

INSTRUCTIONS FOR FILING
BOARD OF APPEALS APPLICATIONS FOR
DIVISION OF PROPERTY

GENERAL INFORMATION:

- PAYMENT MUST BE IN THE FORM OF **CHECK OR MONEY ORDER**. CASH WILL NOT BE ACCEPTED.
- EACH LOT IN THE SUBDIVISION WILL REQUIRE A SEPARATE BOARD OF APPEALS APPLICATION AND BUILDING DEPT. DENIAL (INCLUDING CONFORMING LOTS THAT DO NOT NEED VARIANCES).

SURVEY REQUIREMENTS:

- INDICATE SUFFOLK COUNTY TAX LOT NUMBER
- SHOW NEAREST LOCATION OF PAVEMENT & WIDTH OF ROAD
- INDICATE UTILITY POLE NUMBERS
- NUMBER LOTS NUMERICALLY (EXAMPLE: PLOT 1, PLOT 2 OR PLOT A, PLOT B)
- INDICATE SQUARE FOOTAGE FOR EACH INDIVIDUAL LOT, AS WELL AS ENTIRE SUBJECT PARCEL
- EACH SURVEY MUST BE DATED AND REFLECT ANY REVISION DATES
- ACCESS TO EACH LOT MUST BE SHOWN.
- PROPOSED AND/OR EXISTING DWELLINGS MUST BE PLOTTED ON ALL SURVEYS INDICATING DIMENSIONS AND DISTANCES TO ALL PROPERTY LINES
- NO COPIES THAT HAVE BEEN REDUCED IN SIZE WILL BE ACCEPTED
- MUST SHOW SURVEYOR'S/ENGINEER'S STAMP OR SEAL

***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

THE FOLLOWING ITEMS ARE REQUIRED WHEN SUBMITTING APPLICATIONS TO THE BOARD OF APPEALS FOR DIVISION OF PROPERTY:

- 12 COPIES OF OVERALL SURVEY + 1 ORIGINAL (MUST SHOW HOW PARCEL IS BEING DIVIDED, AS WELL AS PROPOSED/EXISTING DWELLINGS).
- 12 COPIES OF SURVEY + 1 ORIGINAL FOR EACH INDIVIDUAL LOT. (EXAMPLE: 13 copies of plot 1, 13 copies of plot 2, etc.). MUST SHOW PROPOSED OR EXISTING DWELLINGS.
- 13 COPIES OF RADIUS MAP INCLUDING NAMES & ADDRESSES OF PROPERTY OWNERS WITHIN A 500 FT. RADIUS. (MUST BE OBTAINED FROM THE TOWN TAX ASSESSOR'S OFFICE FOR A FEE). MAP CAN BE NO OLDER THAN 6 MONTHS.
- 1 AERIAL MAP (MUST BE OBTAINED FROM THE PLANNING DEPT. FOR A FEE).
- 3 COPIES OF CERTIFICATE OF OCCUPANCY (C.O)/CERTIFICATE OF EXISTING USE (C.E.U.)/PERMIT FOR ALL EXISTING STRUCTURES ON PREMISES.
- 3 COPIES OF DENIED BUILDING PERMIT APPLICATIONS FOR EACH PLOT (BD. OF APPEALS & BLDG. PERMIT APPLICATIONS MUST ALL BE STAMPED WITH DENIAL NUMBER FROM THE BLDG. DEPT.).
- 2 COPIES OF ENVIRONMENTAL ASSESSMENT FORM.
- 3 COPIES OF SINGLE & SEPARATE SEARCH A/K/A CHAIN OF TITLE (ONE ORIGINAL AND 2 PHOTOCOPIES) MUST BE PREPARED BY A TITLE COMPANY, CAN BE NO OLDER THAN 6 MONTHS AND EACH PAGE MUST BE SIGNED & NOTORIZED BY THE PREPARER. (IF YOU DO NOT REQUIRE LOT AREA *AND/OR* LOT FRONTAGE VARIANCES, YOU MAY SUBMIT A "LAST OWNERS SEARCH", PREPARED BY A TITLE COMPANY, INSTEAD OF THE CHAIN OF TITLE).
- 1 COPY OF UPZONING MEMO (TO BE OBTAINED FROM THE BUILDING DEPT.).
- 1 ORIGINAL "OWNERS AFFIDIVIT" SIGNED & NOTORIZED BY EACH PROPERTY OWNER.
- CONSENT FORM SIGNED BY OWNERS OF SUBJECT PROPERTY (ONLY NEED IF THE PERSON SUBMITTING THE APPLICATION(S) IS **NOT** THE OWNER).
- TRANSACTIONAL DISCLOSURE AFFIDAVIT (1 FOR EACH PERSON INVOLVED IN APPLICATION (EX. OWNER AND/OR CONTRACT VENDEE AND EXPEDITOR, IF APPLICABLE).