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:

• THE BOARD OF APPEALS APPLICATION MUST BE SIGNED & NOTARIZED IN 2 PLACES ON THE BACK OF THE WHITE PAGE.

• 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 4-27-18
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 owner of subject property (only required if the person submitting the application(s) is not the owner).

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.
- 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 owner of subject property (only required if the person submitting the application(s) is not the owner).

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 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 owner of subject property (only required if the person submitting the application(s) is not the owner).

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 owner of subject property (only required if the person submitting the application(s) is not the owner).

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 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 owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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 owner of subject property (only required if the person submitting the application(s) is **not** the owner).

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 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 owner of subject property (only required if the person submitting the application(s) is not the owner).

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.
- 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 owner of subject property (only required if the person submitting the application(s) is not the owner).