



COUNTY OF NASSAU  
DEPARTMENT OF PUBLIC WORKS  
1194 PROSPECT AVENUE  
WESTBURY, NEW YORK 11590-2723

**NEW YORK STATE GENERAL MUNICIPAL LAW § 239-f,**  
**MUNICIPAL REFERRAL OF APPLICATION – COMMERCIAL**

Property Information: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

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

Tenant: \_\_\_\_\_

Property Owner - Name: \_\_\_\_\_

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

Property Owner's Authorized Project Representative: (i.e. Engineer, Architect, Project Manager, Applicant, etc.)

The Design Professional must submit plans which comply with NYS GML §239-f, the County's latest design standards, and items indicated on the *239-f Initial Submission Checklist*. **The undersigned authorized project representative to be the single point of contact with County representatives regarding this application.**

Authorized Project Representative: Name/Title \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Scope of Work Description: \_\_\_\_\_

**Application Fees** – Checks to be made payable to 'Nassau County Treasurer'

- **Initial Submission** – \$1,500.00 Fee. Check # \_\_\_\_\_ (Enclosed)
- **Cost of Construction Affidavit** – An accurate breakdown of the total construction cost for this project, outlining estimates for all site work, the core/shell of the building(s) or structure(s), and all right-of-way work
- **239f Approval Fee** – Amount indicated on the Cost of Construction affidavit, multiplied by 0.75%. This fee is applicable when the project cost of construction exceeds \$250,000.00
- **Resubmittal Fee** – Should the Cost of Construction estimate be under \$250,000.00, then a fee of \$740.00 will be applied to each resubmission. This will be calculated at the completion of the review process
- **Change in Use Fee** – (if applicable) – \$750.00 due for a parcel that differs in the prior use

**\*Please note – all 239f applications, 239f submission checklist, and plan sets are to be emailed to [239f@nassaucountyny.gov](mailto:239f@nassaucountyny.gov)  
All fees are to be hand delivered/mailed to – **NCDPW Permits Office – Room 102, 1194 Prospect Ave, Westbury, NY 11590**  
with a copy of this form. All fees must be submitted prior to the release of the County reviewed and approved plan set\***

**MUNICIPAL USE ONLY**

Referring Municipality: \_\_\_\_\_

Referring Agency Application # / ID: \_\_\_\_\_

Plan Examiner Name/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_