

**ZONING BOARD OF APPEALS
INCORPORATED VILLAGE OF OLD BROOKVILLE**

VARIANCE APPLICATION

I. FILING REQUIREMENTS

One (1) original set of documents "1" through "7" listed below together with eight (8) separate copies of the original set must be filed with the Village Clerk. The eight (8) copies must be provided in collated form with all surveys, maps, drawings, plans etc. folded and made part of each set. Partial or incomplete submissions will result in the rejection of the application.

1. The application form must be signed by the owner(s) of the premises or be accompanied by the written consent of the owner(s) of the premises
2. Disclosure affidavits must be signed by the owner (s)of the premises and representatives of the owner(s)
3. The environmental assessment form must be signed by the owner(s) of the premises
4. A copy of the denial letter issued by the Building Inspector. The variance application must be filed within sixty (60) days of the date of the denial letter.
5. A survey of the subject premises prepared, signed and sealed by a licensed land surveyor dated within six (6) months of the date the variance application is filed with the Village. The survey must show:
 - a. all existing structures and improvements including, without limitation, driveways, patios, decks, walkways and the like
 - b. all proposed structures to be erected thereon drawn to scale, and the uses or proposed uses indicated thereon
 - c. distances to lot lines from all structures on all sides.
 - d. a legend showing all the applicable zoning data, i.e. acreage/square feet, volume, coverages, height, setbacks, etc.
6. A radius map, drawn to scale, showing the size and location of all parcels located within a radius of 300 feet measured from all points of the subject property, having and printed and indicated thereon the section, block, lot and the name(s) and mailing address of the property owner(s) for each parcel shown. The property owner(s) are to be the last owner(s) of record of the property as shown by the records of the County Clerk of Nassau County on the date the application is filed. The radius map must be signed by the owner(s).
7. Drawings, plans and elevations showing an accurate scale drawing or plan of the

proposed construction prepared by a licensed architect

8. \$1,500.00 check payable to the Incorporated Village of Old Brookville representing a filing fee
9. A separate check payable to the Incorporated Village of Old Brookville in the amount of \$2,500.00 as a deposit to ensure reimbursement by the Applicant for expenses associated with the appeal including engineering, legal and other fees. Any balance remaining of this deposit will be returned to the Applicant provided that the Applicant files with the Village Clerk a written demand for such refund. All unclaimed deposits shall become the property of the Village two years after the filing of the decision, resolution or other final determination with the Village Clerk, as provided in Chapter 154-4 of the Village's Code, "Fee Schedule."
10. One (1) set of photographs showing the location of the proposed construction and all property boundary lines from said construction shall be submitted to the Board of Appeals at the time of the hearing.

II. HEARING DATE AND PLACE OF FILING

After filing a completed application with the Village Clerk, a hearing will be scheduled. The Board of Zoning Appeals of the Incorporated Village of Old Brookville normally meets on the second Wednesday of every odd month. You will be advised of the hearing date.

Deliver or mail all copies of the application to:

Sandra L. Albro, Village Clerk
Incorporated Village of Old Brookville
201 McCouns Lane
Old Brookville, NY 11545
Tel:(516) 671-4664, Fax (516) 671-4725

III. NOTIFICATION REQUIREMENTS

After copies of the completed application are filed with the Village Clerk, as aforesaid, a Public Notice will be prepared and filed with The Glen Cove Record Pilot for publication. This notice will also be forwarded to the Applicant, or the Applicant's representative, who shall mail the same, by CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AT LEAST TEN (10) DAYS BUT NOT MORE THAN TWENTY (20) DAYS before the date of the public hearing to all property owners within 300 feet from the subject property as set forth in Section I, Paragraph 6 above. An Affidavit of Mailing (see attached) shall be prepared, executed and delivered to the Village Clerk along with copies of the certified mail receipts and receipt cards not later than three (3) days prior to the hearing.