

**NOTICE TO APPLICANTS AND
PETITIONERS BEFORE THE
VILLAGE OF GREAT NECK PLAZA
BOARD OF ZONING AND APPEALS
UNDER ARTICLE XIX OF THE VILLAGE CODE**

Before an application may be heard by the Board of Zoning and Appeals, a complete and accurate list of the names and addresses of the owners of all the lands within a radius of 250 feet of the property affected by such application as appears on the latest completed assessment roll of the County of Nassau shall be submitted simultaneously with the application, as well as a list of the names and addresses of all tenants residing in any dwelling located on the property located in the application. Such lists shall be submitted on the form provided by the Board of Zoning and Appeals (a copy of which are attached hereto).

The applicant shall send, by certified mail, return receipt requested, to each owner and tenant shown on said list, at least fifteen (15) days before the date set for a hearing upon the application, a notice addressed to such owners and tenants generally, signed by the applicant, identifying the property affected thereby, and setting forth the relief requested in the application and the date, hour and place fixed by the Board of Zoning and Appeals for the hearing thereon. These notices shall be on the form provided by the Board of Zoning and Appeals (a copy of which is attached hereto).

Before such case may be heard by the Board of Zoning and Appeals, the applicant must file with the Clerk of the Board, not later than one day before the date of the public hearing, an Affidavit of Service of such notices, with return receipts annexed, said Affidavit to be made on the form to be provided by the Board of Zoning and Appeals (a copy of which is attached hereto).

Furthermore, no application shall be accepted unless and until the fees and deposits set forth in Village Code §225-143 (a copy of which is attached hereto) have been paid to the Village Clerk.

Eight copies of the completed application must be filed with the Village Clerk.

**VILLAGE OF GREAT NECK PLAZA
BOARD OF APPEALS**

GUSSACK PLAZA, GREAT NECK, NY

**APPLICATION ON APPEAL OR FOR VARIANCE OR PERMIT
UNDER THE REQUIREMENTS OF THE CODE OF THE
VILLAGE OF GREAT NECK PLAZA, AS AMENDED**

File No. _____

Case No. _____

Notice: This application shall be written in ink or typewritten and
Filed in octuplet complete in all respects, including surveys.

1. This is an application for (check one):

- (a) Variance
- (b) Permit
- (c) Other action

2. The street address of the subject premises is:

3. The location of the subject premises on the Nassau County Land and Tax Map is:

Section _____ Block _____ Lot _____

4. The zoning district of the subject premises is _____.

5. The subject premises is situated on the _____ side of _____
Street, _____ feet of _____ nearest intersection.

6. If there is an existing building on the subject premises, provide the following information:

- (a) date of construction: _____
- (b) date of certificate of occupancy, if issued: _____
(please provide copy)
- (c) class of construction: _____
- (d) height of building in feet: _____
- (e) number of stories: _____
- (f) dimensions of building: _____
- (g) nature of current use: _____
- (h) nature of prior uses, if different: _____
- (i) is the building currently occupied? _____

7. Regarding the subject premises, provide the following information:

- (a) size of lot: _____
- (b) front: _____
rear: _____
depth: _____
- (c) What is the assessed valuation of the subject premises?
land: _____
building: _____
total: _____

(a) Were the zoning district designations affecting the subject premises changed since 1930? _____

(b) If a change was made, explain: _____

12. Have any plans been provided to the Village Building Department relating to this application? _____ If so, please provide copies.

13. Has the Village Building Department issued any decisions relating to this application? _____ If so, state the date of such decision. _____

14. Was there any previous application filed with the Board of Zoning and Appeals relating to these premises? _____
If so, File No. _____

15. How long has present owner held title to the property? _____

16. Is the proposed site within 250 feet of any premises used for a public school, public library, church or hospital? _____

17. Has any violation been issued affecting these premises? _____

18. Has any Court Summons been served relative to this matter?

File Disposition No. _____

19. Name and address of owner of subject premises:

20. Name and address of applicant (if different):

21. Relationship of applicant to owner (if different):

22. Name, address and phone number of the person who will appear for the applicant at the hearing:

Attached hereto and made a part of this Application, please submit the following:

- A. Any consents of adjoining property owners affected by this application.
- B. Building application with plans and an accurately drawn site plan showing all proposed new buildings, structures and/or additions or extensions of existing buildings and structures and the dimensions from the new construction to property lines.
- C. Decision of the Building Department.
- D. Survey of existing premises.
- E. Such other information as may be required.

I hereby depose and say that all the above statements and information and all statements and information contained in papers submitted herewith are true.

Applicant to sign here

Sworn to before me this
____ day of _____, 20__.

Notary Public

NOTICE TO PROPERTY OWNERS IN AREA

TO: _____

PLEASE TAKE NOTICE THAT the undersigned has made application to the Board of Zoning and Appeals of the Village of Great Neck Plaza for a variance or permit or other action* of Section ____ of the Village Code seeking the following relief: _____

at: (Print or Type) Street Address _____

(Print or Type) Owner's Name _____

Described on the Nassau County Tax Map as:

Section _____ Block _____ Lot(s) _____ Zone _____

A Public Hearing will be held by the Board of Zoning and Appeals on this application at the Village Hall, 2 Gussack Plaza, Great Neck, New York, on _____, 20__ at 8:00 P.M.

This Notice is sent to you by certified mail with return receipt under the provisions of Article XIX Section 225-145 of the Village Code, requiring the applicant to notify all owners of properties within a radius of 250 feet of the above mentioned premises as well as all tenants in the subject premises.

Signed: _____

Dated at _____
_____20__

* Strike out inapplicable words.

CONSENT FORM

**TO THE BOARD OF ZONING AND APPEALS
VILLAGE OF GREAT NECK PLAZA
GREAT NECK, NEW YORK 11022**

The undersigned states as follows:

1. I own the following property ("my property"):

Street Address: _____
Section _____ Block _____ Lot _____ (from Nassau County Tax Map)

2. My property is used for the following purposes:

3. My property (i) adjoins or (ii) is located within _____ feet* of property having street address _____ and designated on the Nassau County Tax Map as Section _____ Block _____ Lot _____ ("the subject premises").

4. I am aware that there is a pending application to the Village Board of Zoning and Appeals for a variance or other action* on the subject premises, which seeks the following relief:

5. I hereby consent to the requested variance or action.*

(Signed) _____

Sworn to before me this
_____ day of _____, 20__.

Notary Public

* Cross out inapplicable language

This form may be used in connection with an application for any variance of the Zoning provisions in Chapter 225 of the Village Code. **Consents will not be accepted** unless completed with a statement of the variance or other action requested and signatures acknowledged by a Notary Public, as provided above. Completed consents should be submitted with the application when filed.

