

Incorporated Village Of Lawrence

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

Board of Building Design

Application

Dept Use ONLY

Application # _____

Submission Date _____

Date: _____

Section: _____ Block: _____ Lot: _____

Address: _____

Description of Work: _____

Owner Information

Will Attend Meeting

Name: _____ Email: _____

Address: _____ City: _____ St: _____ Zip: _____

Telephone Number _____

Architect/Designer Information

Will Attend Meeting

Name: _____ Email: _____

Address: _____ City: _____ St: _____ Zip: _____

Telephone Number _____

Contractor Information

Will Attend Meeting

Name: _____ Email: _____

Address: _____ City: _____ St: _____ Zip: _____

Telephone Number _____

Building requesting approval

Occupancy: One-family or two-family residence Multiple residences Commercial

Scope of work: New work Alteration Addition

Requesting approval for the following:

Building design Fence Curb cut Sign design

Other: _____

State of New York

County of Nassau

Village of Lawrence

Notary Signature & Stamp:

The undersigned (Print Name) _____ being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premise and that all provisions of the applicable ZONING ORDINANCE, BUILDING ADMINISTRATIVE ORDINANCE, BUILDING CONSTRUCTION CODE AND ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS pertaining to the proposed work shall be complied with, whether specified or not and that such work is authorized by the owner.

Sworn to before me this _____ day of _____ 20 _____

Signature of Owner, Owner's Agent, Architect, Contractor

(Circle one)

ALL FEES ARE NON REFUNDABLE

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Instructions for Application

The following items must be submitted to the Building Department by the submission deadline (please note, additional items may be required and some listed items may not be required depending on the nature of the proposed project):

1. One (1) original and six (6) copies of a fully filled out, signed and notarized BBD Application (*BBD APP-1*).
2. Seven (7) copies of the permit application submitted to the building department.
3. Seven (7) copies of photos of the existing conditions.
4. Seven (7) copies of the following documents depending on the scope of work

	Building Design	Fence	Curb Cut	Sign Design
Plans	Plot plan showing existing & proposed improvements Elevation drawings	Survey or plot plan showing the proposed and existing fences	Plot plan	
Renderings	Rendering or colored elevation of all sides of the house that face a street			Scale drawing or rendering of sign
Materials	Samples of roofing, siding, brick, stone, mortar, etc.*	Catalogue photo of fence		List of materials

*Samples must be brought to the hearing. No samples will be stored by the Board of Building Design or the Building Department.

All documents must be folded, collated, and separated into seven (7) individual sets or they will not be accepted.

Upon BBD approval, please be reminded that no work is to commence until a building permit is obtained.