



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

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



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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

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

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

FOR OFFICE USE ONLY

INSPECTOR SIGNATURE: _____ DATE: _____

APPROVED: _____ DENIED: _____

COMMENTS: _____

DATE PAID: _____ CHECK/MONEYORDER: _____ AMOUNT \$250.00 _____