking and/or loading. [Amended 6-11-2003 by L.L. No. 5-2003]

**FLOOR AREA, GROSS (ONE-FAMILY RESIDENTIAL)** -- For all one-family dwellings, the sum of the horizontal area of all stories of a building, measured from the exterior faces of exterior walls. Any interior space with a floor-to-ceiling height in excess of 16 feet shall be counted twice. In calculating the gross floor area of a one-family dwelling, and for the purpose of calculating floor area ratio (FAR), the following shall be excluded: decks; patios; unenclosed porches, porticoes, balconies and raised platforms; roof overhangs; gutters; chimneys; minor accessory structures; and basements and garages in which the surface of the floor above such basement or garage is less than four feet above the average finished grade of the ground adjoining the building. [Added 6-11-2003 by L.L. No. 5-2003]

**FLOOR AREA, LIVABLE** -- All spaces within the exterior walls of a dwelling unit, exclusive of garages, breezeways, unheated porches, cellars, heater rooms and basements having a window area of less than 12% of the square foot area of the room. Usable floor area shall be deemed to include all spaces not otherwise excluded above, such as principal rooms, utility rooms, bathrooms, all closets and hallways opening directly into any rooms within the dwelling unit and all attic space having a clear height of at least seven feet six inches from finished floor level to ceiling level over 50% of the area of such attic space.

**FLOOR AREA RATIO (FAR)** -- The gross floor area divided by the lot area. [Amended 6-11-2003 by L.L. No. 5-2003]

**HEIGHT** -- The vertical distance to the level of the highest point of the roof for flat or mansard roofs, or to the mean height between the eave and the ridge for other types of roofs, measured at the center of the front wall of the building from the average level of the finished ground surface across the front of the building or from the average level of the finished ground surface adjacent to the exterior walls of the building, whichever is lower. Where the finished ground surface is made by filling, the level of such finished ground surface for the purpose of this definition shall not be deemed to be more than 10 feet above or below the established grade of the curb of the street which the building faces; or, if there is no curb, the established grade of the center of the street which the building faces. Chimneys, elevator penthouses, tanks and similar projections located on any building other than an office or agency for scientific research or technical development or on a laboratory shall not be included in such measurements, provided that such projection does not occupy more than 15% of the roof area, and further provided that such projection does not exceed 15 feet in height. Chimneys, elevator penthouses, tanks and similar projections located on an office or agency for scientific research or technical development or on a laboratory shall not be included in such measurements, provided that such projection does not occupy more than 80% of the roof area, and further provided that such projection does not exceed 30 feet in height. Notwithstanding the above, in the case of residential buildings on sloping sites limited to 2 1/2 stories (where basements or cellars do not constitute a story as defined below), the finished grade of a building shall be measured from one foot below the first floor elevation; provided, however, that the height of the highest wall, measured from the average grade along that wall to the lowest point of the eave or lower edge of the roof, shall not exceed 28 feet. [Amended 7-8-1987 by L.L. No. 3-1986; 11-9-1994 by L.L. No. 9-1994]

		Minimum Yards				Maximum Coverage			
One-Family Residence Zone	Min. Lot Area sq. ft.	Front	Rear	One Side	Total of two Sides	Principal Building	Accessory Building (s)	Impervious Surfaces	Minimum Lot Width
<b>R-40</b>	40,000	40	36	25	50	14%	3.50%	21.75%	150
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 20' from Side, 20' from Rear			
<b>R-30</b>	30,000	35	34	20	45	16%	4.00%	25%	135
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 18' from Side, 18' from Rear			
<b>R-20</b>	20,000	30	32	18	40	18%	4.50%	29%	120
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 16' from Side, 16' from Rear			
<b>R-15</b>	15,000	27	30	14	30	20%	5.00%	33.50%	115
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 14' from Side, 14' from Rear			
<b>R-10</b>	10,000	25	28	12	26	22%	5.50%	37.25%	100
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 12' from Side, 12' from Rear			
<b>R-7.5</b>	7,500	20	26	10	22	24%	6.00%	40.75%	75
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 10' from Side, 10' from Rear			
<b>R-5</b>	5,000	20	26	8	18	30% (all buildings)		43.75%	50
Detached Accessory Structures/Off Street Parking Areas Min						8' from Principal Structure, 8' from Side, 8' from Rear			