

# Village Of Carthage



Department of Code Enforcement  
120 South Mechanic Street  
Carthage, New York 13619

Reginald Huber  
Code Enforcement Officer

Office (315)493-1060  
code@villageofcarthagemy.com

## Building Demolition Application

Tax Parcel # \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

1) Location of Project (if different from above): \_\_\_\_\_

2) Contractor's Information

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone #: \_\_\_\_\_

d. Workers Compensation Insurance Carrier: \_\_\_\_\_

e. Policy # \_\_\_\_\_

f. Policy Expiration Date: \_\_\_\_\_

3) Is the Project located in a Flood Zone or Wetland?  Yes  No

4) Has Dig Safely New York Been Contacted?  Yes  No  N/A

5) Have all gas, sewer, water and other existing service connection been discontinued by the appropriate utility company?  Yes  No  N/A

6) Have provisions been made for runoff control?  Yes  No  N/A

7) Has an asbestos survey been done?  Yes  No  N/A

### Additional Information:

- If the structure has an existing basement, cellar or crawl space below ground level, the perimeter walls must be demolished two feet below grade to allow finish grading. In sloped or hilly areas, grade shall be established so that a continuous grade line connects from lower to higher grade. Any existing basement or cellar floors must be fractured and cracked so as to allow for natural drainage and to prevent pooling of water.
- Only masonry material may be used as fill on demolitions other than single- and double-family homes as per New York State Department of Environmental Conservation regulations.
- Final grading must be accomplished with a granular material no larger than three inches for topsoil and seed.
- Demolition must be completed within 30 days of issuing a permit unless extenuating circumstances necessitate an extension to be approved by the Code Officer

### For Office Use Only

Permit: Accepted  Denied  Reason for Denial \_\_\_\_\_

Permit # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Zoning Permit # \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Paid By  Cash  Check # \_\_\_\_\_

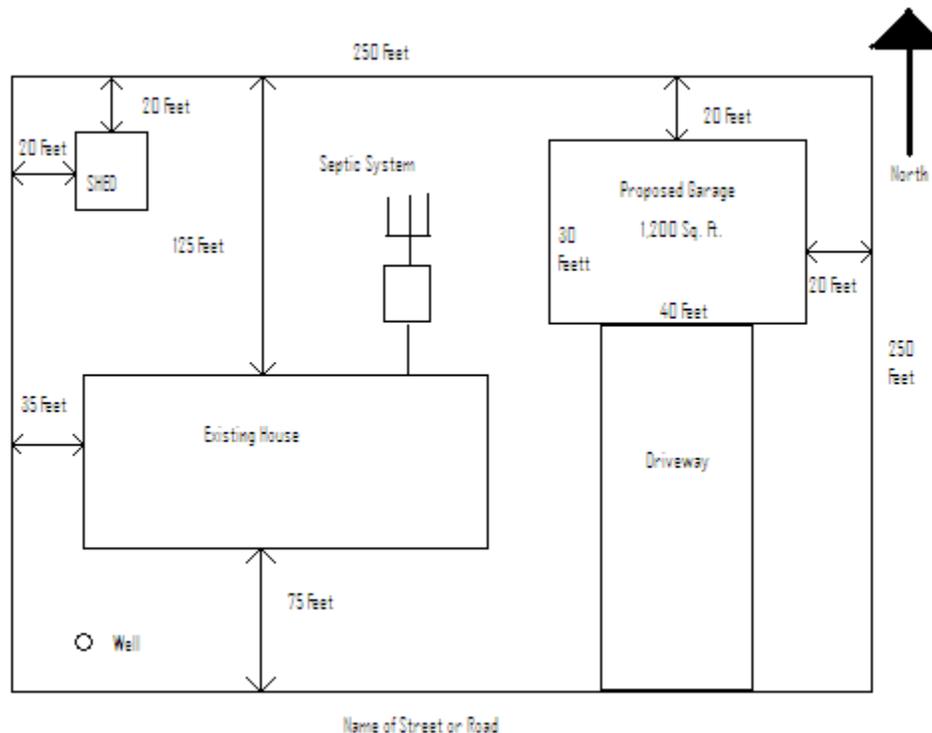
\_\_\_\_\_  
Robert B. Ball,  
Code Enforcement Officer

# Sample Plot Plan

- 1) Property Owner's Name: John and Jane Smith
- 2) Address of Property: 12345 S. James St  
Carthage, NY 13619
- 3) Tax Map Number: 12.34-5-67
- 4) Dimensions of Building Lot: 250 Feet x 250 Feet

Included the following items in the Drawing:

- Existing Building with Dimensions
- Proposed Building or Additions with Dimensions
- Driveways and Sidewalks
- Name of Roads or Streets
- Name of Neighboring Property Owners
- Distance of all Structures (Existing and Proposed) from the property lot lines



VILLAGE OF CARTHAGE  
Code Enforcement and Fire Prevention Office  
Zoning Enforcement and Floodplain Management Office

**PLOT PLAN**

You are required to show all current buildings and structures located on property and include any new buildings or structures which permits are requested for.

- 1) Property Owner's Name: \_\_\_\_\_
- 2) Address of Property: \_\_\_\_\_  
\_\_\_\_\_
- 3) Tax Map Number: \_\_\_\_\_
- 4) Dimensions of Building Lot: \_\_\_\_\_