

Village of Great Neck Estates
Atwater Plaza, 4 Gateway Drive
Great Neck, NY 11021

Filing Fee - Board of Appeals	Residential \$2,000
	Commercial \$4,000
	+ Cost of Consultants
- Board of Trustees	Residential \$1,500
	Commercial \$2,500
	+ Cost of Consultants

Instructions for Filing Board of Appeals*/Board of Trustees Application**

*If your application for a Building Permit has been denied, you may make application for a variance. The Board of Appeals meets once monthly, usually the third Thursday of each month.

**If your application is for a conditional use, you may make application to the Board of Trustees. Meetings are once monthly, usually the second Monday of each month.

Confirm the deadline and meeting dates for either Board by calling Village Hall.

PLEASE SUBMIT ONE (1) ORIGINAL COMPLETE, SIGNED COPY FOR REVIEW. WHEN APPROVED FOR COMPLETENESS, SEVEN (7) ADDITIONAL COMPLETE, SIGNED AND COLLATED COPIES WILL BE REQUIRED.

The following documentation is required:

1. BOARD OF APPEALS/TRUSTEES APPLICATION
2. BUILDING PERMIT APPLICATION
3. PLANS AND SPECIFICATIONS
4. ENVIRONMENTAL FORM
5. DENIAL LETTER
6. SURVEY DATED NOT MORE THAN ONE (1) YEAR PRIOR TO DATE OF APPEAL
7. PLOT PLAN
8. RADIUS MAP

The Radius Map, prepared from the Nassau County Tax Maps available at Village Hall, must show all lots within a 200 foot radius of all corners of the subject property. Designate Block and Lot numbers for all properties shown. The names and addresses of all property owners must be listed and keyed to the Radius Map.

9. COPY OF THE CURRENT CERTIFICATE OF OCCUPANCY OR LETTER
10. COPIES OF ALL TAX BILLS, Village as well as General & School tax obtain from the Town of North Hempstead, 200 Plandome Road, Manhasset, NY
11. COPY OF LAST DEED OF RECORD FOR SUBJECT PROPERTY
12. THE FILING FEE, paid at the time the original application is submitted.

Note: DOCUMENTATION THAT IS NOT COMPLETE CANNOT BE ACCEPTED
NOR CAN A HEARING DATE BE SCHEDULED

13. NOTICE OF PUBLIC HEARING will be provided to the applicant by the Village §235-12. Applicant is responsible for mailing such notice by Certified Mail, Return Receipt Requested, to the radius list AT LEAST TEN (10) business days prior to the scheduled Board meeting.
14. AFFIDAVIT OF MAILING OF NOTICE including Certified Mail Receipts and Return Receipts must be submitted to the Village Office no later than 5 (five) working days before the Board meeting.

The following additional documents must be submitted with this application before the application may be considered complete:

- A. Copy of letter of denial from Building Department if application is for Board of Appeals (see number 10).
- B. Current survey of property, dated not more than six months prior to the date of the application, showing all existing buildings and structures.
- C. Abstract of title, from a title company or abstract company, showing names of all current owners, and any and all encumbrances or restrictions on the use of the subject property.
- D. Affidavit as to conflict of interest, as required by General Municipal Law, Section 809 (as supplied by the Village).
- E. Environmental Assessment Form (as supplied by the Village).
- F. Latest copy of Certificate of Occupancy/and or Certificate of Completion for the subject property or Search Letter.
- G. Any additional written information which the applicant believes should be considered by the Board of (Appeals) (Trustees) in connection with this application.

BOARD OF (APPEALS) (TRUSTEES)

-----X
IN THE MATTER OF THE APPLICATION OF

APPLICATION

to the Board of (Appeals) (Trustees)
of the Village of Great Neck Estates.

-----X

1. Name of applicant: _____
2. Applicant's address: _____

3. If the applicant is not an owner of the property which is the subject of this application, state the relationship of the applicant to the owner(s):

4. The property which is the subject of this application is located at: _____, Great Neck Estates, N. Y. and is also known as Section _____, Block _____, Lot(s) _____ on the Nassau County Land and Tax Map.
5. The full name and residence address of all owners of the property (if applicant is not the sole owner) is:

6. The property is located in the _____ zoning district of the Village of Great Neck Estates.

7. The subject property is located on the _____ side of
_____ (street).
8. The date on which the owner(s) acquired the property was
_____.
9. The approximate dimensions of the property are _____ feet
by _____ feet, and the total acreage of property is _____
acres.
10. The property is presently used for _____
_____.
11. Are there existing buildings on the property? _____ If so,
of what type of construction _____
12. The present assessed valuation of the property is:
Land _____ Building(s) _____
13. Are there any outstanding village taxes on the property?
_____ If so, for what years? _____
14. The applicant or owner(s) wish to make use of the property
for the purpose of: _____
15. The Building Department of the Village of Great Neck Estates
denied an application for said proposed use on _____
16. The proposed use of the property violates the following
sections of the Village Code: _____

17. This is an application for:

_____ an appeal

_____ a variance

_____ a special permit

_____ other(describe): _____

18. The following sections of the Village Code provide that the Board of (Appeals) (Trustees) has authority to grant the relief requested in this application: _____

19. Description of the problem, or reasons for this application, which constitute practical difficulty or unnecessary hardship which justifies the relief sought in this application:

(Note to Applicant - this information is particularly important, and must constitute a complete statement of the grounds for the relief which you are seeking. You may use additional sheets of paper if necessary to provide a complete response)

20. Has any previous application been made to the Board of (Appeals) (Trustees) for the relief sought in this application, or relief similar to that sought in this application? _____ If so, attach a description of each such prior application, including the date the application was

made, the date of the determination by the Board of (Appeals) (Trustees), and a summary of the determination by the Board of (Appeals) (Trustees).

21. Has any previous application been made to the Board of (Appeals) (Trustees) for any other relief with respect to the property which is the subject of this application?_____ If so, attach a description of each such prior application, including the date the application was made, the date of the determination by the Board of (Appeals) (Trustees), and a summary of the determination of the Board of (Appeals) (Trustees).
22. Are there any outstanding violation notices affecting the subject premises?
23. Are there any pending court proceedings involving the subject premises?
24. The undersigned applicant states under penalty of perjury that the foregoing statements and information, and all statements and information contained in papers submitted herewith, are true.

Name of applicant: _____

Signature of applicant: _____

Title of signatory: _____

Date: _____

AFFIDAVIT OF APPLICANT

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

The undersigned, being duly sworn, deposes and says that deponent has read the foregoing application subscribed by applicant, and knows the contents thereof, and that the contents of the application are true of the deponent's personal knowledge, except as to the matters stated to be upon information and belief, as to which matters deponent believes the contents to be true.

If the applicant is a corporation, the deponent is an officer thereof, to wit the _____, and is authorized by the Board of Directors of the corporation to execute this application on behalf of the corporation.

If the applicant is a partnership, the deponent is a general partner thereof, and has authority to execute this application in the name of the partnership.

Print Name

Signature

Sworn to before me this _____
day of _____ 200 .

AFFIDAVIT OF OWNER(S)

(To be completed only if the applicant is not the sole owner)
(All owners must sign either as owner or applicant)

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

_____ being duly sworn, deposes and says that
(s)he is the owner of the property known as _____
in the Village of Great Neck Estates. No other person is an owner
of the said property except as described in the attached
application. The undersigned hereby acknowledges that the
applicant herein is authorized to submit this application to the
Village of Great Neck Estates on behalf of the owner(s) of the
subject property.

Sworn to before me on this _____
day of _____ 200 .

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

_____ being duly sworn, deposes and says that
(s)he is the owner of the property known as _____
in the Village of Great Neck Estates. No other person is an owner
of the said property except as described in the attached
application. The undersigned hereby acknowledges that the
applicant herein is authorized to submit this application to the
Village of Great Neck Estates on behalf of the owner(s) of the
subject property.

Sworn to before me on this _____
day of _____ 200 .

BOARD OF (APPEALS) (TRUSTEES)
VILLAGE OF GREAT NECK ESTATES

-----X

In the Matter of the Application of

DISCLOSURE
AFFIDAVIT
General Municipal Law
Section 809

-----X

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

_____, being duly sworn, deposes and says:

1. I am the (applicant with respect to) (owner of the premises which are the subject of) the attached application.
2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead or the Village of Great Neck Estates, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE"):

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Nature of Interest</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Sworn to before me this _____
day of _____ 200 .

Village of Great Neck Estates

AFFIDAVIT OF PROPERTY OWNER/AUTHORIZATION

All Owners must sign either as owner or applicant

State of New York)

SS:

County of Nassau)

(I)(We), _____ being duly sworn, state:

Complete Items #1, 2 or 3 as applicable, then Item #4

- (1) (I am) (We are) the owner(s) of the property described in this application known as _____, and described on the Nassau County Land and Tax Map as Section _____, Block _____, Lot(s) _____.
- (2) If the applicant is a corporation, the deponent is an officer thereof, to wit the _____, and is authorized by the Board of Directors of the corporation to execute this application on behalf of the corporation.
- (3) If the applicant is a partnership, the deponent, _____ is a general partner thereof, and has authority to execute this application in the name of the partnership.
- (4) (I) (We) hereby authorize _____ to submit this application.

Signature of Owner

Signature of Owner

Sworn to before me this _____ day

of _____ 20____.

Notary Public

ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE
TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Applicant

Sworn to before me this _____ day

of _____ 20____.

Notary Public

**FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS 'A' MISDEMEANOR
PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK**

Village of Great Neck Estates

AFFIDAVIT OF MAILING OF NOTICE

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

_____ being duly sworn, deposes and says:

On the _____ day of _____ 200__, I sent by certified mail with return receipt, a notice required by the Code of the Village of Great Neck Estates, a copy of which notice is hereto annexed, to each person on the list of the names and addresses filed with the _____ application. The return receipts from all such persons are hereby attached and made a part of this affidavit.

The persons named in said list and to whom I mailed said notice are all of the owners of all of the lands within a radius of 200 feet of the property affected by this application, and the addresses designated in said list are the post office addresses of said persons.

Print Name (Owner/Applicant)

Address _____

Signature

Sworn to before me this

_____ day of _____ 200__

Notary