

THOUSAND ISLAND PARK CORPORATION

PRESERVATION PERMIT APPLICATION

INSTRUCTIONS:

- Cottage owners must complete the following application and submit it along with required drawings and photos to the Corporation Office at least one week prior to a scheduled Preservation Board meeting. (Note: meeting dates and times are posted in the Park Office and online at www.tiparkcorp.com). Please submit applications, plans, drawings and photos electronically to mgagne@tiparkcorp.com If electronic submissions are not possible, please submit on 8 1/2 x 11" paper to the Corporation Office.
- Submit detailed plans drawn to scale with elevations depicting the exact work to be done including renderings of any *exterior alterations and exteriors of any proposed new construction*. (We highly recommend working with an architect to achieve these results). Where applicable, drawings must include square footage of existing cottage and square footage of proposed addition.
- A photograph of the existing structure must accompany the application, as well as a detailed materials list including samples and/or catalog pages.
- A completed Site Plan identifying the locations of all structures on the lot or lots, as well as those on adjacent lots is required for large scale projects. Include the measurements of your lot and adjacent lot lines on the site plan (see page 4).
- Any or all proposed projects involving a change in grade require special permission from the Corporation.
- NOTE: Work may need a New York State building code permit, a Jefferson County building code permit, a DEC or Army Corps. Of Engineers permit, and/or a Town of Orleans building or sewer permit, variance, special use or site plan review in addition to a Thousand Island Park Corporation building permit. Please check with the Zoning Code Enforcement Officer at the Town of Orleans (315-658-2057) and the Town of Orleans Clerk (315-658-9950) to determine which of these, if any, are required.
- A Permit Fee must accompany all applications. The amount of the fee is 1% of the estimated construction cost with a minimum of \$10.00 and a maximum of \$450.
- Once issued, all Preservation Permits are valid for one (1) year and all work is expected to be completed within that time frame. If the project will not be completed by the Permit Extension date, owners must obtain a Permit Extension. To obtain an extension, owners must submit a detailed completion schedule along with a deposit check in the amount of \$1,000. The deposit will be held and either destroyed or returned to the applicant when the work is completed. However, if the work is not completed per the submitted completion schedule, the deposit check will be cashed.

PLEASE COMPLETE THE FOLLOWING

1. COTTAGE OWNER'S NAME: _____

PROJECT ADDRESS: _____

PHONE NUMBER: _____

2. CONTRACTOR:
(Required if work is to be done by anyone other than owner)

All contractors and sub-contractors working in TI Park must be licensed by the Corporation Office and have a current Insurance Certificate on file. For further information, contact the T.I. Park Corporation. (Cottage Owners: Please see list of Registered Contractors online at www.tiparkcorp.com)

3. SCOPE OF WORK:
(State reasons for replacement and advise if repair was considered)

4. PLEASE SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

- A drawing of the project showing the proposed work
- A detailed description of all materials to be used - include samples or catalog pages if applicable (for example siding, decking material, trim, window type, door type, etc.): _____

** Attach additional pages and information as necessary*

**5. FOR NEW CONSTRUCTION, ADDITION AND/OR RENOVATION
Please see instructions below:**

- a. Submit a Plot Plan Diagram drawn to scale
- b. Show lot size or submit survey if one is available to you
- c. Show existing structure(s) with distances to Lot lines
- d. Show proposed additions with distances to all applicable side lines
- e. Include dimensions of existing and proposed structures
- f. Scale drawings of the floor plan showing window and door locations to center of openings as well as overall dimensions
- g. Scale drawings of elevations showing skirting, siding, windows, doors, trim & roofing pitch.

6. ESTIMATED CONSTRUCTION COST: (Materials and labor) _____

7. ESTIMATED DATE OF COMPLETION: _____

8. AFFIDAVITS:

I certify that the information provided in this application is complete and accurate and the project described will be completed as stipulated above. Furthermore, I have read and familiarized myself with the contents of this application and do consent to its submission and processing.

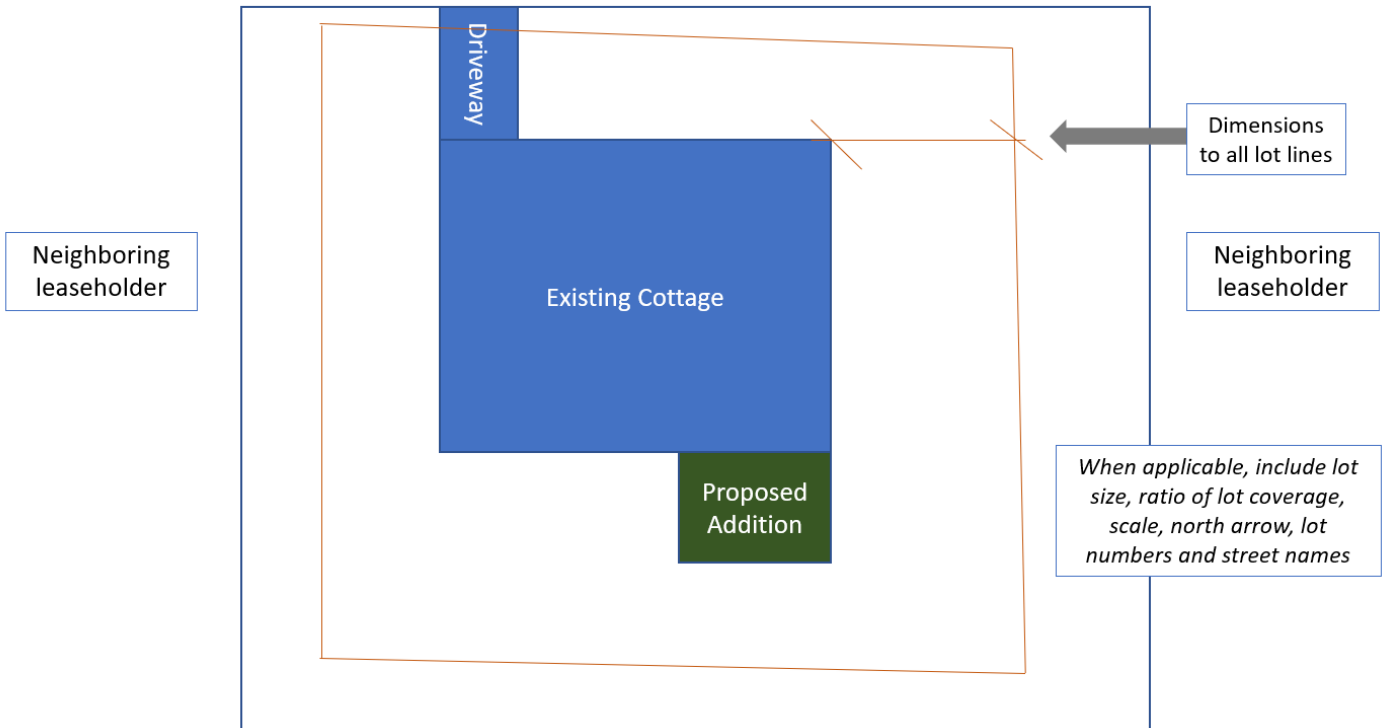
Cottage Owner: _____ Date: _____

Contractor: _____ Date: _____
(on Behalf of Cottage Owner)

Reference Guide:

A. SITE PLAN SAMPLE:

MUST BE TO SCALE



B. WINDOW SCHEDULE SAMPLE:

Manufacturer	Type	Rough Opening	Quantity	Remarks

C. DOOR SCHEDULE SAMPLE:

Manufacturer	Material	Width	Height	Notes

D. MATERIALS LIST SAMPLE:

Item	Material	Finish	Manufacturer

E. APPLICANT CHECKLIST

- Application and submissions to be sent electronically to mgagne@tiparkcorp.com, in-person or by mail (42822 St. Lawrence Ave Unit 1103, Thousand Island Park, NY 13692). We recommend keeping a copy for your records.
- Detailed plans (site plan) drawn to scale depicting the exact work to be done.
- A photo of the existing structure.
- Scale drawings of floor plans and elevations if applicable.
- A detailed materials list – include all materials to be used.
- May need NYS Building Code Permit, Jefferson County Building Code Permit, DEC Permit, Army Corps of Engineers Permit, US Coast Guard Permit, Town of Orleans Building Permit or Sewer Permit Variance.
- Estimated construction cost and date of completion included in the application.
- Permit fee to accompany application (1% of estimated construction cost with a minimum of \$10 and a maximum of \$450).