

Incorporated Village of Woodsburgh
INSTRUCTION FOR BOARD OF ZONING APPEALS APPLICATIONS

After receiving a denial letter from the Building Inspector

SUBMIT **ONE ORIGINAL, (7) SEVEN COPIES AND A PDF THUMB DRIVE** OF **EACH** OF THE FOLLOWING 60 DAYS PRIOR TO MEETING DATE:

- A. **PETITION** – must include:
 - a. Owner’s name and address
 - b. Property address
 - c. Description of property location
 - d. Section, Block and Lot
 - e. Resident Zoning District
 - f. Description of relief sought
 - g. Statement of basis of claim for relief
 - h. Previous applications to the Zoning Board whether they were granted or denied.
- B. **PLANS**
 - a. Elevations of building
 - b. Floor plans
 - c. Cross sections of building
 - d. Color rendering of exterior
 - e. If grade will be changed, it must be shown on the plans
 - f. Landscaping & any lighting must be shown
- C. **UP-TO-DATE SURVEY- Must have topography, all structures, and all paving/pavers.**
- D. Copy of **PROPERTY DEED**
- E. Completed **ENVIROMENTAL ASSESSMENT FORM**
- F. Completed **AFFIDAVIT OF DISCLOSURE** pursuant to General Municipal Law §809 signed by ALL property owners.
- G. **DENIAL LETTER** from the Building Inspector
- H. **LETTERS OF SUPPORT** – from surrounding neighbors should be submitted.
- I. If application is made by an individual other than property owner – **WRITTEN AUTHORIZATION** from property owner consenting to application being made by attorney/architect/engineer or other. Authorization must clearly state that the person signing the authorization is the only owner of the property. If there is more than one owner, all owners must sign authorization.
- J. **300 FT RADIUS MAP & LIST OF CURRENT RESIDENTS WITHIN THE 300 FEET**- Legal notice must be mailed TEN (10) days prior to meeting to those residents within the 300 ft radius, certified mail and return receipt. The certified receipts from the post office must be submitted at least FIVE (5) days prior to meeting and the green return cards shall have Village Hall 30 Piermont Ave, Hewlett NY 11557 as the return address.
- K. **NOTARIZED AFFIDAVIT OF MAILING** – listing the names and address of the properties within the radius must be submitted to the Building Dept. no later than 5 days prior to meeting date.

ALL FEES TO BE PAID AT TIME OF FILING
(CHECKS MADE OUT TO VILLAGE OF
WOODSBURGH)

Filing fee: \$ 2,220 (to construct)
\$ 4,440 (to maintain)

Incorporated village of Woodsburgh Board of Zoning Appeals

Sample Petition

In the matter of the application of owner name(s) as per the Deed: **XXXXXXX**

For a variance of section(s): **VILLAGE CODE(S) XXXXXXXX**, of the Village Code of the Incorporated Village of Woodsburgh.

To: The Board of Zoning Appeals Incorporated Village of Woodsburgh
The petition of **XXXXXXXXXX** respectfully alleges as follows:

The petitioner(s) owns the property which is the subject of this application located at **XXXXXXX**. The premises is also designated as Section **XX**, Block **XX**, Lot(s) **XXX** on the Nassau County land and tax map. The subject premises is located within the Residence District "**X**".

1. The petitioner(s) seeks a variance of the Village Code(s) of the Incorporated Village of Woodsburgh, to **construct XXXXXXXXXXXX**. (**State reason of why relief is being sought, (e.g.) hardship**).
2. The subject property has had prior variance requests such as **XXXXXXXXXX**. (**State all prior variance applications for subject property**).
3. The subject property was granted previous variances of:
4. The subject property was denied previous variances of:
5. The petitioner's architect/engineer **XXXXXXXXXXXX**, located at **XXXXXXX** has prepared plans for, (**state the scope of work**).
6. The application to (**state the scope of work**) was made and denied by the Building Inspector for the following: (**state the code requirement and the proposed non-conforming requests**).
7. The requested variance will have no adverse effect upon the surrounding properties, will provide for a reasonable use of the subject premises compatible with the surrounding properties and in conformity with the standards prescribed for granting of such a variance, as set forth in the building zone ordinance of the incorporated village of Woodsburgh.
8. Wherefore, petitioner(s) respectfully request(s) that the board of zoning appeals grant the variance(s) as requested herein along with such other and further relief as may be just and proper.

Dated: _____

(Signature of petitioner)

Dated: _____

(Signature of petitioner #2)

DISCLOSURE AFFIDAVIT
General Municipal Law §809

BOARD OF ZONING APPEALS
VILLAGE OF WOODSBURGH

In the Matter of the application of
Owner(s) : _____

STATE OF NEW YORK:
ss:
COUNTY OF NASSAU :

_____ being duly sworn, deposes and
says:

I am the applicant with respect to / owner of the premises which is the
subject of *(cross out whichever is not applicable)* the within
application.

I make this affidavit for the purposes of complying with the
requirements of General Municipal Law §809.

No officer of the State of New York, and no officer or employee of the
County of Nassau, the Town of Hempstead or the Village of Woodsburgh
and no party officer of any political party, has an interest in the
within application within the meaning of General Municipal Law §809,
except as stated hereinafter **(if none, state "NONE")**:

NAME ADDRESS POSITION NATURE OF INTEREST

In the event there is any change in the information set forth herein between
the date hereof and the final determination of this application, a
supplemental affidavit will be filed to provide that further information.

Sworn to before me on

(SIGNATURE)

This _____ day of _____, _____

(SIGNATURE)

(NOTARY PUBLIC)

*Inc. Village of Woodburgh
Board of Zoning Appeals*

STATE OF NEW YORK

SS.;

PETITIONER VERIFICATION

COUNTY OF NASSAU

I (WE), _____ (AND _____),
BEING DULY SWORN, DEPOSE(S) AND SAY(S): I (WE) AM (ARE) THE PETITIONER(S)
IN THE WITHIN ACTION; I (WE) HAVE READ THE FOREGOING PETITION AND KNOW
THE CONTENTS THEREOF; THE SAME IS TRUE TO OUR OWN KNOWLEDGE, EXCEPT AS
TO THE MATTERS THEREIN STATED TO BE ALLEGED UPON INFORMATION AND BELIEF
AND AS TO THOSE MATTERS WE BELIEVE IT TO BE TRUE.

PETITIONER'S SIGNATURE

PETITIONER #2 SIGNATURE

SWORN TO BEFORE ME THIS _____ DAY
OF _____ 20_____

SWORN TO BEFORE ME THIS _____ DAY
OF _____ 20_____

NOTARY PUBLIC, NASSAU COUNTY

NOTARY PUBLIC, NASSAU COUNTY

Inc. Village of Woodsburgh

Board of Zoning Appeals

I, _____, appear on behalf of
(Architect or Attorney -Print Name)

_____, owner(s) of
(Owner(s) of Property)

_____, to seek
(Address of Property)

a variance from the Woodsburgh Board of Zoning Appeals.

Date: _____ DAY OF _____, 20 _____

(Signature of Architect/Attorney)

(Address)

(Telephone Number)

(Email)

Owner #1 Name (Print)

Owner #1 (Signature)

Date

Owner #2 Name (Print)

Owner #2 (Signature)

Date





Inc. Village of Woodsburgh
Authorization to Zoning Board

Property Address: _____

Owner(s): _____

“I hereby authorize the members of the Board of Zoning Appeals, the Building Inspector of the Village, and legal counsel to the Board of Zoning Appeals to enter upon and inspect my property prior to the Board of Appeals rendering a determination with regard to this application.”

Signature (Owner)

Signature (Representative)

Date

Date

Signature (Owner #2)

Date

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Inc. Village of Woodsburgh
Zoning Board
MAILING AFFIDAVIT



STATE OF NEW YORK }
 } ss:
COUNTY OF NASSAU }

I, _____, being duly sworn and deposed state that
on _____ I mailed copies of the attached hearing notice at the
following Post Office _____ to the list of addresses
below and/or attached.

OWNER	ADDRESS	CITY STATE & ZIP

Sworn before me this _____ day
of _____ 20_____

Notary Public

Print Name

Signature

7016 2710 0000 1258 4974

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

CERTIFIED MAIL



7016 2710 0000 1258 4974

7016 2710 0000 1258 4974

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com.

OFFICIAL USE

Certified Mail Fee \$	Postmark Here
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$	
<input type="checkbox"/> Return Receipt (electronic) \$	
<input type="checkbox"/> Certified Mail Restricted Delivery \$	
<input type="checkbox"/> Adult Signature Required \$	
<input type="checkbox"/> Adult Signature Restricted Delivery \$	
Postage \$	
Total Postage and Fees \$	
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

This portion of the Certified Receipts must be submitted to Village Hall

Requirements for Certified Return Receipt for Zoning Board Cases

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Owner of Record
Mailing Address

(Address of Property within Radius)



9590 9402 2651 6336 0442 99

2. Article Number (Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

Agent

Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from Item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

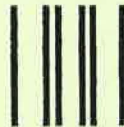
PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

USPS TRACKING #



9590 9402 2651 6336 0442 99



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

United States
Postal Service

* Sender: Please print your name, address, and ZIP+4® in this box*

Village Hall
30 Piermont Ave
Hewlett, NY 11557

Name & Address of Zoning Case