

INCORPORATED VILLAGE OF PLANDOME MANOR APPLICATION FOR BOARD OF ZONING APPEALS

It is important that petitions and legal notices filed as part of the application process comply with the number of copies required as well as the filing deadlines. Failure to meet these requirements could result in the delay or dismissal of your application.

NOTE: All applications must be submitted no later than THIRTY (30) days prior to hearing date.

The following materials must be properly completed and filed in the Village office along with the application. **The applications must be submitted in PACKETS.** One (1) complete packet with full size sets of plans and all application documents. Applicants must also submit 5- 11x17 sets of PLANS ONLY. Additionally, a PDF copy of all plans and surveys must be emailed to the Village Clerk at plandomemanor@optonline.net 30 days prior to the meeting date.

Complete packet should include:

- 1] Application for variance of the requirements of Village Ordinances
- 2] Code Relief Description.
- 3] Copy of the Building Department letter of denial.
- 4] Copies of elevation drawings (all at 1/4" = 1'0" scale; also showing window sizes and types and all material selections):
 - a) Front
 - b) Right Side
 - c) Rear
 - d) Left Side
- 5] Copies of Site Plans (all at 1" = 20') showing all the setbacks on all sides and showing how they measure and comply with minimum code requirements.
- 6] Copy of Survey within twelve (12) months of the application date.
- 7] Color copies of photographs of the existing building(s) (all sides) and photographs showing the surrounding areas of the property (all sides).
- 8] Signed and notarized Affidavit.
- 9] Signed & Notarized Full Disclosure Affidavit.
- 10] Signed & Notarized Property Owner's Endorsement.
- 11] If in the event the homeowner will not be appearing before the Board of Zoning Appeals, a "Notice of Appearance" must be submitted by the architect, engineer

or contractor.

In addition, applications must be include:

- 12] Filing and Examination Fee \$2,250, due upon filing. **Must be 2 separate checks:**
\$ 250 Non-refundable filing fee
\$2,000 Deposit for Village Expenses* (*must sign & notarize deposit policy*)
- 13] If your application requires the obtaining of any other permits or approvals (such as D.E.C. for certain waterfront properties), they must be obtained before the BZA hearing.
- 14] **Any change or deviation from BZA approved plans requires re-application to the BZA.**
- 15] **If an applicant appears before the BZA and does not have or produce required materials, applications or documents, the hearing shall be adjourned and a new application and fee will be required.**

NOTICE: ALL APPLICANTS ARE REQUIRED TO SERVE LEGAL NOTICE TO ALL PROPERTY OWNERS WITHIN A 200 FOOT RADIUS OF THE SUBJECT PROPERTY.

ALL NOTICES ARE TO BE MAILED CERTIFIED LETTER, RETURN RECEIPT, POSTMARKED A MINIMUM OF TEN (10) DAYS AND A MAXIMUM OF TWENTY (20) DAYS PRIOR TO THE HEARING DATE.

SUBMIT THE ORIGINAL AFFIDAVIT OF SERVING NOTICE TO THE VILLAGE HALL OFFICE SEVEN (7) DAYS PRIOR TO THE HEARING DATE.

SUBMIT ONE (1) COPY OF THE 200 FOOT RADIUS MAP SHOWING THE SIZE OF THE PLOTS AND NAME AND ADDRESSES OF CURRENT OWNERS TO THE VILLAGE HALL OFFICE SEVEN (7) DAYS PRIOR TO THE HEARING DATE.

**Inc. Village of Plandome Manor
Board of Zoning Appeals**

**APPLICATION FOR VARIANCE OF
THE REQUIREMENTS OF VILLAGE ORDINANCES**

Date filed with Village Clerk: _____

Applicant: _____ **Address:** _____

Owner: _____ **Address:** _____

Lessee: _____ **Address:** _____

Application is hereby made for a variance of § _____ of the Village Ordinance under the authority vested in the Board of Zoning Appeals. Application must be accompanied with ground plans or building plans (in duplicate) whichever is involved.

Premises affected: _____

Located in Zoning District: _____

Street or House Number: _____

Sec. _____ **Blk.** _____ **Lot:** _____

In connection with: New Building: _____ **Existing Building:** _____

If existing building, give date of erection: _____

Any other variances requested or granted on this property: _____

Variance

Requested: _____

PLEASE NOTE: No application for a variance will be accepted unless complete plans for project have been approved or disapproved by the Village Building Inspector. The variance must be filed with the Village Clerk.

Signature

Date

INC. VILLAGE OF PLANDOME MANOR

CODE RELIEF DESCRIPTION

Page _____ of _____

NAME: _____

ADDRESS: _____

SEC _____ BLK _____ LOT _____

CODE VIOLATION SECTION: _____

CODE SECTION STATES: _____

VARIANCE RELIEF:

CODE ALLOWANCE: _____

EXISTING SITUATION: _____

PROPOSED CHANGE: _____

INC. VILLAGE OF PLANDOME MANOR

NOTICE OF APPEARANCE

TO THE BOARD OF ZONING APPEALS:

YOU ARE HEREBY NOTIFIED THAT I, _____
WILL APPEAR FOR _____, THE APPLICATION BEFORE
THE BOARD OF ZONING APPEALS.

Dated this _____ day of
_____, 200_____.

(Signature)

(Address)

(Telephone)

Sworn to before this
day of _____, 200_____

Notary Public

Incorporated Village of
PLANDOME



MANOR

FULL DISCLOSURE AFFIDAVIT

In the matter of:

Address:

To the Village of Plandome Manor Board of Zoning & Appeals

State of _____

County of _____

_____, being duly sworn, deposes and says:

1. This Affidavit is made by your deponent and intended to be filed with the above Board of the Village of Plandome Manor to fulfill requirements of the appropriate sections of the Plandome Manor Village Code with respect to the above-entitled application made or intended to be made affecting property located and described as follows:

2. Name and address of the person making and signing the Affidavit:

3. If the person making this Affidavit is not the applicant, state the relationship to the applicant:

4. List the names and addresses of ALL persons who have any interest whatsoever in the project and properties described in this application, direct or indirect, vested or contingent. This includes but is not limited to owner, partner, contract vendor, contract vendee, lessor, sub-lessor, contract lessor, lessee, sub-lessee, contract lessee, mortgagor, mortgagee, holder or contract holder of any beneficial interest, holder or contract holder of any encumbrance or lien, guarantor, assignee, agent, or broker. List such person(s) even if the interest arises as the result of providing funds for acquiring or developing the property, and whether or not the interest arises from or is affected by the decision of these municipal Board(s). Please state if any of these are, or are related to, officers or employees of the Village of Plandome Manor and state the nature of the relationship and extent of interest. If any of the above is a corporation, list all principals of said corporation.

5. List the names and addresses of ALL persons who will receive any benefit of any kind as a result of their work, effort or services in connections with this application. For example, architects, attorneys, contractors or any other person/corporation being paid in connection with this application. Please state the nature of relationship and extent of interest, and note if any of those mentioned are officers or employees of the Village of Plandome Manor.

The undersigned affirms the truth and completeness of the above under penalty of perjury.

Sworn to before me this

_____ day of _____ 20____

Notary Public

Owner/Applicant's Signature

Incorporated Village of
PLANDOME



MANOR

PROPERTY OWNER'S ENDORSEMENT

State of _____

County of _____

_____, being duly sworn, deposes and says that (s)he resides at _____ in the County of _____, and the State of _____, and that (s)he is the (owner in fee) or (_____ of the _____ Corporation, which is the owner in fee) of the premises described in the foregoing application to the Village of Plandome Manor's Board of Zoning & Appeals and that (s)he has authorized _____ to make the foregoing application.

(Corporate Seal)

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Owner, Partner, Corporate Officer, or
Other (state title)

****If more than one owner, attach additional Property Owner's Endorsement Forms for each**

Incorporated Village of
PLANDOME



MANOR

DRB/BZA Deposit Policy

The Plandome Manor Village Code, Section A228-3, provides that the applicant is liable and shall pay for any and all of the Village's expenses incurred in connection with reviewing an application, which includes all engineering, legal, advertising, stenographic and consultant expenses, incurred by the Village. Accordingly, you are responsible for the payment of the outstanding balance.

I understand the above statement and accordingly will pay all fees associated with my DRB/BZA application.

Property Owner - Signature

Property Owner - Print Name

Sworn to before me this _____

Day of _____, 20_____

Notary Public