

Village of Great Neck

BOARD OF TRUSTEES

PEDRAM BRAL, MAYOR
BARTON SOBEL, DEPUTY MAYOR
ANNE MENDELSON, TRUSTEE
STEVE HOPE, TRUSTEE
ELI KASHI, TRUSTEE



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

INSTRUCTIONS TO APPLICANTS RE FILING REQUIREMENTS:

1. 1 original application must be submitted. Additionally, a copy of the application must be submitted in PDF format on an USB flash drive
2. 1 copy of the original decision of the Plans Examiner, via Notice of Denial or a stamped building permit application.
3. A copy of a **CURRENT** survey – one that is not more than a year old. If the survey is not current, submit 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 the copy of the survey.
4. Three (2) copies of all plans and drawings:
 - (i) Plans must show all new buildings, structures and alterations, including floor plans with dimensions.
 - (ii) If alterations are being sought, existing floor plans must be shown as well, with dimensions.
 - (iii) Plot plans must show all setbacks, required and proposed.
 - (iv) An area map showing dimensions to nearest walls on adjacent lots and to closest property across adjacent streets. (form attached).
 - (v) 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.
 - (vi) **Topographical Survey** – surveys must be within one (1) year or a sworn statement by the owner that the survey accurately shows all of the structures and outdoor equipment on the property.
5. 1 copy of any pertinent information you feel is necessary.
6. 1 copy of a radius map and a complete list of property owners within 200' of the affected premises and affidavit of mailing.

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.
9. FEES per § A583-22(1):

Mixed-Use Districts: \$250

Business A Districts: \$250

Public utilities and domestic services: \$250

Noncommercial & Accessory swimming pools: \$300

Special exception permits for amateur radio station antennas: \$150.

Nonconforming uses and noncomplying buildings: \$250

Temporary structures: \$200

The initial and each subsequent application, if any, for an extension of such permit shall be accompanied by a fee of \$100.

Special exception permits for telecommunications towers: \$250

Rezoning: \$500

10. COSTS: On all applications to the Board of Trustees, 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 family 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 of consultant's fees

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

11. DEPOSITS:

In addition to the fee required in #9 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 #10 above, which are actually and necessarily incurred by the village in processing and reviewing the application.

The sum deposited shall be as follows:

For a rezoning, where no supplemental environmental assessment form or environmental impact statement is required: \$2,000.

For any application where a supplemental environmental assessment form or environmental impact statement is required, or it appears to the Village Clerk that such a statement may be required: the sum of \$10,000.

In all other cases: \$1,000.

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 is filed.

Action on application. No action shall be taken by the Board of Trustees 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 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 LANDOWNERS.

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
61 Baker Hill Road
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 USB flash drive, surveys and plan copies.

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 Street Name

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

Phone Number: _____ Email/Homeowner: _____
Email/Architect: _____

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 under 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 of hardship).

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

Location Per Nassau County Tax Map:

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

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 Plans Examiner dated: _____

G. Attached hereto is a copy of the decision by the Plans Examiner issued on

H. In connection with a Proposed/Existing/Building/Use

(Strike out words not applicable)

I. If an existing building, give date of erection _____
Class of Construction _____

J. File Certificate of Occupancy, if issued _____

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

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

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

Size of Building: Height _____ stories _____ feet.

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

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

3. Were the zoning district designations affecting this plot changed since 1930? _____

4. If a 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 applications filed on these premises? _____
If so, Case No.(s) _____
2. How long has the 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 within the last ten (10) years 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 Signature

Print Applicant Name

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

Notary Public

AFFIDAVIT OF OWNERSHIP (Not a corporation)

STATE OF NEW YORK)

ss.

COUNTY OF NASSAU)

_____being duly sworn, deposes and says that s/he resides at _____ in the County of _____, State of _____; that s/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 s/he has authorized _____ to make the foregoing application and that the statements of fact contained in the foregoing application are true.

Owner's Signature

Print Owners Name

Sworn to before me this

_____ day of _____, 20__

Notary Public

AFFIDAVIT OF OWNERSHIP (Corporation)

STATE OF NEW YORK)

ss.

COUNTY OF NASSAU)

_____being duly sworn, deposes and says that s/he resides at _____ in the County of _____, State of _____; that s/he is the officer of _____, the Corporation which is the owner of the premises known as _____ also described as Section _____ Block _____, Lot(s) _____ on the Nassau County Map; that s/he has been authorized by the Board of Directors of said Corporation to make the foregoing application and that the statements of fact contained in the foregoing application are true.

Officer's Signature

Print Name

Sworn to before me this

_____ day of _____, 20__



Notary Public

VILLAGE OF GREAT NECK

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.



VILLAGE OF GREAT NECK

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 Superintendent of Buildings 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 days' 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.



VILLAGE OF GREAT NECK

STATE OF NEW YORK)
 ss.
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

Printed Name

Sworn to before me this

_____ day of _____, 20__

Notary Public

AFFIDAVIT OF MAILING

STATE OF NEW YORK)

: ss:

COUNTY OF NASSAU)

_____ being duly sworn, deposes and says that on the _____ day of _____, 20____, (s)he served the Notice attached hereto upon the following persons at the address indicated:

OWNERS OF RECORD OF PROPERTIES WITHIN 200' RADIUS

SECTION	BLOCK	LOT
_____	_____	_____
_____	_____	_____
_____	_____	_____

enclosed and properly sealed in a postpaid envelope, which I deposited in an official depository under the exclusive care and custody of the United States Postal Services within the State of New York at _____

That said Notice was mailed by CERTIFIED MAIL which receipt is attached hereto and forms a part hereof.

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

NOTARY PUBLIC



VILLAGE OF GREAT NECK

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