



Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 201

www.villageofgreenport.org

APPLICATION FOR A CERTIFICATE OF PRE-EXISTING USE

The following documents are required to be submitted with this application:

- Three (3) separate signed and notarized affidavits stating the property has not been modified since October 1971. (Must include full name and address of person making affidavit)
- Final Survey (prepared by a NYS Licensed Surveyor)
- “As-Built Plans” prepared by a Licensed Design Professional to include affidavit that no apparent modifications have been made. (if required)

FEE FOR CERTIFICATE OF PRE-EXISTING USE: \$75

Note: The issuance of a Certificate of Pre-Existing Use does not guarantee strict compliance with all laws, regulations, codes and standards. The responsibility for such compliance remains with the owner of the premises and the person carrying out any building work thereon, nor does the issue of a Certificate indicate the achievement of a particular standard of workmanship or compliance with any contractual arrangement between owner and contractor. It is recommended that owners seek appropriate professional advice on contractual and code compliance matters.

The Village of Greenport established the authority for the issuance of a Certificate of Occupancy in October 1971. Therefore, any building or use established or built after that date is required to make an application for a Certificate of Occupancy or a Certificate of Compliance.



APPLICATION FOR CERTIFICATE OF PRE-EXISTING USE

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DATE OF APPLICATION: _____

APPLICATION IS HEREBY MADE PURSUANT TO THE CODE OF THE VILLAGE OF GREENPORT AND THE NEW YORK STATE FIRE PREVENTION AND BUILDING CONSTRUCTION CODE, FOR THE ISSUANCE OF A CERTIFICATE OF PRE-EXISTING USE.

Location: _____ **Use:** _____

Suffolk County Tax Map Number: 1001 Section: _____ Block: _____ Lot _____

Street Address: _____ Greenport, New York, 11944

Zoning District: ☐ WC ☐ R1 ☐ R2 ☐ PD ☐ CR ☐ CG

Is property located within the Historic District? ☐ Yes ☐ No

IT IS HEREBY CERTIFIED THAT THE BUILDING DESCRIBED ABOVE HAS NOT UNDERGONE ANY STRUCTURAL MODIFICATIONS, ADDITIONS, DEMOLITIONS, RENOVATIONS, ALTERATIONS, RELOCATIONS, UPGRADES, OR ANY OTHER MODIFICATION SINCE THE VILLAGE OF GREENPORT ESTABLISHED THE AUTHORITY FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY IN OCTOBER 1971.

Sworn to be before this _____ day
of _____ 20 _____

Signature _____
Owner or Applicant

Notary Public, Suffolk County, New York

FOR OFFICIAL USE ONLY:

Date Application Received: _____ *Date Application Reviewed:* _____ *By:* _____

Documents Provided: ☐ Survey ☐ 3 Affidavits ☐ As-Built Plans (If Required)

Fee: \$75 *Receipt No.* _____