



**INSTRUCTIONS FOR COMPLETING VILLAGE OF NISSEQUOGUE FORMS**

COMPLETE THE APPLICABLE FORM

SAVE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS

PRINT THE COMPLETED FORM

SEND AN ORIGINALLY SIGNED COPY(IES) TO:

VILLAGE OF NISSEQUOGUE  
631 MORICHES ROAD  
ST. JAMES, NY 11780

ATTENTION: \_\_\_\_\_



## GENERAL PERMIT INFORMATION

This information is designed to guide you through the local permit process and to help you develop an estimated time line from inception to issuance of building permit.

We recommend that if your project requires approval by the **New York State Department of Environmental Conservation** (the Building Inspector will advise) that you begin with them. They require more process time than the local boards and can take as long as six months or more.

- The **Joint Coastal Management Commission** works for preservation, protection and proactive development of the Village and compliance with the Local Waterfront Revitalization Plan. All projects require their approval.
- When building a new home or applying for a subdivision, you require **Planning Board** approval. In addition, they are responsible for site plan approval (a review of all facets of a project). A complete packet of plans, surveys, site plans, EAF and CAF, and fees (Application Fee to be determined by the Building Inspector, and subject to increase by the Board) are required. Subdivisions generally require at least several meetings. The Village Attorney, Village Engineer and Building Inspector are advisors to the Planning Board.
- For new homes, renovations, alterations, accessory buildings, swimming pools, berms, tennis courts with screening, stables, paddocks, entrance ways or gazebos, the **Architectural Review Board** reviews only the aesthetic aspects of your project after you have received Planning Board site plan approval.
- The **Zoning Board of Appeals** hears cases which do not comply with the Village Code. The Building Inspector will advise if your project requires ZBA approval. They meet as required. ***If you are granted a variance for your project, you will still need approval from the Joint Coastal Management Commission, Architectural Review Board and Planning Board before you can be issued a building permit.***

NOTE: **Expedite** the process by insuring that your paperwork is complete, call the Village hall to be placed upon the appropriate agenda, and request a site visit prior to the meeting to avoid carryover discussions that require site inspection. It is also advisable that your builder or architect appear with you. We hope that these guidelines will assist you through the process.

## **Board Meeting Schedules**

**Building Inspector: Jerry Harris – 631-862-9494**  
**E-mail: NVBuildingInsp@optonline.net**

It is the applicant's responsibility to get on the appropriate board's agenda by calling the Village Hall. It is also imperative for you and your builder / architect to attend the meeting when your case is reviewed and to have your paperwork submitted to the Building Inspector approximately two weeks prior to the meeting.

### **Architectural Review Board**

Robert Gardner Jr., Chairperson  
Herta Walsh, ARB Clerk

Meets the last Monday of each month at 7:00 p.m.

### **Joint Coastal Management Commission**

Robin Herrnstein, Co-Chairperson (Head of the Harbor)  
Kaylee Engellenner, Co-Chairperson (Nissequogue)

Meets the first Thursday of each month at 7:30 p.m.

### **Planning Board**

Peter Marullo, Chairperson  
Herta Walsh, Planning Board Clerk

Meets the first Monday of each month at 7:00 p.m.

### **Village Board**

Richard B. Smith, Mayor  
Maryjane B. Kenney, Village Clerk

The Board of Trustees typically meet the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m.

### **Zoning Board of Appeals**

Michael Fazio, Chairperson  
Mary Jane Remuzzi, Zoning Board Clerk  
Meets as required

Nissequogue Village Hall

Address: 631 Moriches Road      St. James, N.Y. 11780

Hours: Tuesday & Thursday from 10 a.m. to 4 p.m.

Telephone: 631-862-7400

Fax: 631-862-7401