

TOWN OF POUND RIDGE

BUILDING DEPARTMENT APPLICATION INSTRUCTIONS

This application must be complete in order to be accepted. All documents, as indicated, must be completely filled in clearly and submitted to the Building Department with appropriate fee.

NO WORK IS TO BE STARTED UNTIL BUILDING PERMIT HAS BEEN ISSUED

NO USE OR OCCUPANCY OF STRUCTURE OR LAND WITHOUT CERTIFICATE OF OCCUPANCY

The following Documents must be filed:

- a. Application for Building Permit signed by owner or his agent and notarized.
- b. Three (3) copies of Property Survey.
- c. Three (3) copies of Plot Plan, prepared by a Licensed N.Y.S. Professional Engineer or Land Surveyor. The location, to scale of existing improvements; proposed driveways and structures; and, indicating all setback lines. This condition may be partially waived by the Building Inspector for certain additions and alterations; whereby, sufficient information is provided to confirm that there will not be any violation of the Zoning Ordinance.
- d. All Building Permit Applications for additions and alterations shall be submitted with a copy of the contractors Westchester County "HOME IMPROVEMENT CONTRACTORS LICENSE."
- e. Copies of Certification of Workman's Compensation, Liability, and Disability Insurance with the Town of Pound Ridge as the Certificate Holder; no permit or contract involving the employment of employees may be issued, unless proof in the form satisfactory to the Chairman of the New York State Workman's Compensation Law and the Disability Benefits Law with respect to all of his employees.
- f. In the case of a new driveway-a permit is issued by the Highway Department
- g. In the case of a new structure or an alteration involving the total number of bedrooms or a change in use - a separate Sewage Disposal Construction Permit from the Westchester County Department of Health is required.
- h. Three (3) complete sets of Plans and Specifications, prepared by a Licensed N.Y.S. Professional Engineer or a Registered Architect, showing proposed construction. Plans and Specifications shall describe the nature of the work, the materials, the equipment, and provide details of the structural and mechanical installations.
- i. If no work is commenced, the permit issued under this application will expire in 60 days and all fees will be forfeit. The permit issued under this application will expire one year from the date of issuance, at which time it may be renewed for one additional year with payment of \$200.00; third year and thereafter, at the Building Inspector's discretion, the fee will double each year and applicant is required to go before the Planning Board.
- j. Residential Site Plan Application determining lot coverage must accompany all applications.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant, together with an approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on premises available for inspection throughout the process of the work. All changes to the approved plans shall be filed with an amendment AND revised plans.

HOURS OF OPERATION: 8:00 A.M. to 6:00 P.M. WEEKDAYS MONDAY-SATURDAY
NO WORK ON SUNDAYS AND HOLIDAYS

BUILDING INSPECTOR: 764-4635 OFFICE HOURS: 9:00 AM to 4:30 PM

TOWN OF POUND RIDGE

Westchester County
New York

Building Department

Permit _____
Date _____
BLOCK _____ LOT _____
Application No. _____
Receipt No. _____
Fee Amt. Pd. _____
Date _____

Do Not Write In the Above Space

APPLICATION FOR BUILDING PERMIT

(Type or Print Clearly)

Date _____

Name of Owner of Premises _____

Address _____ Telephone _____

EMAIL: _____

Block _____ Lot _____

Is the property or residence a Landmark or in a Landmark District? ☐ Yes ☐ No

Was a Special Permit or Variance granted by the ☐ Town Board ☐ Water Control Commission ☐ Zoning Board or ☐ Planning Board? ☐ Yes ☐ No
(If yes, submit a copy of the resolution)

1. Nature of Work: ☐ New Building ☐ Addition ☐ Alteration
☐ New Use ☐ Repair Damaged Bldg. ☐ Other (Specify) _____

2. Description of Work: _____

3. Intended Use and Occupancy _____

4. Existing Use and Occupancy (if any) _____

5. Is application made to remove a violation? ☐ Yes ☐ No If yes, specify _____

6. Will construction include installation or work on: ☐ Electric ☐ Plumbing ☐ Heating
(Separate permits by Licensed Mechanic's required)

7. General Contractor: Name _____ Telephone _____

Address _____

EMAIL: _____

8. Engineer or Architect: Name _____ Telephone _____

Address _____

EMAIL: _____

9. Contractor: Name _____ Telephone _____

Address _____

EMAIL: _____

10. Estimated Cost: \$ _____ Fee: \$ _____

APPLICANT SHALL SUBMIT AN AFFIDAVIT AND STATEMENT TO VERIFY THIS COST. Costs shall include current value of all work and materials, equipment, fixtures, water supply, sewage system, excavation, filling and grading but not the cost of the lot. If final cost exceeds estimated cost an additional fee may be required before issuance of Certificate of Occupancy and Compliance.

Date _____

**PURSUANT TO LOCAL LAW I OF 1988
COLLECTION OF FEES, FINES, ASSESSMENTS AND CHARGES**

To Whom It May Concern:

I, _____ Receiver Taxes, of the Town of Pound Ridge, New York 10576, do hereby certify that all current taxes due on the property designated as:

Section _____ Block _____ Lot _____, of the Town of Pound Ridge assessment map are paid to date.

The said parcel being assessed to: _____

NOTE: This document is valid only until the close of the next tax billing period _____

Receiver of Taxes

OWNER'S CERTIFICATE THAT CONSTRUCTION IS NOT IN A CONTROLLED AREA

OWNER _____

LOCATION _____ Block _____ Lot _____

I, _____, OWNER OF THE ABOVE-MENTIONED PROPERTY, HEREBY CERTIFY THAT THE CONSTRUCTION BY THIS APPLICATION DOES NOT ENCROACH ON ANY WETLANDS OR WETLAND CONTROLLED AREA.

The terms "Wetlands" and "Controlled Area" are defined in the Pound Ridge Freshwater Wetlands Ordinance. Local Law #1 of 1986 and includes bodies of water, bogs, marshes, swamps, rainfall drainage systems and areas defined by certain vegetation together with all adjacent contributory surfaces within 150 feet.

The term "Construction" includes any portion of a new building, additions to existing buildings, swimming pools, tennis courts, septic systems (including required expansion areas) driveways and all areas that may be distributed during the construction.

In the event the construction of the applicant does encroach upon Wetlands or a Wetland Controlled Area, applicant must first obtain a Water Control Permit from the Water Control Commission before any construction is commenced.

FAILURE TO OBTAIN THE REQUIRED WATER CONTROL PERMIT WILL RESULT IN AN IMMEDIATE STOP WORK ORDER.

Owner's Signature

Sworn to before me this _____ day

of _____, 20 ____

NOTARY PUBLIC

Affidavit of Applicant

State of New York
County of Westchester ss:

_____ Being duly sworn, deposes and says:

That he resides at _____ and that: (circle one).

- A. He/she is the owner of the premises described hereon.
B. He/she is a General Partner of _____ of the New York Corporation, with offices at _____ and is duly authorized by resolution of the Board of Directors, and that said corporation is duly authorized by the owner to make this application.
C. He/she is a General Partner of _____ with offices at _____ and that said partnership is duly authorized by the owner to make this application.
D. He/she is the Architect or Engineer duly authorized by the owner to make this application.
E. He/she is the Contractor duly authorized by the owner to make this application.
F. He/she is the Contract Vendee of the premises described hereon. Date of contract is _____.
That the information contained in this application and on the accompanying drawings are true to the best of his/her knowledge, and belief. The undersigned hereby agrees to comply with all the requirements of the Pound Ridge Building Code, Zoning Ordinance and all other laws pertaining to it, in the construction applied for, whether or not shown on Plans or specified in the application.

Sworn to before me, this _____ day of _____, _____

Signature of deponent

Notary Public

Telephone

Affidavit of Contractor

State of New York
County of Westchester ss:

_____ Being duly sworn, deposes and says:

That he resides at _____ and that: (circle one).

- A. He/she does business as _____ with offices at _____ and that he/she is the contractor, duly authorized by the owner for the proposed work.
B. He/she is the _____ of the New York Corporation _____ with offices at _____ and that said corporation is the contractor duly authorized by the owner for the proposed work.
C. He/she is a General Partner of _____ with offices at _____ and that said partnership is the Contractor, duly authorized by the owner for the proposed work.

The undersigned further states: That the work will be performed in accordance with the Building Code of the Town of Pound Ridge and all other applicable Codes and Regulations, whether or not shown on the plans and specification in the application and they assume all responsibilities for all acts and work performed by Sub-Contractors, laborers, and material men in connection with the work to be performed.

Sworn to before me, this _____ day of _____, _____

Signature of deponent

Notary Public

Telephone

TOWN OF POUND RIDGE
Energy Conservation Construction Code - Compliance Certification

Building design must comply with 19 NYCRR N 1101
Design criteria based on 19NYCRR N 301

Heating Degree Days = 5750
Design Temperature= 73 f

TOWN OF POUND RIDGE
Geographic Design Criteria

Ground Snow Load = 45psf
Wind Speed = 110-115 mph
Seismic Design Category = B
Frost Line Depth = 42"
Winter Design Temp= 6
Ice Shield = reqd.

Information is provided by the Town of Pound Ridge Building Department to design professionals and others making application for Building Permits. The design criteria is to be used as a guide to compliance with 19NYCRR R301 adopted December 21, 2025. Pound Ridge is a climate zone 4.

**Certification by the Design Professional is required by the
Building Department prior to the issuance of a permit.**

Project Type: _____

Owner: _____

Block: _____ Lot: _____

By: _____ Date: _____
(Affix Seal)

Town of Pound Ridge

Do not write on this page – Official Use Only

HIGHWAY DEPARTMENT

Records indicate that the lot herein described requires:

- { Town Highway Permit
- { County Highway Permit
- { New York State DOT Permit
- { No Permit required for work described

The applicant is aware that this application may require additional approvals by the following:

- { Pound Ridge Planning Board
- { Pound Ridge Board of Appeals
- { W.C.C. (Water Control Commission)
- { Westchester County Board of Health
- { New York City Department of Environmental Protection

This application does not cover any Electric, Plumbing, HVAC, Blasting or Fill work completed on site. This work requires separate applications and permits.

Application Form
RESIDENTIAL SITE PLAN
Town of Pound Ridge

Site Plan approval is required prior to issuance of a building permit for residential development in excess of the thresholds for building coverage and/or for coverage or within the minimum vegetated buffers.

PURPOSE: To minimize the environmental and visual impacts of residential development with exceptionally large building coverage and/or lot coverage (Particularly the impacts upon adjacent land and public thoroughfares); and,

To protect the rural character and landscapes of Pound Ridge by increasing the minimum required setbacks and vegetated buffers, where appropriate, based upon the site plan review of property and proposed development.

REVIEW AND APPROVAL PROCESS: The Planning Board shall review the application in accordance with the standards and procedures set forth in Article IX of the Zoning Law, Site plan Requirements. The typical process includes: 1) a presentation by the applicant to the Planning Board after submittal of an application; 2) a site visit by the Board before its next meeting; and, 3) assuming adequate site plan information and modifications are made, if requested, Board approval with or without modifications at its second meeting without need for a public hearing.

SUBMISSION REQUIREMENTS: The Planning Board may require, waive or modify the required application materials set forth in Section 113-61.C of the Zoning Law as appropriate based upon the nature of the application and the property. Appropriate fees shall be determined and submitted to the Planning Board Department. In general, initial submissions should include the following:

- A. **Survey and Improvement Plans** – Include all notes, restrictions, easements, building envelopes (minimum yard setbacks) and Supplementary Setback Building Areas (SSBAs) as identified on the final subdivision plan by which the subject parcel(s) was created. Provide an improvement plan including existing and proposed buildings, structures, driveways, septic systems, wells, and required minimum required buffer areas. Existing and proposed grading must be shown.
- B. **Zoning Conformance Worksheet (attached):** – To be completed by applicant.
- C. **Wetlands** – Identify wetlands and 150-foot wetland minimum activity setback regulated areas. (All activity within 150 feet of a wetland shall require a wetlands permit issued by the Water Control Commission.)
- D. **Natural Features** – Identification of natural feature including tree line and significant vegetation, stone walls, rock outcrops, (identification of areas of steep slopes in excess of 25% is requested).
- E. **Standard Notations** – The following standard notations should be added to the site plan map.

“A wetlands permit shall be required from the Water Control Commission of the Town of Pound Ridge for any regulated activity within 150 feet of the wetlands boundaries in accordance with the Town of Pound Ridge Wetlands Law.”

“Approval by the Pound Ridge Water Control Commission shall be obtained prior to the initiation of any construction or any regulated activity, as defined in the Pound Ridge Freshwater Wetlands Law.”

“An application to Pound Ridge for a building permit or for a wetlands permit shall include a survey of the lot showing the location of the existing wetlands controlled area. The Town Engineer or consulting engineer; Building Inspector or Water Control Commission; as appropriate, may require that the wetlands controlled area for any individual lot be delineated in the field, by means of stakes, fencing, or other means, prior to the initiation of any construction activity.”

“Site Plan approval by the planning Board shall be required for: any lot where the building coverage exceeds (4,500) square feet in R-3A, (3,600) in R-2A, (2,600) in R-1A; on any lot where the building coverage exceeds the area of the required potential house site within the horizontal circle shown on an approved plan; or, any lot where the lot coverage, excluding common driveways approved by the Planning Board, exceeds (12,000) square feet in R-3A, (9,000) in R-2A, (7,000) in R-1A. The minimum front yard, side yard and rear yard setbacks and the minimum buffer area from all lot lines shall be increased in five (5) foot increments in proportion to the amount the threshold standard(s) for site plan approval are exceeded, unless otherwise modified by the planning Board as part of site plan approval.”

“The minimum required yard is inclusive of the minimum buffer area. No buildings, structures, driveways, parking areas, septic areas, utilities or other improvements, excluding the repair of existing stone walls and non-electric fences four (4) feet or less in height, shall be permitted within the minimum buffer area except as shown on a construction plan or site plan approved by the Planning Board. Such disturbance within the minimum required buffer area shall be the minimum necessary to provide appropriate and reasonable access or service to said lot. Said areas shall generally be maintained in as natural a condition as possible, except that additional landscaping or planning or other buffer screening may be required or permitted by the Planning Board as part of site plan approval.”

Attachments: Section 113-37, Schedule of Bulk Regulations and Zoning Conformance Table to be completed by Applicant.

Town of Pound Ridge

CODE CONFORMANCE WORKSHEET

Date: _____

Owner/Applicant: _____

Address: _____

Block/Lot: _____

Zoning District: _____

	EXISTING sq. ft. <i>(footprint)</i>	+	PROPOSED sq. ft. <i>(footprint)</i>	=	TOTAL	DIVIDE TOTAL BY COVERAGE OF YOUR ZONING DISTRICT	% THRESHOLD
Principal Dwelling						Threshold Building Coverage: ☐ R-1A = 2,600 sq. ft. ☐ R-2A = 3,600 sq. ft. ☐ R-3A = 4,500 sq. ft.	Multiply figure by 100 to obtain percentage.
Other Covered Structures							
TOTAL BUILDING COVERAGE						= _____	= _____ %
Total Building Coverage							
Driveway: (pervious & impervious)						Threshold Lot Coverage: ☐ R-1A = 7,000 sq. ft. ☐ R-2A = 9,000 sq. ft. ☐ R-3A = 12,000 sq. ft.	Multiply figure by 100 to obtain percentage
Other Structures: deck, patio, pool, tennis court, walkways							
TOTAL LOT COVERAGE						= _____	= _____ %

* If the % Threshold exceeds 100%, use this decimal figure to calculate increased minimum setbacks below.

Example: if the "% Threshold" is 120%, & in an R-3A district, multiply each setback by 1.2 (1.2 x 60' front yard = 72' rounded up to 5' increments = 75')

ZONING DISTRICT	MINIMUM REQUIRED SETBACKS			EXISTING	PROPOSED	INCREASED MINIMUM SETBACKS (Minimum Required x % Threshold Rounded up to 5' increments) Plot these on the site plan.
	R-3A	R-2A	R-1A			
a. Front Yard	60'	60'	50'			
b. Side Yard	50'	50'	35'			
c. Rear Yard	75'	50'	50'			
d. Vegetated Buffer	20'	15'	10'			

Instructions for Completing Zoning Conformance Worksheet

1. Enter existing and proposed square footage of all property coverage and enter total.
2. Divide this total by the maximum coverage for your zoning district (R-3A, R-2A, R-1A.).
3. Enter the percentage in the right column.
4. Adjust this percentage to a decimal to calculate increased setbacks in the table at the bottom of the worksheet. Threshold is 121%, and you are in an R-3A district, multiply each setback by 1.2 (1.2 x 60' front yard = 72' increment = 75') (1.2 x 50' side yard = 60').
5. Enter the increased setbacks in the column to the right. Identify these increased setbacks as the minimum setbacks.

Town of Pound Ridge

Visit us at
www.townofpoundridge.com

Tel.: 914-764-5511
Fax: 914-764-0102



NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)

TO: The Town of Pound Ridge

OWNER OF PROPERTY: _____
SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER): _____

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- ☐ New Residential Structure
- ☐ Addition to Existing Residential Structure
- ☐ Rehabilitation to Existing Residential Structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY
REFERENCE ABOVE WILL UTILIZE**

(check each applicable line):

- ☐ Truss Type Construction (TT)
- ☐ Pre-Engineered Wood Construction (PW)
- ☐ Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- ☐ Floor Framing, Including Girders and Beams (F)
- ☐ Roof Framing (R)
- ☐ Floor Framing and Roof Framing (FR)

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

CAPACITY (Check One): ☐ Owner ☐ Owner's Representative

WORKERS' COMPENSATION REQUIREMENTS UNDER WCL SEC 57

To comply with coverage provisions of the Workers' Compensation Law, businesses must:

- A) be legally exempt from obtaining workers' compensation insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be self-insured or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing Section 57 of the Workers' Compensation Law, businesses requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the government entity issuing the permit or entering into a contract.

- A) WC/DB-100, Affidavit For New York Entities And Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; **OR**

WC/DB-101, Affidavit That An OUT OF STATE OR FOREIGN EMPLOYER Working In New York State Does Not Require Specific New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage; **OR**

(Affidavits must be stamped as received by the NYS Workers' Compensation Board)

- B) C-105.2 – Certificate of Workers' Compensation Insurance (the business' insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-263; **OR**
- C) SI-12 – Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), OR GSI-105.2 – Certificate of Participation in Worker's Compensation Group Self-Insurance (the business' Group Self-Insurance Administrator will send this form to the government entity upon request).

DISABILITY BENEFITS REQUIREMENTS UNDER WCL SEC 220 SUBDIV 8

To comply with coverage provisions of the Disability Benefits Law, business may:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance coverage; or
- C) be self-insured.

Accordingly, to assist State and municipal entities in enforcing Section 220 Subdiv. 8 of the Disability Benefits Law, **businesses** requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) WC/DB-100, Affidavit For New York Entities And Any Out Of State Entities With No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is not Required; **OR**

WC/DB-101, Affidavit That An OUT OF STATE OR FOREIGN EMPLOYER Working In New York State Does Not Require Specific New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage; **OR**

(Affidavits must be stamped as received by the NYS Workers' Compensation Board)

- B) Either the DB-120.1 – Certificate of Disability Benefits Insurance **OR** the DB-820/829 Certificate/Cancellation of Insurance (the business' insurance carrier will send one of these forms to the government entity upon request); **OR**
- C) DB-155 – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).

TOWN OF POUND RIDGE

APPLICATION CHECK LIST

NAME _____

LOCATION _____ BLOCK _____ LOT _____

Description of Work _____

() New Building () Residence () Accessory Bldg () Garage
() New Use () Addition () Alteration
() Other (specify) _____

DOCUMENTS REQUIRED: (BEFORE Issuance of Building Permit)

Provided	Waived	
()	()	Application for Building Permit (completely filled out)
()	()	Westchester County Contractors License
()	()	Property Survey, prepared by Licensed
()	()	Land Surveyor Plot Plan prepared by
()	()	Architect, Engineer, or Land Surveyor
()	()	Site Plan Approval
()	()	SSBA Construction Permit — County Health Department
()	()	Water Control Permit
()	()	Zoning Variance
()	()	Driveway Permit () Town () County () State
()	()	Three (3) sets of Plans, signed & sealed by a NYS Licensed Professional
()	()	Three (3) sets of Specifications
()	()	Certification of Workman's Compensation, Liability & Disability Insurance
()	()	Certification New York State — Energy Code
()	()	Fee