

INCORPORATED VILLAGE OF MUNSEY PARK

1777 Northern Blvd.
Manhasset, NY 11791
(516) 365-7790

REQUIREMENTS FOR A DEMOLITION PERMIT

The following documents must be filed in duplicate prior to the issuing of a Demolition Permit:

- Munsey Park Building Permit Application; ✓
- Nassau County Assessor's Form;
- Permit Fee and Impact Fee; \$525-
- Environmental Regulations Affidavit with Definitions;
- Survey indicating the existing conditions;
- Soil erosion, slope protection plan;
- Original letter of disconnect from LIPA/National Grid
- Original letter of disconnect from Water District (Manhasset/Lakeville Water 516/466-0861;
- Asbestos Report from a certified asbestos inspection agency. See attached sample wording. If asbestos, or any other hazardous materials are present, a mediation plan is required;
- If existing foundation is to remain, provide 6'0" high chain link construction fence. If foundation is being removed, excavation must be backfilled.
- Proof of Ownership (Recorded Deed) --- if Village records do not substantiate claim of ownership.
- Rodent Inspection Letter from the Nassau County Health Department (516/227-9715) certifying the absence of vermin.

The Health Department will require an application fee of ²⁵⁰~~\$150~~ to be paid by either certified check or money order prior to inspection of the property by their representative. Be advised that the premises can **NOT** be disturbed prior to the inspection otherwise, the Health Department will **NOT** be able to provide the Rodent free Certificate. The certificate is **valid** for the **10 days prior** to the actual demolition.



NASSAU COUNTY DEPARTMENT OF HEALTH
Office of Community Sanitation
200 County Seat Drive
Mineola, New York 11501
516-227-9715

RODENT FREE CERTIFICATION BEFORE DEMOLITION
APPLICATION INSTRUCTIONS

1. Obtain the Nassau County Department of Health *Rodent Free Certification Application* using one of the following methods:
 - Call the office and request the application be mailed or faxed.
 - Pick up the application at the office.
 - Download the application from the Nassau County Department of Health website.

2. Front of application:
 - Print location of the Demolition, include Street address, Village, Cross Street, Section, Block and Lot Information.
 - Indicate Demolition Type: Check the box for Complete or Partial
 - Indicate Property Usage: Check the box for Residential, Industrial, Commercial or Mixed Use
 - Provide Disconnect Information: Check Yes or No box for Water, Electric, Gas, Sewer Utilities and Fuel oil Tank Disconnect.
 - Provide Fuel Oil Tank Information for this Property:
Check Yes or No box to indicate Underground tank(s), Aboveground Tank(s) on site.
Provide Tank Information: # of Tanks on site, Tank size(s).
Check Yes or No box if tank was removed and provide the Tank Removal Date.
 - Provide Information on Ground Disturbance on Site Prior to the Rodent Free Inspection:
Check Yes or No box to indicate work done on site prior to this application.
List the work done to date on site.
 - Provide Access and Safety Information:
Check Yes or No box to indicate if there are Construction gates on site or any other barriers that prevent entry to the site.
Provide the combination lock access code or indicate location of the key for the lock.
Check Yes or No box to indicate if the property, building safe to walk around.
List any physical hazards on site.

3. Page 2 of the application:
 - Provide a hand drawn sketch of the property. Indicate the buildings to be demolished in relationship to that street.
 - Provide the Contact Information for the Property Owner, Demolition Company and the person requesting the Rodent free Certification and the title of the person making the request.
 - Check the box for Office pick-up, Leave on site or Other to indicate the method you wish to obtain the Completed Rodent Free Certificate.
 - Read the last Sections "Applicant Acknowledges the Following" and "Penalties"
 - Print, sign and date the bottom of the application.

APPLICATION SUBMISSION

1. Submit the Application to the Health Department by mail or in person with the application fee of **\$250.00 (two hundred fifty dollars)**.
2. Payment must be in the form of a Certified Bank Check or Money Order made payable to :
"Nassau County Department of Health"
3. Note the following:
 - Cash, personal checks, or business checks will **not** be accepted.
 - Inspection of the site will **not** be made without payment of the application fee.



NASSAU COUNTY DEPARTMENT OF HEALTH
Office of Community Sanitation
200 County Seat Drive
Mineola, New York 11501
516-227-9715
RODENT FREE CERTIFICATION BEFORE DEMOLITION
APPLICATION

RODENT FREE APPLICATION
DEMOLITION LOG #

D

FOR OFFICE USE ONLY		DEMOLITION LOCATION INFO	STREET ADDRESS			
DATE RECEIVED:	ASSIGNED TO:					
PAYMENT TYPE:						
Bank <input type="checkbox"/>	ID#		VILLAGE			
Check <input type="checkbox"/>	ID#	CROSS STREET		SECTION	BLOCK	LOT(S)
Money <input type="checkbox"/>						
Order <input type="checkbox"/>						

DEMOLITION TYPE

COMPLETE DEMOLITION **PARTIAL DEMOLITION**

ALL Building(s) / Structure(s) to be Demolished **ONLY a Portion** of the Building(s)/ Structure(s) is to be Demolished*

*** ON PARTIAL DEMOLITIONS -**
 List the Structures(s) to be Demolished

PROPERTY USAGE

Residential Industrial Commercial Mixed Use (Describe)

DISCONNECT INFORMATION

Water		Electric		Gas		Sewer		Fuel Oil Tank	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FUEL OIL TANK(S) INFORMATION

Underground Tank(s)		Aboveground Tank(s)		# of Tanks	Tank Size	Tank Removed		Tank Removal Date
Yes	No	Yes	No			Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

GROUND DISTURBANCE ON PROPERTY PRIOR TO THE RODENT FREE INSPECTION

ANY WORK DONE on Property PRIOR to this APPLICATION? **YES** * **NONE**

LIST The GROUND DISTURBANCE WORK done on the Property :

ACCESS AND SAFETY

ANY Construction Gates/ Barriers surrounding Property that can prevent entry to property? **YES*** **NO**

NEED a KEY OR LOCK CODE to enter? **YES*** **NO**

list Location of the KEY - or - list Lock Code for entry:

Is it **SAFE** to walk around Property, Building(s) or Structure(s)? **YES** **NO***

LIST ALL Physical Hazards on the Property:

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?			
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)