



Village of

Roslyn Estates

25 The Tulips

Roslyn Estates, NY 11576

Tel: 516-621-3541 ♦ Fax: 516-621-3109

www.villageofroslynestates.com

Fees / Deposits (Revised June 2012)

Residential

Building Permit

\$125 fee (9 months)+ \$100 for c/o = \$225
c/o fee for new dwelling = \$500
\$10 for every \$1,000 cost of construction
and/or demolition.

Commercial

Building Permit

\$200 fee (9 months) + \$250 for c/o = \$450
c/o fee for new commercial building = \$1000
\$20 for every \$1,000 cost of construction
and/ or demolition

Revised Renewal Fees (as of June 11, 2012)

A building permit may be extended by the Building Inspector for not more than four three-month extension periods, upon written application.

(For more information see Village of Roslyn Estates Village Code, Section 69-7 (D))

Residential: cost of construction \$100,000(-)

1st Renewal fee = \$125
2nd Renewal fee = \$250
3rd Renewal fee = \$500
4th Renewal fee = \$750

Commercial:

1st Renewal fee = \$175
2nd Renewal fee = \$300
3rd Renewal fee = \$750
4th Renewal fee = \$1250

Residential: cost of construction \$100,000(+)

1st Renewal fee = \$250
2nd Renewal fee = \$500
3rd Renewal fee = \$1000
4th Renewal fee = \$1500

Commercial:

1st Renewal fee = \$350
2nd Renewal fee = \$600
3rd Renewal fee = \$1500
4th Renewal fee = \$2500

ARB

1. **New building:** involves over 50% alteration/demo of existing building or new building \$1500.
2. **Major:** An alteration involving more than 15% of the front facade and/or more than 25%-50% of existing building \$850 excluding siding and window replacement.
3. **Minor:** under 15% of front elevation and/or less than 25% renovation of existing building, including siding and window replacement. \$400
4. **Other:** All other applications: \$100.

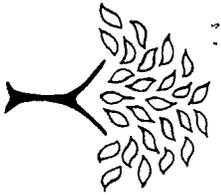
BZA- Residential

\$200 – permit fee
\$1500 escrow deposit for BZA expenses

BZA - Commercial

\$300 – permit fee
\$2500 escrow deposit for BZA expenses

- All plans must be 24' x 36' sheets with ¼ inch floor plans and elevations.
- All building permit and BZA applications must include a recent survey (maximum 6 months old) with every application.
- BZA meets every 3rd Wednesday of the month at 7:30 p.m.
- 12 sets: collated / folded plans and application must be submitted 45 days prior to the meeting.
- BZA Plan Requirements: site plan, elevations, floor plans, survey* and existing floor conditions. *Max. 6 months old
- ARB meets every 4th Wednesday of the month at 7:45 p.m.
- 10 sets of collated / folded plans, survey and application must be submitted 30 days prior to the meeting.
- No exceptions - all plans must be in by the due date.



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2012

Insurance Requirements

Contractors:

- Name/address/phone # -
- Nassau County Home Improvement License – copy of actual license
- Certificate of Liability naming the Village as an additional insured
- Workmen's Compensation form WC105.2 – we do not accept an Accord form.
- Name of plumber, phone number, copy of his license – same insurance as above
- Name of electrician, phone number, copy of his license – same insurance as above
- Ask them to put your address on all forms in order to match it up w/the corresponding job in the Village
- If you have any questions, call the building department at (516) 621-3541.

Sandy Yadaie

deputyclerk@villageofroslynestates.com

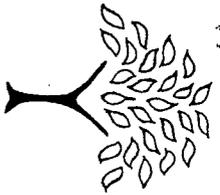
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RULES FOR BUILDERS, CONTRACTORS AND HOMEOWNERS

1. No work to commence without a posted permit.
2. No work before 8:00 a.m. or after 6:00 p.m. Monday - Friday
3. **No working on the weekends and public holidays.**
4. All contractor/worker vehicles must be parked on the site or on the same side of the street.
5. Excavation and construction sites are required to set up all necessary safety protection/fencing for existing trees.
6. All excavations shall be protected from wash/run off with hay bales or silt screens along affected property lines.
7. Contractors are responsible for daily cleanup, including litter.
8. Dumpsters are to be emptied/removed within 48 hours of being filled to legal capacity.
9. No unapproved trees shall be removed.

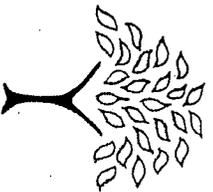
AGREED & APPROVED BY: _____ DATE: _____

BP# _____ ADDRESS: _____

_____ and _____
APPLICANT CONTRACTOR

*Please note this does not include all Village Codes related to the building permit application. Please check the Village Code for a better understanding of all the Codes.

Revised October 2011



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SEC. 7 BLOCK _____ LOT(S) _____
 Date Received: _____ ARB Fee: _____
 BP Filing Fee: _____
 Building Fee: _____
 Total: _____
 PERMIT # _____ EXPIRES: _____

BUILDING PERMIT APPLICATION

Address: _____ feet N,S, E, W of _____ (street) N,S,E,W side of _____ (street) ;
 (circle one) (circle one)

Check Applicable: New Building Addition Interior Alteration Existing Exterior Wall Alteration _____ Percent of Demolition

APPLICATION IS HEREBY MADE to the Building Official the Village of Roslyn Estates, for the approval of the detailed statement and plans herewith submitted for the construction of the buildings herein described.
 STATE PROPOSED WORK IN DETAIL: _____

ESTIMATED COST: \$ _____

*****R.A./ P.E. to provide information below and on first page of construction documents:*****

1. Zone: R-12 R-18 R-21 R-30 C-1 S.F. _____
2. Area of lot: _____ S.F.
3. Area of existing footprint: _____ S.F.
4. Area of proposed footprint: _____ S.F.
5. Max. allowed gross floor area: _____ S.F.
6. Max. allowed footprint: _____ S.F.
7. Area of existing 1st floor: _____ S.F.
8. Area of proposed 1st floor: _____ S.F.
9. Area of existing 2nd floor: _____ S.F.
10. Area of proposed 2nd floor: _____ S.F.
11. Proposed gross floor area (1st floor + 2nd floor): _____ S.F.
12. Gross area of basement space _____ S.F. Area of Cellar _____ S.F.
13. Front yard setback: _____ Existing _____ Proposed _____
14. Rear yard setback: _____ Existing _____ Proposed _____
15. Side(1) yard setback: _____ Existing _____ Proposed _____
16. Side(2) yard setback: _____ Existing _____ Proposed _____
17. Building wall elevations(s) (Average of 2 determining points):
 Front _____; Rear _____; Side (1) _____; Side (2) _____
 23. Height of existing structure _____
18. Property line elevation(s) (Average of 2 determining points):
 Front _____; Rear _____; Side (1) _____; Side (2) _____
 24. Height of proposed structure _____
19. Grade variance(s) (Amount building wall elevation exceeds property line elevation):
 Front _____; Rear _____; Side (1) _____; Side (2) _____
20. R.A./ P.E. to provide skyplane diagrams for front, rear and side yards on front page of proposed construction drawings.
21. R.A./ P.E. to provide plot plan with proposed front, rear and side setbacks on front page of proposed construction documents.
22. R.A./ P.E. to provide energy calculations on front page of proposed construction drawings.
25. Licensed surveyor to provide topographical & tree survey (max. 6 months old) with setbacks and elevations required to determine #13 - #20.
26. General Contractor, Plumber and Electrician to submit workmen's compensation, liability insurance as required.

STATE OF NEW YORK, COUNTY OF NASSAU, ss: _____ (Name of Applicant) _____ (Address)

being duly sworn, deposes and says that he/she is owner, Agent of the property known as _____ (Location)
 that all statements made in this application are true to the best of his/her knowledge and belief, and that the full name and address of the owner of the aforesaid property and contractors are as follows:

OWNER:	ADDRESS	TELEPHONE
ARCHITECT:		
CONTRACTOR:		
PLUMBER:		
ELECTRICIAN:		

AUTHORIZATION OF OWNER: I hereby state, that I have been authorized by the owner or authorized the applicant to file this application for the work specified herein, that I am in agreement with all the statements made, and that they are true to the best of my knowledge and belief.

In consideration of the granting of the permit requested and approval of plans, the applicant agrees to comply with all rules and regulations of the Zoning Ordinance and Building Code, with DEED restrictions, and with every other provision of the Ordinances of the Village of Roslyn Estates and every other provision of law relating to the erection of said buildings in effect at this date, and the requirements of all agencies having jurisdiction.

Sworn to before me this _____ day of _____ 20____ Signature must be notarized _____ (Signature of owner)

Notary Public _____ This application becomes your permit when approved by the building official.
 APPROVED: _____ SUPERINTENDENT OF BUILDING DEPARTMENT, VILLAGE OF ROSLYN ESTATES
 DATE: _____



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Date: _____

Agreement for Building/Property Inspection:

The undersigned, fee owner of the premises described below, having applied to the Incorporated Village of Roslyn Estates for a permit to build, demolish, move, or alter, hereby grants permission to representatives of the Building Department to enter upon and into the premises for the purposes of inspecting work in progress, determining compliance with filed drawings, and with all applicable laws and codes.

Signature of Fee Owner

Address

Email Address

Section 7 Block _____ Lot(s) _____

Notarization

Sworn to before me this _____ day of _____

Notary Public



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NEHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION

BLOCK

LOT (S)

SCH DIST #

PERMIT #

SPECIFIC ZONING DESIGNATION

Location of Building

N.E./S.W. SIDE OF (OR CORNER OF)

N.E./S.W. SIDE OF

ADDRESS OF PROPERTY

Check one

NAME OF BUSINESS

CITY, TOWN, VILLAGE

ZIP

CONTACT PERSON/OWNER

ESTIMATED COST OF CONSTRUCTION:

OWNER
OR
 LESSEE

ADDRESS

CITY, STATE, ZIP

WORK MUST BEGIN BY

PRINCIPLE TYPE OF CONSTRUCTION

PHONE

EMAIL

PERMIT EXP DATE

STEEL

LOT SIZE S.F.

MASONRY

BLDGS ON LOT

FRAME

IF YOU WISH TO GROUP OR APPORTION LOTS

PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY

- NEW BUILDING
- ADDITION (CHANGE IN S.F.)
- DEMOLITION
- ALTERATION (NO CHANGE IN S.F.)
- MAINTAIN (PRE-EXISTING)
- RECONSTRUCTION
- DECK, TERRACE, PORCH, GARPORT
- DORMERS
- OTHER _____

- FIRE DAMAGE
- GARAGE/ OUT BUILDING
- HVAC
- PLUMBING
- RELOCATION
- REPLACEMENT
- SWIMMING POOL
- TENNIS COURT
- CHANGE IN USE

DOES RESIDENCE HAVE

THE FOLLOWING

CENTRAL AIR YES NO

FINISHED ATTIC YES NO

BASEMENT FINISH

1/4 1/2 3/4 FULL

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS

NUMBER OF PROPOSED FULL BATHS

NUMBER OF EXISTING HALF BATHS

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED
VARIANCE OBTAINED
CONSTRUCTION/RENOVATION IN EXCESS OF 50%
SURVEY ENCLOSED

YES NO
YES NO
YES NO
YES NO

PERMIT APPLICATIONS AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

DATE

SEPARATE APPLICATION SHALL BE
MADE FOR EACH BUILDING

FIELD REPORT ON REVERSE

Address of Applicant/Contact Person

Telephone

LOT(S)

BLOCK

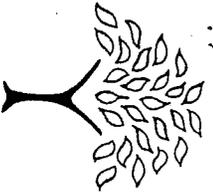
SECTION

SCHOOL DISTRICT

TOWN

UNIT #

CA # OR BLDG #



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Name: _____
 Address: _____
 ARB Fee: _____

Building Permit # _____
 Date Received: _____

Architectural Review Board Checklist

1. Do the modifications fit in with neighboring homes?
2. Do the materials work well together?
3. Are there any concerns pertaining to the requested trees to be removed (if applicable)?
4. Do you have any comments to the landscaping plan?
5. Were the neighbors within 200 feet notified?

Major Alterations

- Survey with topographical information. (Can be combined with tree survey).
- Tree Survey (including existing trees and trees to be removed that are 10 inches in circumference @ 5 feet above grade). (All trees must be listed on a table and trees to be removed must be tagged at the property).
- Floor Plans (1/4" scale)
- Proposed Site Plan
- Elevations (pertinent building sections - 1/4" scale)
- Landscaping Plan with table indicating foundation plantings, existing plantings and proposed removals and additions.
- Material samples
- Color photo presentation (8 1/2" by 11" including adjacent properties and directly across the street; with key or legend.)
- 11" x 17" color rendering of all affected elevations
- Stormwater drainage plan
- Consulting Architect Opinion Letter
- Optional – Computer created renderings
- Optional – Model
- Confirmation that all proposed buildings, driveways and curb cuts were marked with ribbon at the site.

Minor Alterations

- Survey
- Floor Plan (1/4" scale)
- Site Plan
- Elevations (1/4" scale)
- Stormwater drainage plan
- Material samples

BZA (if necessary)

- BZA denial
- Approval date _____
- Approval with conditions
- Disapproval date _____
- Findings of Fact _____

ARB site visit: _____ Date: _____
 ARB Approval: _____ Date: _____



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BUILDING PERMIT CHECKLIST

Please note: The Building Department and The Architectural Review Board (ARB) cannot accept incomplete applications or applications without appropriate fees.

Areas of new construction must be staked out for the ARB site inspection, and trees requiring removal for new construction must be tagged.

1. Two (2) copies of completed building, demolition, plumbing/heating application, with all signatures by the actual owner of the property. (2 copies for the building dept. & 8 copies for the ARB = 10 sets)
2. Two (2) copies of Nassau County Assessors form completed and signed by the owner.
3. Two (2) sets of complete drawings, disclosing all necessary details and specifications, signed and sealed by a registered architect or a licensed professional engineer. (2 copies for the building dept. & 8 copies for the ARB = 10 sets)
4. Two (2) copies of an up-to-date survey (6 months) of the property by a licensed surveyor. Survey must show all structures on the property with their dimensions to property lines and to each other, and applicable elevations at building/property lines, including proposed construction. (2 copies for the building dept. & 8 copies for the ARB = 10 sets)
5. Certificate of Compliance with the New York State Energy Conservation Code, prepared and signed by a registered architect or professional engineer, disclosing all calculations. (not required for demolitions, sanitary systems or unheated structures).
6. Fees, as adopted by Village under the Village Code Chapter 60, Fees, Costs, Deposits & Insurance.
7. Contractor's liability, property damage and workmen's compensation insurance certificates showing the Village of Roslyn Estates as additional insured and copy of contractor's home improvement license. These documents must be submitted before permit is issued.
8. Sanitary Systems require: Three (3) copies of a property survey showing the triangulated locations of all septic tanks and leaching pools (or cesspools) and tile-fields on the property.
9. If applicable, Assessment form, Parts 1, 2, & 3, of the New York State Department of Environmental Conservation SEQR regulations. (Required for Board of Zoning Appeals/ Planning Board applications.)
10. Decision of Board of Zoning Appeals, Planning Board or Board of Trustees granting relief from one or more sections of applicable ordinances, Local Laws or codes.



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Roslyn Estates Building Permit Inspection Requirements

- A valid Building Permit must be displayed at the site.
- Construction plans must be available at the site.
- Interior and exterior construction work may be done ONLY between 8:00 a.m. and 6:00 p.m. on weekdays.

- **No work on Saturdays, Sundays and Public Holidays.**



1. FOOTING INSPECTION

Call for inspection when forms for footings are complete before any concrete has been poured. Lot is to be staked out so that setbacks can be verified.



2. PLUMBING (BELOW GROUND)

Call for inspection of all below-surface plumbing prior to pouring slab. No plastic or hubless piping is permissible in or under concrete.



3. FOUNDATION

Call for inspection of completed foundation, footings, footing drains, gravel and waterproofing. The top course of foundation block must be solid and contain foundation bolts.



4. PLUMBING AND FRAMING

Call for inspection upon completion of rough plumbing and framing, exterior sheathing, all piping, vents and drains, including main drain to septic, prior to insulating. Electrical inspections are to be made at this time by the New York Board of Fire Underwriters.



5. INSULATION

Before inside walls are covered, call for inspection of insulation. Insulation must be in conformance with the New York State Energy Conservation Regulations. Note a garage that is in or attached to a residence, the New York State Building Code requires a fire resistive separation between the garage and the residence.



6. FINAL INSPECTION

Per the Incorporated Village of Roslyn Estates Building Code, a building cannot be legally occupied until the Building Department has issued a Certificate of Occupancy. Violations are subject to penalty.

To schedule an inspection by the Building Inspector,
Call 516-621-3541 at least 24-48 hours in advance.

VILLAGE OF ROSLYN ESTATES
ARCHITECTURAL REVIEW BOARD
RULES AND REGULATIONS
As adopted – February 23, 2005

1. Filing and other pre-hearing requirements.

A. Applications to the ARB shall generally be treated within the following categories:

- (i) Minor Alterations: Applications not falling within the other two categories.
- (ii) Major Alterations: Applications which involve more than a 25% addition to an existing principal building and/or more than a 15% revision of the front elevation.
- (iii) New buildings: Applications to demolish existing principal buildings or to build new principal buildings.

B. Every application to the ARB shall include the following documents, and such other documents as may be requested by the ARB:

- (i) Survey. Must show all information customarily shown on a survey, including but not limited to: all structures, equipment, paved areas, utility lines, and easements. The survey must be no more than 6 months old or the owner must certify that the survey is a true and accurate depiction of the site as it presently exists. If the certificate is not true, the matter shall be adjourned until a proper survey is submitted. (12 copies).
- (ii) Floor plans (1/4" scale). (12 copies).
- (iii) Proposed site plan. (12 copies).
- (iv) Elevations of all affected elevations and details (1/4" scale). (12 copies.)

C. Additionally, every application to the ARB which involves a Major Alteration or a New Building shall also include the following documents and other requirements:

- (i) Topographical survey. Must include everything shown on the survey and contours on the basis of 4 points on a 50 foot grid. (12 copies).
- (ii) Tree Survey. Must show not less than all trees with a circumference greater than 10" at 5 feet above grade. (12 copies).
- (iii) Landscaping plan (12 copies), including, but not limited to:

- (a) Foundation plantings.
- (b) All existing trees with a circumference greater than 10" at 5 feet above grade.
- (c) All of said existing trees to be removed.
- (d) All proposed new trees and other plantings.
- (e) A table showing all plantings to remain and to be planted, indicating type, size, and number.

(iv) Samples of all proposed materials and color samples (of sufficient size) to indicate the material used on the exterior of the building including, but not limited to, roofing, siding, brick, masonry, color brochures of doors and windows (including trim). The materials will be discarded by the Village upon the issuance of the Certificate of Occupancy.

(v) Color photos, 8½"x11", mounted 2' x 3' foam boards of the existing subject house and other structures and premises, and of the houses, other structures and premises on the adjacent properties and directly across the street, with a legend or key identifying each photo.

(vi) Colored elevations of all affected areas (12 copies).

D. Additionally, every application to the ARB which involves a new building shall also include the following documents and other requirements:

- (i) Not less than three full weeks before the hearing, all buildings, driveways, and curb cuts must be clearly staked out with ribbon or paint by a surveyor.
- (ii) Proposed stormwater drainage plans. (12 copies).
- (iii) Computer created color renderings, at the option of the ARB. (12 copies).
- (iv) A model **or perspective rendering** at the option of the ARB.

E. Not less than three full weeks before the hearing, all trees must be clearly tagged and numbered to match submitted plans indicating which trees are to be removed and which trees are to remain.

F. All filing shall be completed not less than three full weeks prior to the ARB meeting at which the application is to be discussed. There shall be no exceptions.

G. In the event that the ARB requests changes to a proposed plan, such changes may be submitted not less than 2 full weeks prior to the ARB meeting at which the amended application is to be discussed.

2. Prohibited materials:

A. No aluminum siding shall be used for exterior surfaces excluding windows, doorframes, garage doors, and soffits, which shall be permitted.

B. No dryvit, glass block, artificial brick or artificial stone shall be permitted for exterior surfaces.

3. Scheduling.

A. Three full weeks prior to the regularly scheduled ARB meeting, all COMPLETED applications, which have been staked out, if required, and which have had all of the trees to be removed properly marked, shall be distributed to the Building Inspector and the consultant architect to the ARB for their review and comments.

(i) If the application is not deemed "complete" by the Building Inspector, the Building Inspector shall notify the applicant and specify in writing the bases for the determination that it is not complete.

(ii) The Building Inspector shall review all zoning, landscaping, and stormwater issues, to the extent relevant. If appropriate, the Building Inspector may seek the assistance of the Village Engineer with regard to stormwater or other engineering issues.

(iii) The Consultant Architect shall review design and other aesthetic issues, including, but not limited to, architectural style, colors, elevations, massing of building, suitability with neighbor's character, building materials, landscaping, and historic nature of the Village.

B. Two full weeks prior to the regularly scheduled ARB meeting, the complete application, together with the comments of the Building Inspector and the consultant architect shall be distributed to the members of the ARB.

4. Notifications.

A. The applicant of a major renovation or a new house shall give notice to all property owners within 200 feet of the subject premises, or as otherwise directed by the Chairperson, by certified mail return receipt requested, not less than 14 days before the scheduled meeting.

5. Meetings and Requirements of members.

A. Meetings shall be held once a month, or more frequently if called by the Chairperson or a majority of the ARB for the purpose of approving amended plans.

B. Applications for Minor Alterations should be resolved at the first meeting. The matter may be adjourned if the owner is not present or represented by a professional authorized to act on behalf of the owner.

C. Presentations involving Substantial Alterations or New Buildings shall be presented by the owner's architect or other design professional and shall not exceed 30 minutes.

D. Minutes of each meeting and each decision shall be kept. Minutes of the meeting shall be prepared by a Village employee or, at the request of the ARB, a licensed court reporter to record the exact plans, materials, and colors approved by the ARB.

E. Members shall inspect every site and the adjacent premises prior to the meeting at which such site is scheduled to be heard.

F. Members shall not miss more than three regular meetings in any Village year.

G. Members shall meet semi-annually with the BZA and Planning Board to exchange ideas, discuss pertinent issues, and critique the efforts of each of the bodies.

6. Enforcement of decisions.

Prior to the issuance of a Certificate of Occupancy, the Building Inspector and a representative of the ARB shall review the plans, materials, colors, plantings, and all other aspects of the approved decision to ensure that the construction and all other aspects of the approved decision and the conditions imposed therein have been fully complied with.