

Town of Southeast
 67 Main Street, Brewster, New York 10509

CHARLES TESSMER
 Code Enforcement Officer

BILL SCORCA
 Code Enforcement Officer

Telephone (845) 279-8873
 Fax (845) 279-2971



Approve	Yes /No	Initial	Date
Need Information			
Review By Building Insp.			
Review By Zoning			

ACCESSORY APARTMENT PERMIT RENEWAL APPLICATION

Application must also include one copy of the following:

- Copy of property survey **stamped and signed by a Licensed Surveyor**, at a scale of 40:1, showing all buildings, structures, walks, drives, other physical features of the premises, and the number, location, and access of existing on-site vehicle parking facilities (*not required if a survey is already on file and no changes have been made*).
- Proof of Septic System cleaning within the past 3 years and satisfactory well water test results for coli form bacteria within the past 6 months.
- Copy of Certificate of Occupancy (ies) for the structure (*not required if a copy is already on file*)
- Floor plans of the Principal Dwelling and the Accessory Apartment (*not required if such plans are already on file and no alterations have been made*)

LOCATION OF PREMISES (911 address) _____ TAX MAP _____/_____/_____

OWNER _____ ADDRESS _____ PHONE _____

MANAGING AGENT
 OR OPERATOR _____ ADDRESS _____ PHONE _____

DESCRIPTION AND LOCATION OF ACCESSORY APARTMENT WITHIN THE BUILDING

TOTAL NO. OF ROOMS _____ NO. OF BEDROOMS _____ DIMENSIONS OF EACH BEDROOM _____

NO. OF BATHS _____ NUMBER OF OTHER ROOMS _____ DIMENSIONS & USE OF OTHER ROOMS _____

DESCRIPTION OF OCCUPANTS IN THIS UNIT:

NUMBER TENANTS IN THIS UNIT _____

REQUIRED FEE

TOTAL FEES for 3 Year Accessory Apartment Permit \$ 250.00

I, (please print) _____ the OWNER or OPERATOR OF PREMISES (circle one), do hereby certify that the above statements are true to my knowledge.

Signature of Applicant _____ Date _____