

To: All Applicants, their Agents and/or Attorneys

**INSTRUCTIONS FOR FILING APPLICATION WITH THE ZONING BOARD OF APPEALS
IN THE VILLAGE OF NORTH HAVEN**

1. FILL OUT THE APPLICATION FORM, MAKING SURE THAT THE REQUIRED SIGNATURES ARE NOTARIZED.
2. COMPLETE THE ENCLOSED AUTHORIZATION FORMS, WHERE APPLICABLE AND RETURN ORIGINALS.
3. FILE ORIGINAL FORMS (NOT COPIES) WITH THE BUILDING INSPECTOR'S DENIAL AND 11 ORIGINAL COPIES OF THE CERTIFIED SURVEY AND THE SUPPLEMENTAL INFORMATION RELEVANT TO THE APPEAL, WITH THE FILING FEE OF **\$950.00**, TO THE VILLAGE, AT LEAST 30 DAYS PRIOR TO THE NEXT SCHEDULED MEETING OF THE ZONING BOARD OF APPEALS.
4. THE VILLAGE WILL POST A NOTICE OF YOUR APPEAL IN THE OFFICIAL NEWSPAPER OF THE VILLAGE, HOWEVER IT IS THE APPLICANTS RESPONSIBILITY TO NOTIFY THE NEIGHBORS WITHIN A RADIUS OF 200 FEET OF THE SUBJECT PREMISES BY CERTIFIED MAIL. PLEASE SUBMIT ALL COPIES OF THE CERTIFIED RECEIPTS AND AN AFFIDAVIT OF MAILING AT LEAST 5 DAYS BEFORE THE SCHEDULED HEARING. IT IS NOT NECESSARY TO POST THE PROPERTY.
5. THE APPLICANT, HIS/HER AGENT/ATTORNEY, WILL BE NOTIFIED BY THE VILLAGE, OF THE DATE, TIME AND PLACE OF THE HEARING.
6. APPLICATIONS BEFORE THE VILLAGE OF NORTH HAVEN ARE REVIEWED UNDER THE CRITERIA SET FORTH IN NYS VILLAGE LAW SECTION 7-712-b. THE APPLICANT/AGENT/ATTORNEY MUST ADDRESS THE AFOREMENTIONED CRITERIA IN BOTH THE WRITTEN AND PUBLIC HEARING PORTION OF THE APPLICATION.

VILLAGE OF NORTH HAVEN
ZONING BOARD OF APPEALS
(631) 725-1378

APPLICATION

Date _____, 20__

To: ZONING BOARD OF APPEALS
Village of North Haven
335 Ferry Road
Sag Harbor, NY 11963

I (We) _____
(Name of Applicant)

of _____ Zip _____
(Insert complete mailing address)

owner(s) of _____
(Insert location of premises)

bearing Suffolk County Tax Map Number

_____/_____/_____/_____
District Section Block Lot

Apply for: (check one [1] or more)

- An Area Variance
- A Use Variance
- An Interpretation of the Zoning Ordinance
- A Special Use Permit
- Other

The applicable provisions of the Zoning Ordinance from which variance relief is sought are:

Article _____, Section _____, Subsection _____

Article _____, Section _____, Subsection _____

Article _____, Section _____, Subsection _____

Article _____, Section _____, Subsection _____

(Continue to next page)

Has a prior variance or special use permit or interpretation ever been applied for on this property?

Yes No If "Yes," on what

date? _____

State in factual terms the exact manner in which applicant seeks relief from the Zoning Board of Appeals:

Specify whether a grant of the variance will produce an undesirable change in the neighborhood or community and if not explain: _____

Describe any feasible alternative method, if any, to achieve the benefit sought in lieu of the variance relief:

Is the variance substantial: _____

A person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law, Section 809

Yes No

If "Yes," state the resident and nature and extent of the interest of such individual.

(name)	(residence)
(extent of interest)	

This application is submitted as follows (initial each, as applicable):

- 1. After denial of a Building Permit application..... []
- 2. In nine (9) copies, inclusive of the two (2) originals..... []
- 3. Notarized properly..... []
- 4. With eleven (11) current, accurate surveys, by a New York State licensed surveyor..... []
- 5. With a completed and executed Environmental Assessment Form (except dimensional variances)..... []
- 6. With a copy of Certificate of Occupancy..... []
- 7. With a certified abstract of single and separate ownership (for dimensional variances on lots with undersized area or width)..... []
- 8. With New York State Department of Environmental Conservation determination or "no jurisdiction letter" (if within 300 feet of tidal waters)..... []
- 9. With a written consent statement of the owner (if the application is by contract vendee, representative or tenant)..... []
- 10. With the appropriate filing fee payable to "Village of North Haven" (see Village Clerk)..... []

Any application not filled in properly, or submitted without the necessary papers, will not be processed until completed. The Zoning Board Appeals reserves the right to request additional documentation and drawings and to condition relief on the filing of covenants and restrictions with the Suffolk County Clerk.

(Continue to next page)

Describe in detail whether the variance has an adverse effect or impact on the physical or environmental conditions in the neighborhood: _____

State whether the alleged difficulty is self-created: _____

(Applicant's Signature)

STATE OF NEW YORK)
 :
COUNTY OF _____)

ss.:

On the _____ day of _____, 20____ before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfaction evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) acted, executed the instrument.

Notary Public

AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY

Instructions: This form must be completed, signed and attached to the application for the Zoning Board of Appeals of the Village of North Haven.

The undersigned being the _____
(Owner or Agent for Owner)

of the property described in the within application, hereby authorized the members of the Zoning Board of Appeals of the Village of North Haven to enter upon the property described in the within application for purpose of inspection such property in connection with the relief requested in the within application, and the undersigned hereby consents to said entry for said purpose.

Date

Signature