



Town of Brookhaven Long Island

Donna Lent, RMC
Town Clerk and Registrar

TOWN BOARD CHANGE OF ZONE & SPECIAL PERMIT SUBMISSION REQUIREMENTS

Document	Quantity	Comments
Land Use Application (Town Board)	1 Original & 6 copies	Pg. 2 Scope of Work & Pg. 3, In Witness Whereof must be completed
Full Environmental Assessment Form	1 Original & 6 copies	Form must be filled out in its entirety
Concept Plan	7	A <u>Concept Plan</u> per Town Code (plans pertaining to Site Plan applications will <u>not be accepted</u>) Upon review, the Planning Division may request additional information ie. Floor plans, elevations etc..
500' Radius Map	7	Certification must be signed; radius to include any contiguous property
Metes & Bounds Description	7	Must include SCTM #(s)
4 x4 Key Map	3	Must list application NAME (not applicant) Google type map not acceptable
Town of Brookhaven Zoning Map	3	Obtained from the Planning Division
Property Owner's List	2	Obtained from the Town of Brookhaven Assessor's Office
Property Owner Notice	2	Refer to §85-85 – Two mailings are required. First notice "Notice of Proposed Application" to be mailed within 10 days of filing application.
Affidavit of Mailing/Sworn Statement	1 original & 1 copy	Must include application name and attach complete notice sent
Certified and return receipt cards	1 original	Entire 500' must be sent certified mail for Town Board applications
Title Report	2	Updated to include owner verification and deed restrictions.
Certificates of Occupancy, Existing Use & Zoning Compliance	2	Provide certificate(s) for all structures on site
Deed and/or Deed Covenants & Restrictions/Easements	2	
Motor Vehicle Fueling Station List	2	For Motor Vehicle Fueling Stations Only
Filing fees as per current Fee Schedule	Check(s)	Check(s) made payable to the Town of Brookhaven

All forms must be filled out completely and prepared as per Town Code Chapter 85 Article VII. Revisions are to be submitted in the same quantities as listed above including originals to the Town Clerk's office. Upon review, additional items may be required.

Office of the Town Clerk

One Independence Hill • Farmingville • NY 11738 • Phone (631) 451-9101 • Fax (631) 451-9264

www.brookhavenny.gov

General Information: (631) 451-TOWN



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TOWN BOARD AMEND RESTRICTIVE COVENANTS SUBMISSION REQUIREMENTS

Document	Quantity	Comments
Land Use Application (Town Board)	1 Original & 6 copies	Pg. 2 Scope of Work & Pg. 3, In Witness Whereof must be completed
Declaration of Covenants & Restrictions	7	Copy of C&Rs filed with Suffolk County Clerk to be amended
Transcripts from Public Hearing	7	Transcripts from Public Hearing in which C&Rs were put in place
Full Environmental Assessment Form	1 Original & 6 copies	Form must be filled out in its entirety
Concept Plan	7	A Concept Plan per Town Code (plans pertaining to Site Plan applications will <u>not</u> be accepted) Upon review, the Planning Division may request additional information ie. Floor plans, elevations etc..
Brookhaven Assessor's 500' Radius Map	7	Certification must be signed; radius to include any contiguous property
Survey	7	
Metes & Bounds Description	7	Must include SCTM #(s)
4 x4 Key Map	3	Must list application NAME (not applicant) Google type map not acceptable
Town of Brookhaven Zoning Map	3	Obtained from the Planning Division
Property Owner's List	2	Obtained from the Town of Brookhaven Assessor's Office
Property Owner Notice	2	Refer to §85-85 – Two mailings are required. First notice "Notice of Proposed Application" to be mailed within 10 days of filing application.
Affidavit of Mailing/Sworn Statement	1 original & 1 copy	Must include application name and attach complete notice sent
Certified and return receipt cards	1 original	Entire 500' must be sent certified mail for Town Board applications
Title Report	2	Updated to include owner verification and deed restrictions.
Certificates of Occupancy, Existing Use & Zoning Compliance	2	Provide certificate(s) for all structures on site
Deed and/or Deed Covenants & Restrictions/Easements	2	
Motor Vehicle Fueling Station List	2	For Motor Vehicle Fueling Stations Only
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TOWN BOARD PLANNED DEVELOPMENT DISTRICT (PDD) SUBMISSION REQUIREMENTS

Document	Quantity	Comments
Land Use Application (Town Board)	1 original & 6 copies	Pg. 2 Scope of Work & Pg. 3, In Witness Whereof must be completed
Full Environmental Assessment Form	1 original & 6 copies	Form must be filled out in its entirety. Electronic signatures not acceptable
Master Plan: consisting of the following: Site Location Map, Environmental Conditions Map, Yield Study, Land Use and Development Plan, Phasing Plan	7	
Radius Map	7	Show zoning, land use, existing conditions within 1000' of proposed project site
Metes & Bounds Description	7	Must include SCTM #(s)
4 x4 Key Map	3	Must list application NAME (not applicant) Google type map not acceptable
Town of Brookhaven Zoning Map	3	Obtained from the Planning Division
Property Owner's List	2	Obtained from the Town of Brookhaven Assessor's Office
Property Owner Notice	2	Refer to §85-85 – Two mailings are required. First notice "Notice of Proposed Application" to be mailed within 10 days of filing application.
Affidavit of Mailing/Sworn Statement	1 original & 1 copy	Must include application name and attach complete notice sent
Certified and return receipt cards	1 original	Entire 500' must be sent certified mail for Town Board applications
Title Report	2	Updated to include owner verification and deed restrictions.
Certificates of Occupancy, Existing Use & Zoning Compliance	2	Provide certificate(s) for all structures on site
Deed and/or Deed Covenants & Restrictions/Easements	2	
Motor Vehicle Fueling Station List	2	For Motor Vehicle Fueling Stations Only
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