

THOUSAND ISLAND PARK CORPORATION
LAND USE/WATERFRONT PERMIT APPLICATION

INSTRUCTIONS:

- Boathouse Site/Dock Leaseholders must complete the following application and submit it along with required drawings, photos, and other required information to the Corporation Office. 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 (if applicable) depicting the exact work to be done including renderings of any alterations and of any proposed new construction. (We highly recommend working with an architect to achieve these results). Where applicable, drawings must include square footage of waterfront, boathouse, dock, etc. and square footage of proposed alterations/additions.
- Photographs of the existing structure/land must accompany the application, as well as a detailed materials list.
- A completed Site Plan identifying the locations of all structures on the lot or lots, as well as those on adjacent lots is required. Include the measurements of your lot and adjacent lot lines on the site plan.
- Confirmation that the alterations and or new construction fit within the lease terms. If not, please provide a detailed explanation of the change and what the new request for lease terms is. Please note, if approved most waterfront has a \$500 per square foot price.
- 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, a US Coast Guard Permit, and/or a Town of Orleans building 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 Land use/Waterfront 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 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. BOATHOUSE SITE/DOCK LEASEHOLDER'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. (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. Or provide detail of new work)

4. PLEASE SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

- A survey prepared by a licensed surveyor that is less than 10 years old
- 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: _____

** Attach additional pages and information as necessary*

- State/County/DEC/Army Corp of Engineers notification/permits
- Photos

**5. FOR NEW CONSTRUCTION, ADDITION AND/OR RENOVATION
Be sure drawings include:**

- a. A Plot Plan Diagram drawn to scale
- b. Show existing structure(s) with distances to lease lines
- c. Show proposed additions with distances to all applicable lease lines
- d. Include dimensions of existing and proposed structures

6. ESTIMATED DATE OF COMPLETION: _____

7. 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.

Boathouse Site/Dock Leaseholder: _____ Date: _____

Contractor: _____ Date: _____
(on Behalf of Boathouse Site/Dock Leaseholder)

For office use only: Reviewed by Land Use/Waterfront Committee on: _____ ____ Approved pending information: ___ DEC or other permits ___ Neighbor Notification ___ Other ____ Approved in good order ____ Denied

Reference Guide:

A. 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 area/structures.
- ┌ 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.