



More than a Legend

Village of Sleepy Hollow

**Department of Architecture, Land Use Development,
Buildings & Building Compliance**

28 Beekman Avenue, Sleepy Hollow, NY 10591

Telephone (914) 366-5101 • Fax (914) 631-0607 • www.sleepyhollowny.gov

FIRE SPRINKLER APPEALS APPLICATION: PART 1 of 4			
LOCATION	Section:	Block:	Lot:
	Address:		
	Zoning District:		
OFFICE USE	Application number:		
	Date received:		
	Date of decision:		
	Expiration date:		
OWNER	Name:		Phone number:
	Address:		Cellular number:
			Fax number:
			E-mail:
APPLICANT	Name:		Phone number:
	Address:		Cellular number:
			Fax number:
			E-mail:
AGENT	Name:		Phone number:
	Address:		Cellular number:
			Fax number:
	<input type="checkbox"/> Attorney <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other:		E-mail:
FEES	Application: \$300	<input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Money order <input type="checkbox"/> Check number: _____	
	Minutes: \$200 per meeting		
FEES	Escrow: \$500	<input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Money order <input type="checkbox"/> Check number: _____	
	The Department shall send all correspondences to: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____		



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FIRE SPRINKLER APPEALS APPLICATION: PART 2 of 4

If sufficient space does not exist to give appropriate answers to any questions on this form, please attach a rider giving such answers properly referenced to the question and page number.

Appeal is made from the decision of the Building Inspector made on the ____ day of _____, 20 ____.

1. PROJECT DESCRIPTION

Describe the scope of the project: _____

2. STANDARDS FOR APPEAL

Explain specifically how this Application satisfies one or more of the following standards and refer to and attach any documentation that supports your position.

a. Undue economic hardship or burden;

b. Restriction from achievement of a valid state or federal policy;

c. Physical or legal impossibility;

Village of Sleepy Hollow
Bureau of Fire Prevention

d. Impediment to the intended objection of the regulation;

e. Unnecessary in light of a viable alternative which meets the intended objective of the more stringent ordinance;

2. ADDITIONAL INFORMATION

State any additional information that you believe would be helpful to the Board in making a determination.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Proxy Statement (Part 3) is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 20__

Seal

Notary Public



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FIRE PREVENTION APPEALS APPLICATION: PART 3 of 4

PROXY STATEMENT

Proxy Statement is required when anyone other than the property owner is signing an application.

I, _____ being duly sworn, deposes and says that he/ she resides at
(Print Name)

_____ in the County of _____
(Street, City) (County)

State of _____, and that he/she own the property located at _____,
(State) (Street Address)

the property described in the attached application, hereby authorizes and empowers _____
(Agent's name)

to appear on my behalf before the Bureau of Fire Prevention of the Village of Sleepy Hollow, and to sign and file any
documents required with reference to my application.

Signature

Date

Sworn to before me this _____ day

Seal

of _____, 20__

Notary Public



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FIRE SPRINKLER APPEALS ESCROW AGREEMENT: Part 4 of 4

The undersigned does hereby agree to the following:

1. I (We) am (are) the owner(s) agent(s) of the property located at _____
_____ for which application is being submitted to the *Village of Sleepy Hollow Bureau of Fire Prevention* for review.
2. I understand and agree that there are certain consulting fees for which I am responsible in conjunction with said application.
3. I understand that an escrow account must be established as described in Chapter 200 of the Code of the Village of Sleepy Hollow. I understand that the Bureau of Fire Prevention may seek the consultation of professional planners, engineers, surveyors, etc. as well as any special counsel that the Bureau deems necessary. I will be responsible for any and all costs incurred by the Bureau for such consultations, reports, printing and publishing, and professional opinions at the prevailing hourly rate agreed upon by the Village of Sleepy Hollow. I understand that no employee of the Village or any member of the Bureau can advise me, in advance, of what the total consulting fees may be.
4. I shall provide an initial deposit of **\$500**.
5. Fees shall be made payable to the *Village of Sleepy Hollow* and held in escrow and applied toward the payment of consultations, reports, printing and publishing, and professional fees incurred by the Village with regard to the application. When the balance of the escrow account is \$100 or less, I shall deposit additional funds into the escrow account to maintain a minimum balance of \$500. The Village Treasurer's office shall provide me a monthly statement indicating expenses incurred and the amount of monies withdrawn from said account. A replenishment letter will accompany the statement requesting additional funds when necessary.
6. I understand that if I withdraw my application prior to any action being taken by the Bureau, I am still responsible for any expenses incurred by the Village with regard to my application prior to such withdrawal.
7. I understand that if at any time the minimum balance in said escrow account falls below \$100 and is not replenished, the Bureau may suspend the review of my application and/ or the Village Architect may refuse to issue permits and/ or certificates with regard to the premises.
8. I understand that it is my responsibility to request the return of the unexpended escrow fund balance by submitting a letter to this department. The refund, if any, will be made approximately three (3) months from the receipt allowing for invoices to be presented.
9. I understand that a non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
10. If at the termination of the application process, I still am indebted to the Village of Sleepy Hollow for any fees mentioned herein, I understand that the amount of money still owed may be added to my property tax bill and become a lien against the property; or the Village may take whatever legal action necessary against each owner, either individually or jointly, to collect such funds.

Village of Sleepy Hollow
Bureau of Fire Prevention

11. I understand that no permits, variances, licenses, subdivisions, site plan or other approvals or authorizations shall be issued, no applications therefore shall be considered, and no informal conference, preliminary review or other procedure in relation thereto shall be conducted by the Village Board, Planning board, Architectural Review Board, Zoning Board of Appeals, the Building Inspector, any board, commission, or agency of the Village unless and until (1) all outstanding code violations charged to the property owner, contractor, contract vendee, or applicant together with all penalties thereon shall have been paid or resolved; and (2) all outstanding fees, including but not limited to inspection, consultation, and recreation fees due to the Village from the property owner, contractor, contract vendee or applicant are paid.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 20____

Seal

Notary Public