



BUILDING DEPARTMENT  
VILLAGE OF MAMARONECK

**APPLICATION FOR ERECTING A MARINE STRUCTURE\***

IN THE WATERS OF THE VILLAGE OF MAMARONECK

\*(See Definition, Pg. 3)

DATE: \_\_\_\_\_

APPLICATION FOR ERECTING MARINE STRUCTURE AT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ OWNER/ LESSEE of PROPERTY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

GENERAL CONTACTOR: \_\_\_\_\_

**INSTRUCTIONS**

- A. This application must be completely filled out and submitted to the Harbor Master no later than the first Tuesday of the month to be put on the agenda of the Harbor commission, which meets on the third Tuesday of each month.
- B. Upon approval by the Harbor Commission, the applicant can proceed with an application to other required agencies within the Village of Mamaroneck. Depending on the nature of your project, and its location, you may need to obtain the following approvals; and it is your responsibility to contact these agencies. Applicant must check with the following Federal, State, and Local Agencies to determine whether their approvals, permits, and certificates are required for this project:

- 1. U.S. Army Corps of Engineers
- 2. N.Y. State Dept. of Environmental Conservation
- 3. Department of State, Office of Coastal Zone Management
- 4. Village of Mamaroneck, Coastal Zone Management Commission
- 5. Environmental Protection Agency
- 6. Office of General services, State of New York
- 7. Landmarks Advisory Committee, Village of Mamaroneck

Please check with the Building Department for applicability to your project. The applicant must check to see whether they are required. The Village will attempt to provide guidance, but only those other entities can provide definitive information. After receiving all other approvals, applicant returns with these signed approvals to the Building Department for a Building Permit. The work covered by this application may commence before issuance of the Building Permit.

- C. This application must be accompanied by 16 sets of complete construction drawings by an architect or engineer licensed by the State of New York showing the details of the structure being built (e.g. size and type of materials and fasteners, etc.); sufficient information on conditions in the surrounding area should be shown so that the effect of the proposed structure on navigation and similar use of the waterway by adjacent owners may be determined. Include names and addresses of adjacent owners within 400 feet as well as all owners affected on either land or water by the proposed structure. Drawings should be scaled at 1/4" = 1 foot. Maps submitted must be at a scale of not less than 30 feet to the inch, while the project location map should be at a scale of 200 feet to the inch.
- D. Drawings must be accompanied by a copy of a survey by a licensed land surveyor showing existing conditions. Such plot plan must also show adjacent properties.
- E. The Building Permit will be issued by the Building Department to the applicant together with approved duplicate set of plans and specifications. Such permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- F. Applicant is responsible for building structure as per approved drawings. Inspection for compliance will be made by the Building Inspector or appointed agents.
- G. This structure shall not be used in whole or in part for any purpose whatever until a certificate of occupancy shall have been granted by the Building Department.

NAME OF OWNER OF PREMISES: \_\_\_\_\_

STATE WHETHER APPLICANT IS THE OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER OR BUILDER:

\_\_\_\_\_

IF APPLICANT IS A CORPORATION, SIGNATURE OF DULY AUTHORIZED OFFICER:

\_\_\_\_\_  
(Name & Title of Corporate Officer)

Marine Structures Permit

1. Location of land from Village Tax Map: SECTION\_\_\_\_\_, BLOCK\_\_\_\_\_, LOT\_\_\_\_\_
2. Use of upland property: \_\_\_\_\_Business \_\_\_\_\_Proposed Residence  
\_\_\_\_\_Existing Residence, Other: \_\_\_\_\_
3. Use of proposed waterway structure: \_\_\_\_\_Commercial \_\_\_\_\_Non-Commercial
4. Description of proposed work and estimated cost: \_\_\_\_\_  
\_\_\_\_\_
5. Name of Compensation Insurance Carrier: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_
6. Electrical and plumbing work will be performed by \_\_\_\_\_, and permits obtained from the Village of Mamaroneck.
7. Electrical work will be inspected by: \_\_\_\_\_, and a certificate of Approval obtained from, the New York Board of Fire Underwriters.

STATE OF NEW YORK

COUNTY Of WESTCHESTER

I, \_\_\_\_\_being duly sworn deposes and says that he/she is the applicant above named. He is the \_\_\_\_\_ (Owner, Contractor, Agent, Corporate Officer, etc.) or said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

Chapter 240 -5 Definitions

MARINE STRUCTURES Any structure, including but not limited to jetties, groins, breakwaters, bulkheads, floats, piers, boathouses, moorings and/or docks in or upon any waters or underwater lands within the Village of Mamaroneck or bounding the Village of Mamaroneck to a distance of 1,500 feet from shore.