



Village of Southampton

BUILDING DEPARTMENT
23 Main Street
Southampton, NY 11968

631-283-0247
Extension: 146 or 147

As-Built Affidavit of Compliance

_____ **X**
In the Matter of the Application Of

(Applicant)

(Permit #)

Located at _____:
(Address)

To the
**BOARD OF ARCHITECTURAL REVIEW
AND
HISTORIC PRESERVATION**

STATE OF NEW YORK:

: ss

COUNTY OF SUFFOLK

I, _____ [Full Name], being duly sworn, deposes and says:

1. **Introduction:** I am a licensed [architect][engineer](*circle one*) in the State of _____, with license number _____, and I am employed by _____, located at _____.
2. **Personal Inspection:** I hereby certify that on ___/___/_____, I personally conducted an on-site inspection of the property located at _____, Southampton, NY 11968 referred to herein as "the Property."
3. **Compliance with Approved Plans:** I further certify that the as-built house on the Property, as it stands after completion of construction, is in full compliance with the plans and specifications that were approved by the Board of Architectural Review and Historic Preservation on ___/___/_____.
4. **Verification of Materials and Finishes:** I have verified that all materials, colors, finishes, windows, doors, and lighting fixtures used in the construction of the as-built house are consistent with those indicated in the approved plan set.
5. **Statement of Accuracy:** To the best of my knowledge and belief, the information provided herein is true, accurate, and complete. I understand that this affidavit is being relied upon by the Board of Architectural Review and Historic Preservation and the Building Department to confirm compliance with the approved plans.

SWORN TO BEFORE ME THIS
_____ DAY OF _____ 20__

NOTARY PUBLIC

Signature of Affiant



Instructions for Completing the Affidavit

Purpose:

This affidavit must be completed by the architect or engineer who was responsible for ensuring that the construction of the property adheres to the plans approved by the Board of Architectural Review and Historic Preservation. The completed affidavit must be submitted to the Building Department before a Certificate of Occupancy can be issued.

Steps to Complete the Affidavit:

1. Prepare for the Inspection:
 - Ensure that all construction work is complete before scheduling your final inspection.
 - Have a copy of the approved plans and specifications as signed by the Chair on hand for reference during the inspection.
 - Inspect the property thoroughly, verifying that the as-built conditions match the approved plans and elevations in all aspects, including materials, colors, finishes, windows, doors, and lighting fixtures.
2. Complete the Affidavit:
 - Property information: Fill in the appropriate address where the property is located, with the applicant information.
 - Architect's Information: Insert your full name, circle your certification, provide your license number, and the name and address of your firm.
 - Inspection Details: Provide the date of your final on-site inspection of the property.
 - Compliance Confirmation: Carefully detail the materials, colors, finishes, windows, doors, and lighting fixtures, ensuring they match the specifics noted in the approved and signed plan set.
3. Review the Affidavit:
 - Double-check all information for accuracy.
 - Ensure that your statements in the affidavit are true and that the property fully complies with the approved plans.
4. Sign and Notarize the Affidavit:
 - Sign the affidavit in the presence of a licensed notary public.
 - The notary public will then sign and stamp the affidavit, verifying your signature. A notary is available at Village Hall.
5. Submit the Affidavit:
 - After notarization, submit the original signed affidavit to the Building Department as part of your final documentation package.
 - Retain a copy of the affidavit for your records.

Note:

The Building Department will not issue a Certificate of Occupancy until they receive and accept the completed affidavit. Therefore, it is crucial to complete this process promptly following the completion of construction.