



INCORPORATED VILLAGE OF PORT JEFFERSON
Building & Planning Department
88 North Country Road, Port Jefferson, NY 11777
Ph (631) 473-4744 Fax (631) 473-2049
www.portjeff.com

ADMINISTRATIVE CHANGE OF USE APPLICATION
Change of Permitted Use- No Planning Board Review

A complete application shall consist of the following:

1. \$250.00 Fee per §250 Attachment 1:2 **Table of Fees**
2. Three hard copies of Survey and Certificate(s) of Occupancy/Certificates of Existing Use
3. Owner's Endorsement form if applicant is other than the owner. If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement.

SCTM#: _____

PROPERTY ADDRESS: _____

APPLICANT (Must be the party in interest. If applicant is a corporation, provide the name and title of the responsible officer)

NAME: _____

COMPANY NAME (if applicable): _____

ADDRESS: _____

PHONE(S): _____ **EMAIL:** _____

If the applicant does not own the property, please prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed site plan.

OWNER(S) Please list all property owners on the current deed

NAME: _____

ADDRESS: _____

PHONE(S): _____ **EMAIL:** _____

AUTHORIZED AGENT (All communications with regard to this application shall be addressed to the following until further notice)

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF PROJECT _____

For Office Use Only

Application Name and Application Number per the approved Site Plan _____

Date of Approved Site Plan _____ SCTM No. _____

Date Received _____ Application No. _____ Zone _____

Permit(s) Required:

Building _____ Demolition _____ Sign _____ Awning _____ Plumbing _____ Electrical _____

Mechanical _____ Road Opening (DPW) _____

License(s) Required:

Apartment Rental _____ Business Registration _____ Business Operating _____

Certificate of Occupancy amended to read:

OWNER'S ENDORSEMENT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn,
deposes and says:

I am: (check one)

- ☐ 1. the sole owner in fee
- ☐ 2. a part owner in fee
- ☐ 3. an officer of the corporation
which is the owner in fee of the
premises
- ☐ 4. designated party authorized
to act pursuant to a trust or other
legal document
- ☐ 5. member/owner(s) of Limited
Liability Corporation (LLC)

(if you check #3, #4, or #5, please provide proof of legatee (i.e. Corporate Resolution; Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)

I reside at _____

I have authorized _____
to make the foregoing application to the Incorporated Village of Port
Jefferson for approval as described herein.

Signature

Date

(If owner is a corporation, please indicate name of corporation and the title of the
corporate officer whose signature appears above)

***I understand that false statements made herein are punishable as a Class A misdemeanor pursuant
to §210.45 of the New York State Penal Law. _____ Read and acknowledged***

DISCLOSURE CERTIFICATION:

For the purpose of this disclosure, an official or employee of the State of New York, The Town of Brookhaven, the Village of Port Jefferson or the County of Suffolk shall be deemed to have an interest in the applicant or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1. is the applicant or owner,
2. is an officer, director, partner, or employee of the applicant or owner,
3. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner, or
4. is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchanges shall not constitute an interest for the purposes of this disclosure.

_____ deposes and says:

1. I am an applicant for a project or an owner of the land which is the subject of a pending application before the Incorporated Village of Port Jefferson.
2. The project name is: _____
3. I (applicant and/or owner) reside at _____
4. The officers of the applicant's corporation or owner corporation are as follows: (if applicable)
President _____ Secretary _____
Vice President _____ Treasurer _____
5. I make and complete this certification under the penalty of perjury and swear to the truth herein.
6. I am aware that this certification is required by General Municipal Law 809 and that I shall be guilty of a misdemeanor as provided by General Municipal Law 809 should I knowingly or intentionally fail to make all disclosures herein.

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

DISCLOSURE CERTIFICATION (CONTINUED)

YOU MUST ANSWER THE FOLLOWING QUESTIONS EITHER YES or NO

Do any of the following individuals have an interest in the applicant or owner, as defined above?

1. any official of New York State?
2. any official or employee of the Village of Port Jefferson or Suffolk County?

Being so informed and warned, my response to the above question is: ____ YES or ____ NO

If the answer above is yes, General Municipal Law Section 809 requires that you disclose the name and residence and the nature and extent of the interest of said individual(s) in the applicant owner:

NAME	RESIDENCE	NATURE OF INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____

Print Name: _____

Date: _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. ____ Read and acknowledged