

Village of Great Neck Plaza
2 Gussack Plaza, Great Neck, NY 11021
516-482-4500 Fax: 516-482-3503
CONDITIONAL USE APP. INFO. (Please print clearly)

DATE: _____

SECTION: 2 BLOCK: _____ LOT(S): _____

PROPERTY OWNER'S NAME: _____

HOME ADDRESS: _____

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL: _____

APPLICANT'S NAME: _____

ADDRESS: _____

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL: _____

ADDRESS OF PROPOSED BUSINESS: _____

WHAT IS CURRENTLY OR PRVIOUSLY AT THE PROPOSED LOCATION: _____

WILL ANY RENOVATION BE REQUIRED: _____

WHEN DO YOU EXPECT BUSINESS TO OPEN: _____

**VILLAGE OF GREAT NECK PLAZA BUILDING DEPARTMENT
BUILDING OWNER'S AUTHORIZATION**

I (we) hereby certify that:

- 1) The information provided on this permit application is true and correct. I understand that the Village of Great Neck Plaza will approve or deny a permit based on the information provided.
- 2) I agree to permit the Building Inspector and any officer or employee of the Village of Great Neck Plaza to enter upon the premises in the discharge of their duties with this application and/or to confirm compliance with any permit issued.
- 3) Approved plans and a copy of the approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
- 4) The Building Inspector will be given a minimum of 48 hours' notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 5) Owner or his representative will be responsible to arrange for all required inspections.

State of New York]
County of Nassau]

Property Owner - Please Print _____

Property Owner deposes and says that he/she resides at: _____

in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land designated as

Section 2 Block _____ Lot(s) _____ situated, lying and being within the Village of Great Neck Plaza; that I/we have read and understand items 1 through 4 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby

names _____ as his or her representative to file this application on his/her behalf.

Signature of Owner _____

Sworn to me this _____ day of _____ 20 _____

Signature of Notary Public _____

Village of Great Neck Plaza, INC.
Plaza Centre, P.O. Box 440
Great Neck, NY 11022
516-482-4500

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT

1. General instructions for completing this application:

This application must be presented to the Village Clerk at least three to four weeks prior to the Board of Trustees hearing date (1st & 3rd Wednesdays of each month).

If a question does not apply, indicate with "N/A" (non-applicable).

Complete pages 1 to 10 attached. All documents enclosed herein and/or specified in the Village's Zoning Law, Village Code Section 225-134 (copy available upon request) are to be submitted with this application.

2. Filing Fee:

A filing fee of \$250.00 is to accompany this application to defray administrative costs, including legal advertisements.

3. Signature

This application must be signed and verified as accurate and complete by an officer, director or owner of the applicant.

4. Schedule:

The Board of Trustees will review this completed application, will set a date for public hearing, and will ask questions of the applicant at the hearing. However, applicants are hereby advised that a permit, even if granted at the night of the first hearing (which is not standard practice), will not be issued until the minutes of the hearing are available, reviewed and a written permit is prepared and issued by the Village Clerk of the Board of Trustees. The hearing is often continued by the Board of Trustees to a second meeting in order to A) review a situation first-hand (e.g. visit another location operated by the applicant or a similar type of operation), B) view the proposed location with respect to the layout of the proposed operation, C) request the applicant to submit additional, or where incomplete, missing information regarding the application.

It has been the policy of the Board of Trustees to adhere to the above procedures in order to ensure that all conditions, as may be attached to the approval of the permit, are properly noted in writing. Furthermore, temporary conditions may be imposed by the Board of Trustees, which may be subject to periodic or seasonal review. An applicant is therefore advised to make adequate planning in advance of the proposed opening date to allow for complete and full compliance with the Village of Great Neck Plaza's regulations, scheduling and review procedures.

Standard Conditions Attached to Conditional Use Permits

The following are common conditions usually imposed for conditional use permits. The applicant is advised to review these as they will be made a condition of a permit approval.

1. Applicant shall insure that all persons who are employed on the premises from 9:00 A.M. to 5:00 P.M., including managers and owners, and who drive to work, shall obtain parking permits from the Village enabling them to park in the designated municipal parking garages. Applicant shall further ensure that all such employees shall in fact utilize the designated municipal parking garages and shall not park on the public streets. and shall not park on the public streets.
2. The place of business shall not be conducted in a disorderly manner, or in a manner that constitutes a public nuisance. Applicant shall take all measures reasonably within its power, including the refusal or service, if necessary, to ensure that its customers do not congregate in a disorderly manner outside the place of business, do not obstruct the public sidewalks and streets outside the place of business and do not act in a menacing or harassing manner on said sidewalks and streets.
3. Applicant shall adequately police the store and storefront to prevent the accumulation of litter and shall maintain a sufficient number of trash receptacles in and in front of the premises.
4. The premises shall be utilized only for the operation of the type of operation described to the Board of Trustees at its public hearing, including substantial compliance with any menu and representations made regarding its operation.
5. The floor plan and seating plan shall conform to those filed with the Village in conjunction with the application, subject to the approval of the Village Building Inspector.
6. Any change of operation, as well as any change in the ownership of the premises, including a transfer of stock which results in a change of control, shall require a review of these conditions by the Board of Trustees, at which time they may be amended, modified, or supplemented as necessary.
7. Applicant shall comply with all other applicable governmental rules, regulations and codes.
8. If you intend to change a sign or awning, you must first obtain a sign permit.
9. If you plan to utilize a third-party delivery service for outgoing deliveries, you must comply with Village Resolution No. 3/2023 (available upon request)
10. If you plan to have outdoor seating, you must comply with Resolution No. 5/2023 (available upon request).
11. No smoking (including e-cigarettes) or vaping shall be allowed on the premises.
12. No sale of smoking or vaping products or paraphernalia shall be made on the premises.
13. There shall be no sale of marijuana or CBD products.
14. No garbage shall be left outdoors overnight.
15. All garbage receptacles shall be closed, securely fastened, and periodically cleaned and maintained. No garbage shall be left outside the premises overnight.
16. Applicant shall take all necessary measures to discourage double-parking and illegal stopping or standing, including the posting of signage within the premises; making change available to the public; and refusal of service to customers who illegally stand, stop or park. Applicant shall co-operate with Village officials and employees to minimize and eliminate illegal standing, stopping and parking.

APPLICATION FOR CONDITIONAL PERMIT

1. TYPE OF PERMIT REQUESTED, check one below:

Conditional Use Permit

If checked, identify the type below:

New Permit

Modification of existing permit

2. DATE: _____

3. LOCATION FOR WHICH PERMIT IS REQUESTED

Street Address

Section, Lot & Block (if known)

4. NATURE OF REQUESTED APPLICATION, complete one below as applicable:

New Business

To operate a _____

Modification of Existing Permit

To modify an existing permit to _____

5. FULL LEGAL NAME OF PERSON OR ENTITY THAT OWNS THE BUSINESS:

For official Village use only – applicant do not write in this area

Date Received: _____

Case Number Assigned: _____

Date Advertised: _____

Hearing Date: _____

Board Action Taken [circle]: approved/denied on _____

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

6. APPLICANT'S NAME, ADDRESS, & TELEPHONE NO.:
(Lessee)

Name

Street Address (other than the premises)

City, State, Zip Code

Telephone Number / Email

7. DOCUMENTATION NEEDED TO ACCOMPANY APPLICATION –
Attach photocopy of lease or letter of intent from landlord.

8. APPLICANT'S REPRESENTATIVE WHO WILL BE PRESENTING THE APPLICATION, if applicable:

Name

Street Address

City, State, Zip Code

Telephone Number/ Email

Relationship to Applicant

Applicant's Attorney (if any):

Name

Street Address

City, State, Zip Code

Telephone Number/ Email

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

9. REQUESTED HOURS OF OPERATION OF BUSINESS:

(You need not be open to the public during all these proposed hours)

Monday to Thursday _____
Friday _____
Saturday _____
Sunday _____

10. TYPE OF ENTERTAINMENT, check if any are being requested and include days of the week that entertainment will be provided:

No live music, only recorded background (soft) music, which is permitted

Live music for _____

Dancing for _____

Other _____

Are video games proposed NO YES – if checked, explain number and location proposed:

11. ALCOHOLIC BEVERAGES TO BE SERVED:

None

Beer and Wine. If checked, explain the status of permit:

Full License. If checked, explain the status of permit:

12. SIGN AND FAÇADE CHANGES – The applicant intends to make the following, check if applicable: (see **Building Department for applications for any changes below**)

facade changes (a façade permit from the Board of Trustees is required prior to any construction)

awning (a sign permit is required from the Board of Trustees before an awning is erected)

signage (a sign permit is required from the Board of Trustees in advance of placement of any advertised material)

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

13. LENGTH OF STREET FRONTAGE –

a. If interior lot:
_____ feet along _____
Number of road name

b. If corner or thru lot:
_____ feet along _____
Number of primary road

_____ feet along _____
Number of secondary road

Indicate source of calculations for #13: _____

14. TYPE OF MANAGEMENT – The business is proposed to be managed as follows, check one below:

- Owner managed
- franchise – with employee as manager

Is/are the manager(s) responsible for operating additional facilities elsewhere?

- NO
- YES, explain the nature of duties at other location:

What prior experience or training does the owner/manager have in operating a facility as proposed?

- NO
- Previous experience, explain:

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

15. EMPLOYEEES – What is the expected number of employees?

_____ Full-time employees

_____ Part-time employees

16. EMPLOYEE PARKING – Does the applicant intend to purchase parking permits in the municipal garage for these employees? (Inquire at Village Hall 9-4:45 PM daily.)

YES, permits will be applied for

NO, arrangements for parking will be as follows:

17. CUSTOMER PARKING – Where are customers likely to park?

Indicated closest facilities _____

Indicate by checking below the proposed measures that the owner/manager proposes to help eliminate concerns of the Village regarding customers possibly double parking in front of the proposed establishment:

posting of a sign inside

availability of change for meters

refusal of service to double parkers

other, explain _____

18. TYPE OF FOOD OPERATION – if a food establishment is proposed, indicate below the type of operation:

sit-down restaurant or service

fast-food/take-out restaurant or service

combination of both, explain: _____

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

19. SIMILARITY TO ANOTHER EXISTING OPERATION – is the operation proposed, similar to any existing establishment(s) in the area?

NO

YES, list establishments of a similar nature in the Village:

PROPOSED MAXIMUM NUMBER OF PATRONS – if an eating/drinking area is proposed, indicate the maximum number of patrons to be served

- a. _____ sq. ft. of seating area proposed
- b. _____ maximum seating proposed (as shown on accompanying floor plan)

The maximum lawful number of patrons will be set by the Village Building Department

20. SKETCH PLANS – attach a sketch of the proposed floor plan, including as applicable:

- a. Entrances/exits for public access
- b. Emergency access only (secondary entry/exit)
- c. Preparation area
- d. Retail space/customer area, including table and chair layout for any eating/drinking area
- e. Lavatory facilities, including for the handicapped, if required
- f. Garbage storage room

21. GARBAGE STORAGE AND REMOVAL – Indicate proposed method for garbage removal?

Indicate the proposed location and size of area for garbage to be stored prior to pick up. (This area should be shown on the accompanying sketch plans of the proposed business.)

Proposed location is: _____

Size of area indoor: _____

Refrigerated: YES NO

Size of container, if outdoor: _____

Will any refuse be recycled and therefore will not be disposed of in the manner indicated above?

YES, and the types of waste(s) to be recycled and the methods of handling are as follows:

NO – if checked, indicate the non-recyclable and non-biodegradable waste produced:

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

22. DELIVERIES – IN-COMING SUPPLY DELIVERIES – indicate below the frequency, type and proposed hours of scheduled deliveries:

<u>Type of Deliveries</u>	<u>Frequency</u>	<u>Proposed Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The truck size used for deliveries is: _____
 How will deliveries be made into the premises (i.e. front, rear, sidewalk vault)?

Will any larger truck be utilized?

NO

YES, if checked, explain size, hours, circumstances, and expected frequency of deliveries:

Is it possible for the applicant to restrict the hours and days of deliveries as a mitigating traffic measure, as may be reasonably imposed by the Village? Indicate Yes or NO below and explain any limitations:

23. DELIVERIES – OUT-GOING TO CUSTOMERS –indicate if proposed operation will include delivery service by vehicle:

YES – the proposed hours for deliveries are: _____

Will the delivery vehicle be owned or controlled by the applicant? _____

If YES, explain the method for deliveries and indicate where the delivery vehicle will be stored when not in use:

Method: _____

Vehicle will be stored (where): _____

Vehicle will be loaded (where): _____

Will a third-party delivery service (such as DoorDash or UberEats) be used? _____

NO – there will be no out-going delivery vehicles. Deliveries on foot are permitted.

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

24. MENU – Attach a menu or a list of items to be sold (major categories), if a restaurant or food establishment is proposed.

Does the applicant intend to sell frozen yogurt or ice cream products?

YES, if checked, the type of container will be: (also bring a sample to the hearing of the container(s) to be utilized, if available)

NO

25. PACKAGING – indicate below the types and method of packaging for take-out food items, if a restaurant or food establishments is proposed:

Take-Out Product

Method of Packing Proposed

AREA FOR ADDITIONAL COMMENTS OR FURTHER EXPLANATION OF ABOVE ITEMS:

APPLICATION FOR CONDITIONAL USE PERMIT (CONT'D.)

CERTIFICATION

The undersigned hereby certifies that the foregoing statements and representations made in this application are true and accurate to the best of his or her knowledge. Furthermore, the applicant by signing this verification acknowledges that any material misrepresentation knowingly made with respect to this application may be grounds for denial or revocation of a conditional use or similar use permit issued based upon reliance of the information herein contained.

Certified as corrected by: _____

Signature of Applicant

Applicant's printed name: _____

Print Applicant's Name

Representing: _____

Business Name or Owner

Date Signed: _____

- Applicant's signature must be an officer, director, or owner of the business requesting the conditional or similar use permit.

The applicant must produce with this application, or at the time of the hearing, a notarized letter or intent to lease or an actual provisional lease.

