

INSTRUCTIONS
FOR FILING BOARD OF ZONING APPEALS APPLICATIONS

PROPOSED DWELLINGS EXISTING/PROPOSED ADDITIONS
ACCESSORY STRUCTURES CERTIFICATES OF EXISTING USE
SPECIAL PERMITS COMMERCIAL VARIANCES SIGNS
USE VARIANCES INTERPRETATIONS HORSES
RELIEF OF CLEARING LIMITS/COVENANTS/BUFFER REQUIREMENTS

GENERAL INFORMATION:

- YOU MUST SUBMIT A TRANSACTIONAL DISCLOSURE FORM FOR EVERY PERSON INVOLVED IN THE APPLICATION (FOR EXAMPLE: 1 FOR APPLICANTS AND 1 FOR EXPEDITOR OR ATTORNEY, IF APPLICABLE).
- PAYMENT MUST BE IN THE FORM OF **CHECK OR MONEY ORDER**. CASH WILL NOT BE ACCEPTED.
- IF YOU REQUIRE ANY VARIANCES IN CONJUNCTION WITH A SPECIAL PERMIT, A SEPARATE APPLICATION MUST BE SUBMITTED.

SURVEY/SITE PLAN REQUIREMENTS:

- SURVEY/SITE PLANS MUST BE LESS THAN 10 YEARS OLD.
- MUST SHOW SURVEYOR'S/ENGINEER'S STAMP OR SEAL.
- NO COPIES THAT HAVE BEEN REDUCED IN SIZE WILL BE ACCEPTED.
- DISTANCES FROM ALL STRUCTURES TO ALL PROPERTY LINES MUST BE INDICATED.
- PROPOSED AND OR EXISTING STRUCTURES MUST BE DRAWN ON SURVEY TO SCALE INDICATING DIMENSIONS OF ALL STRUCTURES.
- IT IS IMPERATIVE THAT THE SURVEYS YOU SUBMIT TO THIS OFFICE ARE EXACTLY THE SAME AS THE SURVEYS YOU SUBMIT TO THE BUILDING DEPARTMENT.
- SITE PLANS MUST INDICATE SUFFOLK COUNTY TAX LOT NUMBERS, REVISION DATES (IF ANY), DISTANCES FOR NEAREST CROSS STREET; ALSO, MUST SHOW PROPERTY OWNERS, USE & ZONING OF ADJOINING PROPERTIES.

***IF A SIMILAR REQUEST FOR THIS PARCEL WAS PREVIOUSLY MADE AND DENIED, YOU MUST FIRST REQUEST PERMISSION IN WRITING TO RE-APPLY PRIOR TO FILING YOUR APPLICATION.**

***IF YOUR PROPOSAL DISTURBS MORE THAN ONE ACRE OF LAND, THE PROJECT MAY REQUIRE APPROVAL OR PERMIT WAIVER FOR A STORM-WATER POLLUTION PREVENTION PLAN (SWPPP) PURSUANT TO CHAPTER 86 OF TOWN CODE. FURTHER INFORMATION PERTAINING TO SWPPP MAY BE OBTAINED FROM THE DEPT. OF PLANNING, ENVIRONMENT AND LAND MANAGEMENT.**

FILING DAYS & TIMES:

- **MONDAY THRU FRIDAY 9 A.M. TO 4 P.M. IN PERSON.**

REVISED 1/1/20

THE FOLLOWING ITEMS ARE REQUIRED FOR PROPOSED DWELLINGS:

- 12 copies of survey + 1 original indicating proposed dwelling and setbacks to property lines.
- 13 copies of radius map including names & addresses of property owners within a **500 ft. radius**. Radius maps to be obtained from the Town Tax Assessor’s Office for a fee. Map can be no older than 6 months)
- 1 copy of aerial map to be obtained from the Planning Dept. for a fee.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 3 copies of single & separate search (only required when lot area or lot frontage variances are requested) a/k/a chain of title (one original and two photocopies). (Must be prepared by a title company, can be no older than 6 months and each page must be signed & notarized by the preparer.)
- 3 copies of Certificate of Occupancy for all existing structures
- 1 copy of up-zoning memo from Building Department.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR PROPOSED/EXISTING ADDITIONS, SHEDS, POOLS, DECKS, ETC.:

- 12 copies of survey + 1 original indicating all proposed and existing structures, dimensions and distances to property lines.
- 2 copies of Certificate of Occupancy (C.O.)/Certificate of Existing Use (C.E.U.)/Bldg. Permit for all existing structures on premises.
- 3 copies of list of property owners (to be obtained from the Tax Assessor’s Office) within a **200 ft.** radius of subject parcel for accessory structures or within a **500 ft.** radius for residential additions.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 1 original “owners affidavit” signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR A CERTIFICATE OF EXISTING USE:

- 12 copies of survey + 1 original indicating all structures, dimensions and distances to property lines.
- 3 copies of Building Inspection Report to be obtained from Building Dept.
- 3 copies of list of property owners within a **500 ft.** radius of subject parcel to be obtained from the Tax Assessor’s office.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 1 original “owners affidavit” signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

THE FOLLOWING ITEMS ARE REQUIRED FOR RELIEF OF COVENANTS AND/OR CLEARING LIMITS, BUFFERS/APPEAL OF ADMINISTRATIVE DECISION:

- 12 copies of survey/site plan + 1 original (must show requested clearing limits, buffers, etc.)
- 3 copies of list of property owners within a **500 ft.** radius of subject parcel to be obtained from the Tax Assessor's office.
- 3 copies of decision/stipulation/covenant you are asking for relief from.
- 1 original "owners affidavit" signed & notarized by property owner.
- Certificate of Occupancy/CEU/Permit for any existing structures on premises.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR SPECIAL PERMITS:

- 13 copies of site plan/survey (1 copy of site plan to be stamped by the Planning Dept. at their discretion).
- 3 copies of Violation Report from the Planning Dept.
- 1 copy of aerial map to be obtained from the Planning Dept. for a fee.
- 2 copies of Environmental Assessment Form.
- 13 copies of radius map including names & addresses of property owners with a **500 ft. radius.** Radius maps to be obtained from the Town Tax Assessor's Office for a fee. Map can be no older than 6 months.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 2 copies of Certificate of Occupancy (C.O)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR SPECIAL PERMITS FOR ANIMALS: (PIGS, GOATS, SHEEP, ROOSTERS, ETC.)

- 12 copies of survey + 1 original indicating all structures, dimensions and distances to property lines.
- 2 copies of Environmental Assessment Form.
- 3 copies of list of property owners within a **200 ft.** radius of subject parcel to be obtained from the Tax Assessor's office.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 1 copy of aerial map to be obtained from the Planning Dept. for a fee.
- 2 copies of Certificate of Occupancy (C.O)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

THE FOLLOWING ITEMS ARE REQUIRED FOR HORSES ON LESS THAN THE REQUIRED ACREAGE:

- 12 copies of survey + 1 original indicating all structures, dimensions and distances to property lines.
- 3 copies of list of property owners within a **200 ft.** radius of subject parcel to be obtained from the Tax Assessor's office.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 2 copies of Certificate of Occupancy (C.O)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR SIGNS:

- 13 copies of survey/site plan indicating location of sign.
- 3 copies of "Supplemental Sheet for Signs/Billboard".
- 3 copies of "Speed Limit Memo" from Traffic Safety for ground signs.
- 4 copies of diagram indicating wording and dimensions of sign.
- 2 copies of Certificate of Occupancy (C.O)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 3 copies of list of property owners within a **500 ft.** radius of subject parcel to be obtained from the Tax Assessor's office.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR COMMERCIAL VARIANCES :

- 13 copies of site plan/survey (1 copy of site plan to be stamped by the Planning Dept. at their discretion).
- 3 copies of Violation Report from the Planning Dept.
- 13 copies of radius map including names & addresses of property owners with a **500 ft. radius.** Radius maps to be obtained from the Town Tax Assessor's Office for a fee. Map can be no older than 6 months.
- 1 copy of aerial map to be obtained from the Planning Dept. for a fee.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 2 copies of Certificate of Occupancy (C.O)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

THE FOLLOWING ITEMS ARE REQUIRED FOR USE VARIANCES:

- 13 copies of site plan/survey (1 copy of site plan to be stamped by the Planning Dept. at their discretion).
- 3 copies of Violation Report from the Planning Dept.
- 1 copy of aerial map to be obtained from the Planning Dept. for a fee.
- 2 copies of Environmental Assessment Form.
- 13 copies of radius map including names & addresses of property owners with a **500 ft. radius**. Radius maps to be obtained from the Town Tax Assessor's Office for a fee. Map can be no older than 6 months.
- 3 copies of denied Building Permit application (Bd. of Appeals and Building Permit applications must both be stamped with denial number from the Bldg. Dept.).
- 2 copies of Certificate of Occupancy (C.O.)/Certificate of Existing Use (C.E.U.)/Permit for any existing structures on premises.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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THE FOLLOWING ITEMS ARE REQUIRED FOR INTERPRETATIONS

(MAY BE SUBJECT TO CHANGE BASED ON THE NATURE OF THE REQUEST)

- 12 copies of survey + 1 original indicating all proposed and existing structures, dimensions and distances to property lines.
- 2 copies of Certificate of Occupancy (C.O.)/Certificate of Existing Use (C.E.U.)/Bldg. Permit for all existing structures on premises.
- 3 copies of list of property owners within a **500 ft.** radius of subject parcel to be obtained from the Tax Assessor's office.
- 1 original "owners affidavit" signed & notarized by property owner.
- 1 Consent Form signed by each owner of subject property (only required if the person submitting the application(s) is **not** the owner).