

Date Received by Village: _____ / _____ / _____

Village of East Nassau Variance Application

Instructions: Please answer all of the questions in each numbered section and complete all applicable Attachments. The Zoning Board of Appeals may also request pertinent additional information based on the information contained in your application. Applications must be received by the Zoning Board of Appeals ten (10) days prior to the next meeting date.

*Type or print clearly in ink. If you need assistance answering the questions, please contact the Chairman of the Zoning Board of Appeals. Please submit the required fee along with **three copies** of this application. The Applicant or the officially designated representative of the Applicant must attend the meetings.*

Your application will be deemed incomplete if all of the information requested is not provided. In accordance with Zoning Board of Appeals rules and regulations, the time period for review of this project will not begin to run until the Zoning Board of Appeals determines that the application is complete. If the application is not complete, a request for additional information will be issued within 15 days of the receipt of the application indicating which information is still required for a complete application.

1. Variance Applicant (the person(s) seeking the variance):

NAME: _____

Mailing Address: _____

Telephone Number (daytime): _____ Fax: _____

2. Current Property Landowner: Check box if same as Project Sponsor and proceed to next question.

NAME: _____

Mailing Address: _____

Telephone Number (daytime): _____ Fax: _____

3. Authorized Representative: I authorize the person named below to act as my agent in all matters relating to this permit application before the Town. I acknowledge that all contact regarding the permit application will be through my authorized representative. I understand that I am ultimately responsible for the accuracy of information contained in this permit application and for compliance with all terms and conditions of any permit issued to me by the Town.

NAME: _____

Mailing Address: _____

Telephone Number (daytime): _____ Fax: _____

4. Variance Description and Land Use District

4.1 Project is located in the following Village of East Nassau Land Use District:

- o Hamlet
- o Rural Residential
- o Waterfront Residential

4.2 Application is hereby made to the ZBA for the following:

- o Use Variance
- o Area Variance
- o Interpretation/Appeal from decision of Code Enforcement Officer

4.3 Describe the current use of the property:

4.4 Describe the intended or proposed use of the property:

**4.5 If the application seeks an area variance, describe the type and extent of the variance:
(whether it involves a front yard, rear or side yard setback, minimum lot size, width or depth)**

4.6 If the application seeks a use variance, describe the type of use proposed:

4.7 If the application seeks an interpretation, describe the decision rendered by the Code Enforcement Officer and the interpretation you seek from the Zoning Board of Appeals:

5. Attach to this form a detailed narrative in support of your application including the reasons why you believe your request for a variance or interpretation should be granted. Note that attached to this form as Schedule A are the legal variance standards that the Zoning Board of Appeals must consider in rendering a decision on your application. Please take these standards into account in your narrative as well as any other information that you feel may be useful and relevant to your application.

6. Provide a drawing to scale, showing, but not limited to, the following:

1. Lot size
2. Existing property lines
3. Proposed structure
4. Parking and driveways
5. Abutting street width
6. Rear and front and side yard setbacks
7. Location of water system
8. Location of septic/sewage disposal system

Additional information may be requested by the Zoning Board of Appeals.

7. Project Site Location/Description:

Road/Highway: _____ Nearby

waterbody/wetland: _____

Tax Map Designation (from the tax bill for the property):

Section: _____ Block: _____ Parcel: _____

Section: _____ Block: _____ Parcel: _____

8. Applicant’s Legal Interest in Project Site (check the one that applies)

- Owner
- Lessee
- Signed purchase agreement holder
- Option Holder
- Other: _____

9. Property Deed(s):

Provide a complete copy of the current recorded deed(s) for the project site containing the recording information. Copies are available from the County Clerk’s office. If you have an executed contract or agreement to purchase or lease the property, please provide a copy of it in order to establish your legal interest in the project site. *(The purchase price and other confidential information may be deleted.)*

10. Prior Permits, Variances:

Has the project site been the subject of a past Village approval, permit or variance, or a permit from the DEC, or other agency?

- No
 - Yes
- If known, provide a copy as issued.

11. Adjacent Properties

Provide a complete and current list of the names and mailing addresses of all landowners whose property adjoins or is adjacent to the property that is the subject of this application. This list must otherwise include landowners whose property would otherwise adjoin the project site but is located across a public road or right-of-way of the property. The applicant is responsible to send a notice of the public hearing to the landowners indicated on the list by certified mail, return receipt requested and to provide the return receipts to the Zoning Board of Appeals at or prior to the scheduled hearing.

12. Environmental Assessment Form (EAF)

Please complete the attached short form or long form SEQRA Environmental Assessment Form (EAF). A long form EAF is required for all SEQRA Type 1 Actions, but the Zoning Board of Appeals may require a long-form EAF for unlisted actions if the Board deems that the additional information contained on the long form would be helpful and appropriate under the circumstances of the proposed project. An EAF form is not required for area variances for single-family, two or three-family residences, individual setback and lot line variances and interpretations.

13. Application Fee:

Please submit the required application fee with your application.

16. Required Signatures:

I have personally examined and am familiar with the information submitted in this application, including all attachments, and I believe this information to be true, accurate, and complete.

I hereby authorize the Village of East Nassau Zoning Board of Appeals to enter onto the property described herein for the purposes of conducting such site examinations and evaluations as it deems necessary, at reasonable times and with advance notice where possible, to verify information contained in or related to this application for a permit.

Applicant

Date

Representative

Date

The Village of East Nassau Zoning Board of Appeals may waive or add any requirements for an application submission if it deems appropriate in order to provide a thorough review of your project.