APPLICATION FOR CERTIFICATE OF EXISTING USE
FOR SINGLE-FAMILY RESIDENCE ONLY

INSTRUCTIONS

Certificates of Existing Use (CEU) are issued for structures for which there are NO RECORD.

CEU applies to single-family structures that legally existed prior to incorporation of the Village in 1963.

CEU allows the continuation of a use which lawfully existed prior to the enactment of the Village zoning ordinance. It is the responsibility of the applicant to provide proof of continuous, unaltered use of the property.

If the CEU application is not persuasive, or for other than a single-family residence, the applicant will be required to apply for a CEU from the Zoning Board of Appeals.

MUST SUBMIT:

1. Certified Tax Search showing the buildings being assessed on the property prior to 1963. (www.suffolkcountyny.gov)
2. Original survey dated prior to 1963
3. Current & updated survey
4. Other proofs that the structure(s) existed prior to 1963:
   - Certificate of Occupancy for an addition to the structure
   - Deed that specifically identifies the buildings on the property (www.suffolkcountyny.gov)
   - Newspaper articles
   - Developer dated photographs
   - Notarized affidavit of witness
5. Historical areas require supporting affidavits, i.e., historical real estate tax records.
6. Proof of current ownership. (DEED)
7. $250.00 processing fee
8. One electronic copy of the CEU application with supporting documents
APPLICATION FOR CERTIFICATE OF EXISTING USE
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1. APPLICATION DATE:__________________________________________

2. APPLICANT:__________________________________________________

3. APPLICANT IS: Owner/ Contract Vender/Other_____________________

4. PROPERTY OWNER IF NOT APPLICANT: __________________________

5. ADDRESS OF SUBJECT PROPERTY: ______________________________

6. TAX MAP NO.: Section______ Block_______ Lot_____________________

7. ZONING DISTRICT:_____________________________________________

8. MAILING ADDRESS (if different from property address): ________________

9. EMAIL ADDRESS:_______________________________________________

10. HOME PHONE: ______ WORK PHONE :_________ CELL:_______________

11. ANY DEED RESTRICTIONS OR COVENANTS ON THIS PARCEL?: YES_____NO________

12. DESCRIBE/ITEMIZE CURRENT BUILDING & USE:_____________________

   One Family Dwelling: One-story/ Two story / Other __________________________

   Garage: Detached/Attached/ One Car/ Two car __________________________

   Accessory structures: Shed / Gazebo / Pool house / Other __________________

   Porch: Front / Rear / Overhang / Other __________________________

   Deck: Front / Rear / Other __________________________________________

   Swimming Pool: ____________________________________________________________

   Other: ____________________________________________________________
OWNER’S AFFIDAVIT

STATE OF NEW YORK

ss.

COUNTY OF SUFFOLK

I, ________________________________ being duly sworn, hereby submit the following in support of this application for a Certificate of Existing Use.

I understand that I am executing a legal document and that providing false information will result in rejection of this affidavit and potential prosecution for perjury.

__________________________________
(Owner Signature)

Personally appeared before me the above named ________________________________ personally known to me, who being duly sworn, deposes and says that he/she executed the above instrument and that the statement and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this __________day of ________________ 20__________________

__________________________________
(Notary Public)

FOR OFFICE USE ONLY

INSPECTOR SIGNATURE ________________________________ DATE ________________________________

APPROVED ____________________ DENIED ________________________________

COMMENTS ________________________________

DATE PAID _______________ CHECK/MONEYORDER ____________________ AMOUNT $250.00