

VILLAGE OF GREAT NECK

TO: ALL APPLICANTS AND PETITIONERS BEFORE THE VILLAGE OF GREAT NECK BOARD OF ZONING APPEALS

INSTRUCTIONS TO APPLICANTS:

1. 12 Copies plus the original application must be submitted, this consists of pages numbers 1 thru 6.
2. 12 Copies plus the original decision of the Building Inspector, either a denial in letter form or on a building permit application.
3. 13 copies of a **CURRENT** survey - meaning one that is not more than one year old. If the survey is not current, an affidavit stating that the survey is an accurate representation of the existing conditions on the premises. **THIS MUST BE CERTIFIED BY A LICENSED LAND SURVEYOR** and attached to each copy of the survey.
4. 12 copies of all plans and drawings + original or 13^h copy.
 - A. Plans must show all new buildings, structures and alterations, including floor plans with dimensions.
 - B. If alterations are being sought, existing floor plans must be shown as well, with dimensions.
 - C. Plot plans must show all setbacks, required and proposed.
 - D. An area map showing dimensions to nearest walls on adjacent lots and to closest property across adjacent streets. (Form Attached).
 - E. Any application proposing floors above one level, must submit an analysis of solar angles, as they may impact on adjacent properties in the winter season.
 - F. Topographical Survey - See Attached Resolution adopted by the Board of Appeals February 9, 1995.
5. 12 copies of any pertinent information you feel is necessary; original or IS¹ copy.
6. 2 copies of the complete list of property owners within 200 feet of the affected premises + affidavit.
7. Identify all municipal and special district borders extending 500' from the perimeter of the subject property.
8. 1 copy of the Affidavit of Disclosure.

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8. FEES:

\$75.00 - Application for erection of a fence on single dwelling premises.

\$75.00 - Time extension applications

\$250.00 - All other applications

9. COSTS: On all applications to the Board of Appeals, the applicant shall be liable for and shall pay the following costs which may be incurred by the Village in processing the application:

(i) Advertising

(ii) Stenographic minutes of meetings and hearings

(iii) Engineering costs for the Village Engineer

(iv) Legal fees for the Village Attorney which shall be charged at an hourly rate approved by the Board of Trustees., multiplied by the number of hours, or portions, thereof, that the office of the Village Attorney actually spends on the application, but in event in excess of the maximum number of hours set below:

Premises used for one (1) single dwelling: ten (10 hours).

Premises used other than for one (1) single family dwelling:
One hundred (100) hours.

(v) Recording fees

(vi) Planning, sound, traffic, environmental or other specialized study or consultant's fees.

All the foregoing fees and costs shall be consistent with fees for services then prevailing in the community.

VILLAGE OF GREAT NECK

INSTRUCTIONS - PAGE 3

10. DEPOSITS: In addition to the fee required #8 above, the applicant shall deposit with the Village Clerk a sum of money to be used by the Village to defray the costs listed in #9 above, which are actually and necessarily incurred by the village in processing and reviewing the application.

The sum deposited shall be as follows:

- (i) for premises used other than for one single family dwelling, where an environmental impact statement is required or it appears to the village clerk that such a statement may be required, the additional sum four thousand (\$4,000 dollars);
- (ii) for premises used other than for one single family dwelling, where an environmental impact statement is not required, the sum of four thousand (\$4,000 dollars); and
- (iii) all other cases, the sum of one thousand five hundred (\$1,500) dollars.

In the event the amount of the deposit is insufficient to cover the costs listed in #9 above, the applicant, shall at such time as is fixed by the village clerk, deposit with the village an amount deemed sufficient to defray all such costs. If the amount deposited exceeds the actual costs listed in #9 above which are actually and necessarily incurred by the village, the unused portion of such deposit shall be returned to the applicant within sixty (60) days after the decision on the application if filed.

Action on application. No action shall be taken by the Board of Appeals on any application subject to the provision of this section until all fees and deposits required hereunder are paid in full.

ALL FORMS SHOULD BE COMPLETED AND RETURNED TO THE VILLAGE HALL TOGETHER WITH THE NECESSARY FEES AND DEPOSITS BEFORE ANY FURTHER ACTION IS TAKEN ON YOUR PART AND BEFORE ANY NOTICE IS GIVEN TO ANY ADJOINING LAND OWNERS.

THE VILLAGE HALL WILL PROVIDE YOU WITH THE NECESSARY FORMS, COMPLETE WITH ALL INFORMATION AS TO DATE OF HEARING ETC., IN ORDER FOR YOU TO FORWARD TO THE ADJOINING OWNERS.

VILLAGE OF GREAT NECK

ADOPTED BY THE BOARD OF APPEALS FEBRUARY 9, 1995

Be it resolved that the Rules and Regulations of the Board of Appeals be amended by adding an additional provision requiring the following document to be submitted to the Board as part of the application in the following situations:

All residential applications wherein a new building is proposed, or an alteration is proposed which will increase the then existing building area by 50 per cent, and all non-residential applications where any additional building area is proposed, shall provide to the Board a survey showing the existing topography, with an overlay of any proposed changes to that existing topography.

The topography shall be shown in 2 foot contour intervals, and shall include the entire premises under consideration by the applicant, and shall be extended 10 feet beyond the property lines of said premises onto all adjacent premises. In the event there is a structure on adjacent premises within 10 feet of the property lines of the premises under consideration, the contours shall only be required up to the walls of such structures on the adjacent premises.

Said survey shall also show both existing and proposed surface and subsurface storm water drainage systems. This survey shall be prepared by a land surveyor licensed to practice in the State of New York, and shall bear the seal and signature of that surveyor.

ADOPTED BY THE BOARD OF APPEALS JANUARY 6, 2000

The owner of a property seeking to legalize any existing structure must be present at the Board of Appeals meeting.

VILLAGE OF GREAT NECK

ADOPTED BY THE BOARD OF APPEALS OCTOBER 9,1997

Be it resolved that the Rules and Regulations of the Board of Appeals be amended by adding an additional provision requiring that any commercial application be required to include the Alert Fire Company, 555 Middle Neck Road, Great Neck, New York 11023 within the two hundred feet Notice to Property Owners requirement.

VILLAGE OF GREAT NECK
61 BAKER HILL ROAD
P.O. BOX "A"
GREAT NECK, NY 11023

Case No. _____

APPLICATION ON APPEAL OR FOR VARIANCE, CONDITIONAL
USE OR PERMIT UNDER THE REQUIREMENTS OF THE CODE
_____OF THE VILLAGE OF GREAT NECK, AS AMENDED_____

NOTICE: This Application shall be printed in black ink or typewritten and filed complete in all respects, including surveys and plans.
APPLICATION WILL NOT BE ACCEPTED UNLESS AFFIDAVIT OF OWNERSHIP IS EXECUTED BY THE RECORD OWNER OF PROPERTY DESCRIBED.

Applicant: _____ Address: _____

Owner: _____ Address: _____

Street address of affected premises:
Number Name of Street

Name and address of person who will appear for the applicant at the Public Hearing: _____

Phone Number: _____

ITEM

- A. Application is hereby made for a permit under Article _____ Sec. _____
- Application is hereby made for a conditional use under Article _____ Sec. _____
- Application is hereby made for a variance of Article _____ Sec. _____

Appeal is hereby made for a determination under Article _____ Sec. _____
of the Code of the Village of Great Neck

B. Question involved

C. This statement is necessary in order for the Clerk to accept the application _____

I hereby submit the principal points on which this application is based with description of existing conditions and proposed work. (In requesting a variance include a statement concerning your practical difficulty or hardship).

D. Subject Premises situated on the _____ side of _____
_____ street, _____ feet _____ of _____
_____ nearest intersection.

Location: Nassau County Tax Map:

Section No. _____ Block No. _____ Lot(s) No. _____

E. Located in Zoning District designated as _____

F. To Permit the Erection-Alteration-Conversion-Maintenance-Extension-Use
of _____

In accordance with the plans filed with the Building Inspector

Dated: _____ 19 _____

G. Attached hereto is copy of the decision by the Building Inspector issued
on _____, 19 _____

H. In connection with A Proposed - An Existing - Building - Use _____

I. _____ (Strike out words not applicable)

J. If existing building, give date of erection _____

K. Class of Construction _____

L. _____ issued _____

File Certificate of Occupancy if _____

Size of Lot _____ feet, front _____ feet, rear _____ feet,
deep _____ feet.

Size of Existing Building _____ feet, front _____ feet,
deep _____ feet.

Size of Building as Proposed _____ feet, front _____ feet,
deep _____ feet.

Size of Building: Height _____ stories _____ feet.

1. Use. Present (or former, if unoccupied) _____
Proposed: _____

2. What is the assessed valuation of the plot in question?
Land _____ Buildings _____ Total _____

VILLAGE OF GREAT NECK

- L. 3. Were the zoning district designations affecting this plot changed since 1930? _____
4. If change was made, explain in statement.
5. Is there a petition pending before the Village Board of Trustees for a change in the zoning district designations affecting this plot? _____
- M. 1. Any previous application filed on these premises? _____
If so, Case No. (s) _____
2. How long has present owner held title to property?
3. Is the proposed site within 200 feet of any premises used for a public school, public library, church or hospital? _____
4. Has any violation been issued affecting these premises?
5. Has Court Summons been served relative to this matter?_
File Disposition _____
- N. I hereby depose and say that all the foregoing statements and information and all statements and information contained in papers submitted herewith are true.

Applicant to Sign Here

Sworn to before me this _____ day
of _____, 20

Notary Public

VILLAGE OF GREAT NECK

AFFIDAVIT OF OWNERSHIP (NOT A CORPORATION)

STATE OF NEW YORK) COUNTY
OF NASSAU) ^{ss, :}

_____ being duly sworn, deposes and says that
he resides at _____ in the County of _____ ,
State of _____ ; that he is the owner of
which is the subject premises described in the foregoing application, shown on
the Nassau County Tax Map as Section _____ , Block _____ Lot(s) _____
that he has authorized _____ to make the foregoing application
and that the statements of fact contained in the foregoing application are true,

Owner's signature

Sworn to before me this
_____ day of _____ , .20

Notary Public

AFFIDAVIT OF OWNERSHIP (CORPORATION)

STATE OF NEW YORK) .
COUNTY OF NASSAU)

_____ being duly sworn, deposes and says that
he resides at _____ in the County of
State of _____ ; that he is the _____
Officer
of _____ , the Corporation which is the owner of the
Corporation
premises known as _____ also described as
Section _____ , Block _____ , Lot(s) _____

On the Nassau County Map; that he has been authorized by the Board of Directors
of the said corporation to make the foregoing application and that the statements
of fact contained in the foregoing application are true.

Sworn to before me this _____ day _____
of _____ , 20 _____ Officer's Signature

Notary Public

Appendix C
State Environmental Quality Review SHORT
ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I—PROJECT INFORMATION (To be completed by Applicant or 'Project sponsor)

- 1. APPLICANT/SPONSOR
- 2. PROJECT NAME
- 3. PROJECT LOCATION:
Municipality _____ County _____
- 4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc.. or provide map)

- 5. IS PROPOSED ACTION:
New Expansion D Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

- 7. AMOUNT OF LAND AFFECTED:
Initially _____ acres Ultimately _____

- 8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?
Yes No If No, describe briefly

- 9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?
Residential Industrial Commercial Agriculture Park/Forest/Open space Other
Describe: _____

- 10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?
Yes No If yes, list agency(s) and permit/approvals

- 11. DOES ANY ASPECT OF THE ACTON HAVE A CURRENTLY VALID PERMIT OR APPROVAL?
Yes N- If yei. list agency name and permit/approval

- 12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?
Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

ApplicanUsponsor name: _____ Date: _

Signature: _____

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

OVER

PART II—ENVIRONMENTAL ASSESSMENT (To be completed by Agency)

A. DOCS ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCfR, PART 117.127 **Yes**, coordinate the review process and submit the FULL EAF.

DNO

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? **If No. a negative declaration may be superseded by another involved agency.**

Yes **DNO**

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten. If legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing historic pattern*, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals *s officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other Impacts (Including changes in use of either quantity or type of energy)? Explain briefly.

D. IS THERE OR IS THERE LIKELY TO BE. CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes **No** **If Yes. explain briefly**

PART III—DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) (reversibility); (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

D Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

D Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of lead Agency

Print or Type Name of Responsible Officer in lead Agency

title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

VILLAGE OF GREAT NECK

State of New York
County of Nassau

Annexed hereto is a list of the names and address of the owners of record of properties within a radius of 200 feet of the property which is the subject of the above entitled application.

(Signature)

Sworn to before me this day of 20

Notary Public

PROPERTIES WITHIN RADIUS OF
200 FEET FROM SUBJECT PREMISES

XIAP DESCRIPTION

Return
Receipt
Received

SEC. BLK. LOT OWNER ADDRESS

VILLAGE OF GREAT NECK

"I hereby authorize the members of the Board of Appeals, the Building Inspector of the Village, and legal counsel to the Board of Appeals to enter upon and inspect my property prior to the Board of Appeals rendering a determination with regard to this application."

AFFIDAVIT OF DISCLOSURE IN COMPLIANCE WITH
SECTION 809 OF THE GENERAL MUNICIPAL LAW

BOARD OF

VILLAGE OF GREAT NECK

In the Matter of the Application of

for a

concerning the premises designated as

Section , Block , Lot(s)

STATE OF NEW YORK)

ss:

COUNTY OF)

being duly sworn, deposes and says

- 1. Your deponent is over 18 years of age and resides at
- 2. Deponent is the (a) applicant (b) one of the applicants (c) officer of applicant _____ and (d) partner in applicant.
(state office held)

[strike inapplicable language]

3. To deponent's knowledge, the name, address and nature extent of the interest in the applicant of every state officer and every officer and employee of the Village of Great Neck (as the term "interest in applicant" is defined in General Municipal Law §809) is as follows:

Sworn to before me this
day of _____, 20

GENERAL MUNICIPAL LAW, §809 provides as follows:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- a) is the applicant, or
- b) is an officer, director, partner or employee of the applicant, or
- c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

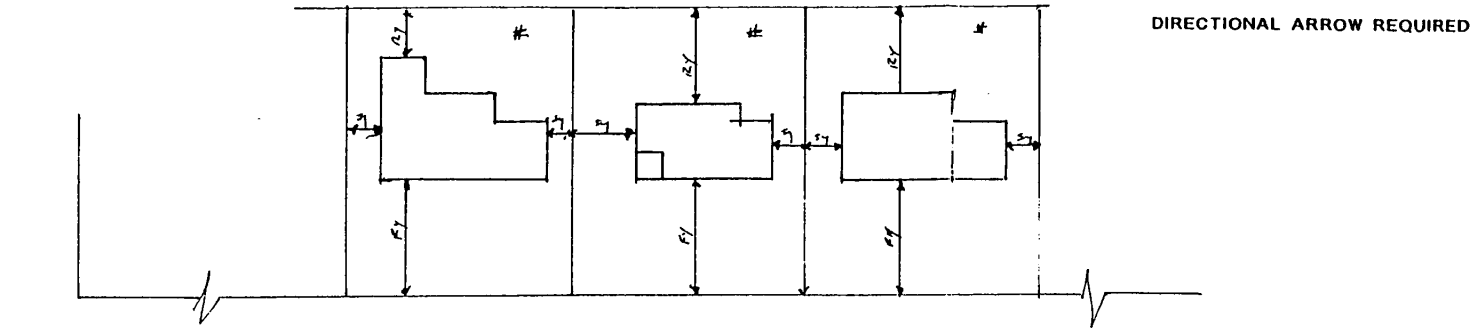
3. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law.

4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

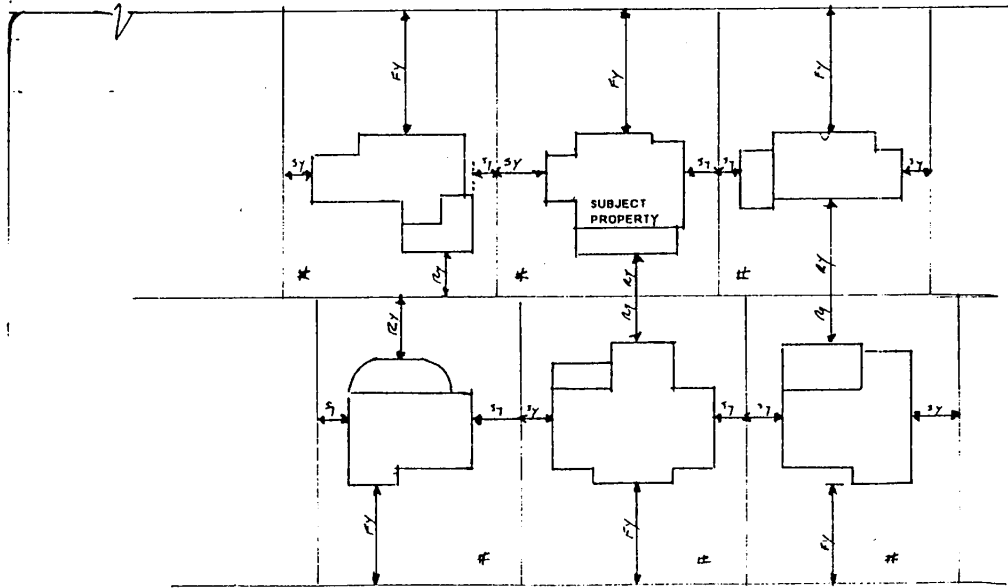
THE APPLICANT REPRESENTS TO THE VILLAGE THAT THE APPLICANT HAS ENCLOSED WITH THIS APPLICATION COPIES OF ALL DECISIONS RENDERED BY ANY OTHER VILLAGE BOARD OR COMMITTEE THAT RELATE IN ANY WAY TO THE PROJECT WITH RESPECT TO WHICH THIS APPLICATION IS SUBMITTED.

If any information presented to this Board by the applicant, any representative of the applicant, or anyone else on behalf of the applicant is found to be untrue in any material respect or any information so presented is found to have been materially incomplete or misleading, this Board shall have the right to revoke or modify this resolution. The finding may be by the Building Commissioner or this Board on its own initiative or when presented with information or facts from any other persons or entity. Notwithstanding the foregoing, no revocation or modification of this resolution shall be made without providing the applicant a right to be heard upon not less than twenty days¹ notice by first class mail and by certified mail return receipt requested to the applicant and to the owner, if different from the applicant, at the address or addresses listed on the application.



STREET NAME

STREET NAME



FY=FRONT YARD SETBACK
 RY=REAR YARD SETBACK
 SY=SIDEYARDS
 #=LOT NUMBER

SUBJECT PROPERTY TO ANNOTATED
 WITH SUBJECT OF VARIANCE REQUEST

APPLICATION/CASE NUMBER: _____
 APPLICANT NAME: _____
 ADDRESS: _____

AREA MAP WITH ADJACENT & ABUTTING PROPERTY SETBACKS
EACH PROPERTY SHALL BE EVALUATED WITH ALL DATA SHOWN