

**THE FOLLOWING FORMS AND INFORMATION MUST BE FILED FOR A
DEMOLITION PERMIT**

1. Demolition application.
2. Survey of existing conditions also indicating location, size and type of trees on property.
3. Exterminator letter or Health Department rodent letter.
4. Electric, gas, water and sewer disconnect letters from utility company or municipal agency.
5. Proof of liability, compensation and disability insurance naming the Village of Great Neck as Certificate Holder and on the liability certificate, the Village of Great Neck must be named as Additional Insured.
6. Asbestos survey report by a certified asbestos investigator indicating that no asbestos containing materials are present as determined by visual inspections, including all suspected concealed asbestos areas, i.e. steam pipes, etc. Concealed areas to be opened to determine the extent of any asbestos material. All asbestos material to be removed in compliance with all governmental requirements. All appropriate certifications of removal and air quality test results shall be submitted.
7. Affidavits to be submitted to the Village that all property owners within 200 feet from every corner of the subject property has been notified by certified letter that the subject property building is to be demolished.

PROCEDURES TO BE FOLLOWED DURING BUILDING DEMOLITION

1. Notify Building Department 24 hours prior to commencement of demolition.
2. Provide barricades (snow fence or equal) around entire site.
3. Sidewalk and streets to be kept clean.
4. Protect trees to be saved in accordance with Village requirements. Earth around said trees not to be compacted.
5. Site to be kept clean of debris.
6. At the end of the day, any cut holes, during excavation, shall have a 1:2 slope. Maximum piled excavation shall be sloped at 1:2 ratio.
7. Only clean fill, without any organic or construction debris, shall be used.
8. Hose down all disturbed area to keep dust to a minimum.

ON CONTRACTOR=S/BUILDER=S LETTERHEAD

DATE:

TO WHOM IT MAY CONCERN

RE: SUBJECT PROPERTY ADDRESS

THIS NOTICE IS BEING FORWARDED IN ACCORDANCE WITH VILLAGE OF GREAT
NECK DEMOLITION APPLICATION REQUIREMENTS.

THIS IS TO ADVISE YOU THAT THE BUILDING REFERRED TO ABOVE IS SLATED FOR
DEMOLITION IN THE NEAR FUTURE.

PLEASE BE ADVISED ACCORDINGLY.

VERY TRULY YOURS,

VIA CERTIFIED MAIL

DEMORREQ