

# Village of Amityville

## Application to the Zoning Board of Appeals

21 Ireland Place, Amityville, NY 11701 Telephone: (631) 691-1909 Fax: (631) 264-7656

### INSTRUCTIONS

#### **ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED.**

#### **1. A completed application consists of:**

- a. Application (pgs. A1-A3 with all questions answered)
- b. Full Disclosure Affidavit (pgs. B1 & B2 with all questions answered)
- c. Owners Endorsement
- d. Plans, Drawings, Renderings (see Additional Requirements)
- e. Survey (must represent property in its current standing)
- f. Copy of Certificate of Occupancy
- g. If owner's name varies from Village Tax Roll records proof of ownership must be presented.
- h. Electronic copies of above documents (Items a-g)

**The entire completed application (Items a-h above) must be returned to the Village Hall with 3 additional paper copies (4 in total) along with an electronic version (PDF, flash drive or CD) and the proper fee.**

\*PDF files can be emailed to the Secretary to the Zoning Board of Appeals at [tgronbach@amityville.com](mailto:tgronbach@amityville.com)

\*\* If pg. A3 indicates your application requires referral to the Suffolk County Planning Commission please provide an additional 3 copies.

2. Once your application has been reviewed you will be notified as to the date of the meeting of the Zoning Board of Appeals.
3. After receiving a hearing date, you will be required to:
  - a. Fill out a out a State Environmental Quality Review Assessment Form (SEQRA). The form will be provided to you from the Secretary to the Planning Board.
  - b. Post a sign or signs on the subject property. **Signs must be posted at least 10 days before the scheduled meeting.** Signs can be purchased at Village Hall.
  - c. Send Notice of Meeting by Certified Mail to all owners of land parcels within a 200-foot radius of your property\*. A radius map and a list of corresponding property owners will be provided to you from the Secretary to the Planning Board. **These notices must be mailed at least 10 days before the scheduled meeting.** \*for a special exception relative to a proposed fence, you are only required to notify abutting neighbors.
  - d. You are required to bring the certified mailing receipts to Village Hall along with a completed Affidavit of Posting, which certifies that you have completed your mailings and posted your sign(s) appropriately.
4. If for any reason you decide to withdraw your application, after it has been advertised and posted, or if your hearing is adjourned due to improper posting or mailing, your application fee will not be refunded.

\*There is a minimum non-refundable processing fee of \$50.00 for applications withdrawn before advertising and posting.
5. If your application requires an inspection by the Village Code Enforcement Officer, please call the Building Dept. (631-691-1909) to schedule an inspection.

## **ADDITIONAL REQUIREMENTS**

### **Applications for Renewal of Special Exception for Two-Family Dwelling must include the following:**

- (1) Floor Plans, including basement/crawl/attic (Dimensioned, and Labeled)
- (2) A site plan indicating sufficient off-street parking
- (3) Copy of the previously Approved Certification from the Zoning Board of Appeals
- (4) This application requires an inspection by a Village Code Enforcement Officer.

### **Applications submitted for approval of a Parent/Child residence must include the following:**

- (1) Floor Plans, including basement/crawl/attic (Dimensioned, and Labeled)
- (2) A site plan indicating sufficient off-street parking
- (3) Proof of relationship (copy of birth certificate & driver's license, marriage license, etc.) to be presented to the Board at the hearing
- (4) This application requires an inspection by a Village Code Enforcement Officer.

### **Applications for approval of a Special Exception for a Fence installation must include the following:**

- (1) A site plan indicating the location and height of the fence.
- (2) A rendering illustrating the proposed fence design.

### **All plans submitted for Approval of an Area Variance must include the following:**

- (1) Plans shall include a Zoning Information key, which indicates the required Zoning elements of the District and the proposed conditions, highlighting the deficient proposals.
- (2) Plans shall include all elevations of all proposed structures.
- (3) Elevations shall indicate the skyplane relationship in accordance with the skyplane diagram marked as Exhibit A in chapter 4 of the Code of the Village of Amityville.
- (4) Elevations shall indicate whether building height is measured from Top of Curb, Crown of Road, or Average Grade if front yard setback is greater than 50 feet.
- (5) Floor Plans, including basement/crawl/attic (Dimensioned, and Labeled)
- (6) A Site Plan including:
  - (a) All dimensions of parcels, including area (sq. ft & acre), depth and width
  - (b) All proposed parking facilities and calculations for parking requirements
  - (c) All proposed work is to be hatched to clearly indicate location
  - (d) All existing structures on the parcel and adjacent parcels within fifty feet (50') of all lot lines
  - (e) All existing curbs, storm drains, sidewalks, roadways, paving, etc. located on and sharing a border with the parcel
  - (f) Zoning of the parcel, and Zoning and Land Use of adjacent properties

END OF INSTRUCTIONS

# Village of Amityville

## Application to the Zoning Board of Appeals

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Date Filed: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner, if other than Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Application is hereby made for a(n):  Variance  Use Variance  Special Exception

In accordance with the Code of the Village of Amityville:

CHAPTER	ARTICLE	SECTION

under discretionary power vested in the Zoning Board of Appeals by Chapter 4, Sections 4-1 thru 4-7 of said Code of Ordinance.

Applicant is seeking to permit the:

- Erection of \_\_\_\_\_
  - Alteration/addition of \_\_\_\_\_
  - Conversion of a one family dwelling to a parent-child residence \_\_\_\_\_
  - Renewal of a Special Exception for owner and non-owner-occupied two-family dwellings
  - Conversion of \_\_\_\_\_
  - Maintenance of \_\_\_\_\_
  - Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Project Location**

Premises are situated on the \_\_\_\_\_ side of \_\_\_\_\_ St./Ave.  
distant \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_ St./Ave.  
known as No. \_\_\_\_\_ St./Ave., Village of Amityville, N.Y., in a  
\_\_\_\_\_ District, Suffolk County Tax Map# 101 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Zone) Section Block Lot

**Project Description**

(Check one)  Existing  Proposed  
(If Existing)  
Date of Erection: \_\_\_\_\_

Size of Building: \_\_\_\_\_ x \_\_\_\_\_ ft. Size of Lot: \_\_\_\_\_ x \_\_\_\_\_ ft.

Occupancy:

Character of Construction:

- |  |   |
|--|---|
| <input type="checkbox"/> One-family dwelling                         | <input type="checkbox"/> Frame                                |
| <input type="checkbox"/> Two-family dwelling                         | <input type="checkbox"/> Brick                                |
| <input type="checkbox"/> Multi-family (# of units) _____             | <input type="checkbox"/> Concrete                             |
| <input type="checkbox"/> Commercial Building                         | <input type="checkbox"/> Other (specify) _____                |
| <input type="checkbox"/> _____ - car garage (attached)<br>(detached) | <input type="checkbox"/> Fire Safety Provided (specify) _____ |

Has any application or appeal been previously filed with this Board on these premises? Yes \_\_\_ No \_\_\_  
(if yes, reason and year) \_\_\_\_\_

(Please provide copy of decision)

Has a Notice of Violation or Court summons been served relative to this matter? Yes \_\_\_ No \_\_\_

Is there a school, church or hospital within 200ft. or on the same block on either side of the street?  
Yes \_\_\_ No \_\_\_

\*If the answer is **Yes** to any of the following questions please submit an additional 3 copies of the completed application so that it may be referred to the Suffolk County Planning Commission.

Is the property within 500 feet of the following?

- a) The boundary of any Village or Town? **Yes** \_\_\_ **No** \_\_\_  
Specify: \_\_\_\_\_
- b) The boundary of any existing or proposed county or state park or any other recreation area? **Yes** \_\_\_ **No** \_\_\_  
Specify: \_\_\_\_\_
- c) The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway?  
Specify: \_\_\_\_\_ **Yes** \_\_\_ **No** \_\_\_
- d) The existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines? **Yes** \_\_\_ **No** \_\_\_  
Specify: \_\_\_\_\_
- e) The existing or proposed boundary of any County, State or Federally owned land held or to be held for governmental use? **Yes** \_\_\_ **No** \_\_\_  
Specify: \_\_\_\_\_
- f) The Atlantic Ocean, any bay in Suffolk County or estuary of any of the foregoing bodies of water?  
Specify: \_\_\_\_\_ **Yes** \_\_\_ **No** \_\_\_

**AFFIDAVIT:**

I hereby depose and say that all the statements made in this application along with the statements contained in the paperwork submitted herewith are true.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

*For Office Use Only*

**DISPOSITION OF ZONING BOARD OF APPEALS**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

**VILLAGE OF AMITYVILLE**

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**FULL DISCLOSURE AFFIDAVIT**

In the matter of the Application of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(RE: location of property)

\_\_\_\_\_, being duly sworn, deposes and says:

(Applicant)

1. The address and title of the applicant:

\_\_\_\_\_

\_\_\_\_\_

2. The names and addresses of ALL persons having any interest, monetary or otherwise, whatsoever in the property described in this application and the nature of their interest: (i.e. contractor, architect, attorney, lending institution, family member, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Do you or any of the persons set forth in paragraph #2 of this Affidavit own any property within 500' of the property described in this application? If yes, list names below:

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4. Are you or any of the persons set forth in paragraph #2 of this Affidavit officers or employees of the Village of Amityville? If yes, list names and titles below:

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5. Are you or any of the persons set forth in paragraph #2 of this Affidavit related to any officer or employee of the Village of Amityville? If yes, list the names and the nature of their relationship below:

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The undersigned affirms the truth and completeness of all statements made within this application.

\_\_\_\_\_  
(Applicant's Signature)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**VILLAGE OF AMITYVILLE**

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**PROPERTY OWNER'S ENDORSEMENT**

**Note: This section must be completed for all applications.** (Separate sheets may be used for multiple owners)

STATE OF \_\_\_\_\_)

:ss

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, being duly sworn, deposes and says that I reside at \_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_

and that I am the owner of the property for which application has been made.

Furthermore, that I do hereby authorize \_\_\_\_\_ to act as my agent at the Zoning Board of Appeals meeting(s), for which this application is to be heard.

\_\_\_\_\_  
(Owner's Signature)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public, State of New York