

# Village of Great Neck

## BOARD OF ZONING APPEALS



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

### **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 a DVD. The DVD is to be enclosed in a paper envelope and stapled to the original application.
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 (3) 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.

## INSTRUCTIONS – PAGE 2

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:

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

\$75.00 -- Time extension applications

\$250.00 -- All other applications

10. 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 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:

- (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 two thousand five hundred (\$2,500 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.

## **INSTRUCTIONS – PAGE 3**

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 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 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 DVD, 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 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 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 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

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

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

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.

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## 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.

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Signature

Sworn to before me this

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

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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 A 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 Appeals, the Planning Board, 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.”

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