



INSTRUCTIONS TO TRANSFER AN ACCESSORY DWELLING UNIT PERMIT

The permit must be current and valid to process your transfer. Application for transfer must be made by the new owner(s) within ninety (90) days of the closing of title as required by §198-135 (B). Failure to submit the required documentation in a timely manner may invalidate the existing Accessory Dwelling Unit permit.

In order to transfer an Accessory Dwelling Unit permit, the buyer(s) or Contract Vendees must comply with the following steps:

1. Owner Occupied Accessory Dwelling Unit Permit being transferred requires a transfer fee of \$250.00
2. Previously held Non-Owner Occupied Accessory Dwelling Unit permit will automatically convert to an OWNER OCCUPIED PERMIT with a transfer fee of \$500.00
3. Payment may be made by credit card in person only. Checks should be made payable to the "Town of Huntington" and mailed to 100 Main Street, Room 205, Huntington, New York 11743. Please remit your payment within 30 days of this notice.

In order to finalize the transfer of the permit, within 90 days of closing you must submit the following:

1. Complete the Application attached. All owners' signature(s) must be notarized.
2. Submit a copy of the Indenture of Deed from the closing (AND eventually a copy of the recorded deed (recorded by Suffolk County Clerk in Riverhead).
3. A photocopy of all owner(s) driver's license(s) or NYS Identification card(s).
4. Submit a letter of intent to occupy the premises upon transfer of title (sample attached).
5. Two (2) proofs of residence. The **ONLY** acceptable proofs of residence are:
 - **Current home telephone bill or cell phone bill**
 - **Bank account statement (checking or savings)**
 - **Credit card statement**
 - **Cablevision Statement**
6. Five (5) photographs of the dwelling exterior (showing front, back and both sides), and one (1) of the driveway (from across the street). **NOTE:** In the event the full driveway is too large, please take additional photographs to show all parking.
7. Please mail the above items to: Town of Huntington, Accessory Apartment Bureau, Room 205, 100 Main Street, Huntington, NY 11743.



WHAT YOU SHOULD KNOW ABOUT AN ACCESSORY DWELLING UNIT PERMIT

1. It is a special use/temporary exemption from the Town of Huntington zoning code. It is not a guaranteed right and is renewable upon expiration.
2. The permit is granted at the Hearing Officer's discretion for a maximum of two (2) years.
3. You must maintain this address as your primary residence and the property must remain owner occupied.
4. If you move or sell the property, the permit may be transferred to the next owner, provided the purchaser executes and submits to the Accessory Dwelling Unit Bureau the proper application and legal documentation within ninety (90) days of transfer of title.
5. Approximately one (1) month prior to the expiration date, you must renew the Accessory Dwelling Unit permit. You will be sent a renewal notice with an inspection date. If you do not receive a renewal notice, please call 631-351-3009. All fees paid after the expiration date of the current permit shall be subject to a late fee in accordance with the following schedule:

Payment received 31-59 days late: \$150.00

Payment received 60-89 days late: \$250.00

Payment received 90-120 days late: \$350.00

AFTER 120 DAYS LATE, PERMIT IS SUBJECT TO REVOCATION

6. An inspection is required for every renewal period. There will be a seventy-five dollar (\$75) rescheduling fee charged to the owner due to a no show appointment, or the inspector fails to gain access to the accessory dwelling unit and/or dwelling, if applicable.
7. If you do not wish to renew the permit, you must call 631-351-3009 to discuss the requirements for a removal and an inspection.
8. All inhabitants of the accessory dwelling unit must utilize off street parking.
9. Should the Accessory Dwelling Unit permit be revoked, a new application cannot be filed or accepted for the same address for three (3) years.

Department of Public Safety
Town Hall • 100 Main Street
Huntington, NY 11743-6991



Huntington
Long Neck, NY



Phone: (631) 351-3009
Fax: (631) 351-3170

LETTER OF INTENT

Date: _____

I/We _____ have purchased
the house at located at :

I/We intend to be owner-occupied residents and keep within the regulations of the
Town of Huntington as they pertain to Owner-Occupied Accessory Dwelling Unit
Local Law, Chapter 198 Code of the Town of Huntington.

Sincerely,

(Signature)

(Signature)

(Signature)