

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

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LEASEHOLDER'S NAME & PROJECT ADDRESS:

1. CONTRACTOR:

All contractors and sub-contractors working in TI Park must be licensed by the Corporation Office and have a current Insurance Certificate on file.

2. CONTRACTOR PARKING PLAN & NUMBER OF VEHICLES:

Contractors should be parked in driveways (with cottage owner permission) or in TI Park Corporation designated parking lots or storage garage lots after unloading tools and supplies at the job site. Under no circumstances are vehicles to be parked on sidewalks or along the Coastline, they are not to obstruct roads or driveways, nor are they to be parked on streets. If you are unsure where the nearest designated parking area is, please check with the Corporation office.

3. SCOPE OF WORK AND STATE REASONS FOR REPLACEMENT PROPOSALS

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4. PLEASE SUBMIT THE FOLLOWING:

- A survey prepared by a licensed surveyor that is less than 10 years old
- A drawing of the project showing the proposed work
- A complete and detailed description of all materials to be used:

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

5. FOR NEW CONSTRUCTION AND/OR RENOVATION:

- a. Submit 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. ESTIMATED CONSTRUCTION COST: _____

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.

BOATHOUSE/DOCK SITE OWNER: _____ **Date:** _____

- OR -

CONTRACTOR: _____ **Date:** _____

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Reference Guide:

APPLICANT CHECKLIST

- Application and submissions to emailed 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.

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
Reasoning for rejection: _____