

# INC. VILLAGE OF GREAT NECK PLAZA

2 GUSSACK PLAZA  
GREAT NECK PLAZA, NEW YORK 11021  
www.greatneckplaza.net  
Telephone: (516) 482-4500  
Fax: (516) 482-3503

## Zoning Board of Appeals REQUIREMENTS FOR FILING A VARIANCE

### Eight (8) complete sets:

1. ARCHITECTURAL PLANS SHOWING PLOT PLAN TO SCALE, SIGNED AND SEALED
2. COMPLETED VILLAGE OF GREAT NECK PLAZA PERMIT APPLICATION
3. A RECENT SURVEY OF PREMISES SHOWING ALL ADDITIONS/DELETIONS (MUST HAVE SURVEYORS SIGNATURE AND/OR SEAL)
4. ATTACHED FORM COMPLETED & RETURNED WITH LETTER OF REQUEST FOR THE VARIANCE
5. A COLOR PHOTO OF PROPERTY WHERE THE PROPOSED ADDITION, ETC. WILL BE.
6. A CHECK MADE PAYABLE TO THE VILLAGE OF GREAT NECK PLAZA FOR:

**\$250.00 – NON-REFUNDABLE**

7. NOTICE OF DISAPPROVAL
8. ENVIRONMENTAL ASSESSMENT FORM (SEQR)
9. EASEMENT AFFIDAVIT (the one applicable affidavit of the two attached)
10. AFFIDAVIT OF OWNERSHIP / DISCLOSURE AFFIDAVIT BY APPLICANT AND OWNER
11. ONE NOTICE BY CERTIFIED MAIL RETURN RECEIPT IS REQUIRED TO BE MAILED TO THE PROPERTY OWNERS WITHIN A 250' RADIUS OF YOUR PROPERTY (prepare a 250 foot radius map and list of all property owners, as indicated on the most current Village Assessment Roll prepared for the Village Tax Levy). These notices must be mailed to the owners' current post office address. The notices must be sent not less than (15) days prior to the public hearing.
12. You must submit a completed and notarized "AFFIDAVIT OF MAILING NOTICE" to the Secretary of the Zoning Board of Appeals NO LATER THAN FIVE (5) BUSINESS DAYS BEFORE THE SCHEDULED HEARING. Proof of service of the notices, in the form of the RETURN RECEIPT (GREEN) CARDS MUST BE presented at the Public Hearing.

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1. All fees paid in relation to such and application will be non-refundable and non-transferable.
  2. This list should not be construed in any way as a complete list but rather only as a sampling for informational purposes. Additional data and/or cost may be required depending upon the nature of the variance.

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**Application to Zoning Board of Appeals**

Date: \_\_\_\_\_

Property Owner (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_; Great Neck Plaza, NY 11021.

Application is hereby made to the Great Neck Plaza Zoning Board of Appeals for a variance to the Zoning Code of the Incorporated Village of Great Neck Plaza, Nassau County, New York, as follows:

Date of application for building permit: \_\_\_\_\_

Type of permit requested: \_\_\_\_\_

Date of Notice of Disapproval: \_\_\_\_\_

Reason for declination and Village Code Section number (as per Notice of Disapproval):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner should explain what hardship or practical difficulties exist in their complying with the village's existing zoning requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

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VILLAGE OF GREAT NECK PLAZA

\_\_\_\_\_x

Application of

**EASEMENT  
AFFIDAVIT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----x

STATE OF NEW YORK)

) ss:

COUNTY OF NASSAU

\_\_\_\_\_, being duly sworn, deposes and says:

1. I am the owner of record of the Property known and designated on the Nassau County Land and Tax Map as Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_.
2. The Property is encumbered by the following easements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, Nassau County, New York

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VILLAGE OF GREAT NECK PLAZA

\_\_\_\_\_x

Application of

**EASEMENT  
AFFIDAVIT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----x

STATE OF NEW YORK)

) ss:

COUNTY OF NASSAU

\_\_\_\_\_, being duly sworn, deposes and says:

1. I am the owner of record of the Property known and designated on the Nassau County Land and Tax Map as Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_.
  
2. The Property is NOT encumbered by the following easements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, Nassau County, New York



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**DISCLOSURE AFFIDAVIT**

STATE OF NEW YORK)

SS:

COUNTY OF NASSAU)

DATE \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says

1. That your deponent resides at \_\_\_\_\_
2. That your deponent is (one of) the (owners/contract vendees/lessees)\* of the property which forms the subject matter of this application and is fully familiar with all of the facts and circumstances set forth.
3. That there are no encumbrances or holder of any instruments creating an encumbrance upon the subject property.
4. That neither deponent nor any other person mentioned in this affidavit is a Village of Great Neck Plaza officer or employee, or is related to a Village officer or employee.
5. That no person interested in this property is an officer or employee of the Village of Great Neck Plaza, nor is related to any Village officer or employee of the Village of Great Neck Plaza.
6. That in the event there is any change in the matters set forth herein prior to the granting of the (variance/conditional use permit)\* for the property affected hereby, deponent will file with the Village of Great Neck Plaza a supplemental affidavit indicating the details of such change within 48 hours of such change.

\_\_\_\_\_  
Deponent's Signature

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, New York

**\*Strike out inapplicable words.**



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<b>Name</b>	<b>Address</b>	<b>Section</b>	<b>Block</b>	<b>Lot</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**(USE ADDITIONAL SHEET(S) IF NECESSARY)**

by depositing same securely enclosed in a postpaid wrapper in the Post Office regularly maintained by the United States Government at

\_\_\_\_\_ in the County of Nassau:

That said notice was mailed by certified return receipt requested, which receipt is attached hereto and forms a part hereof

\_\_\_\_\_  
**Applicant Signature**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, New York

**NOTICE TO OWNERS OF AFFECTED PROPERTIES**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE TAKE NOTICE** that the undersigned has made an application to the Zoning Board of Appeals of the Village of Great Neck Plaza for a variance as per the attached Notice of Disapproval.

A public hearing will be held by the Zoning Board of Appeals on this application at the Village Hall, Great Neck Plaza, New York, on

\_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m.

This notice is sent to you by certified mail with return receipt under the provisions of the Rules of the Board.

Signed \_\_\_\_\_

Dated \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_

**APPLICANT SHALL SEND BY CERTIFIED RETURN RECEIPT REQUESTED TO AFFECTED PROPERTY OWNERS 15 DAYS BEFORE THE DATE SET FOR A HEARING.**

**NOTICE OF DISAPPROVAL MUST BE ATTACHED TO THIS NOTICE.**

## *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.

<b>Part 1 - Project and Sponsor Information</b>			
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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			



<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><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></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><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		