

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): _____

OWNER'S LAST NAME: _____ **FIRST NAME:** _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS/CELL PHONE: _____

EMAIL: _____

APPLICANTS LAST NAME: _____ **FIRST NAME:** _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS/CELL PHONE: _____

EMAIL: _____

DESCRIPTION OF WORK: _____

WHAT IS CURRENTLY OR PRVIOUSLY AT THE PROPOSED LOCATION: _____

**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.
- 3) Approved plans and a copy of 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) 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 shown on

the attached survey 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

Rev. 12/90

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT

I. 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).

Complete pages 1 to 9 attached. All documents as set forth herein and specified in the Village's Zoning Law, Local Law 17, 1984, Article XIX, Sec. 5 (copy attached), are to be submitted with this application.

II. Filing fee:

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

III. Signature:

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

IV. Schedule:

The Board of Trustees will review this completed application 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 a 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. More likely, a hearing is continued by the Board of Trustees to a second meeting in order to A) review a situation first-hand (eg. 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 a 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 3:00 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 garages. Applicant shall further insure that all such employees shall in fact utilize the designated municipal parking garages 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 of service, if necessary, to insure 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.

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT

1. TYPE OF PERMIT REQUESTED, check one below:

- Conditional Use Permit
if checked, identify type below:
 - new permit
 - modification of existing permit
- Similar Use Permit - complete form except for items below which have an asterisk and only pertain to a conditional use 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. NAME OF BUSINESS, if known:

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 OR SIMILAR USE PERMIT (CONT'D.)

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

Name

Street address

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 REPRESENTATIVES & CONTACTS, if applicable:

Attorney:

Name

Street address

City, State, Zip Code

() -
Telephone Number

Architect:

Name

Street Address

City, State, Zip Code

() -
Telephone Number

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT (CONT'D.)

* 9. PROPOSED HOURS OF OPERATION OF BUSINESS:
(List hours proposed to be open to the public)

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 status of permit:

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

12. SIGN AND FACADE CHANGES - The applicant intends to make the following, check if applicable:

- facade changes (a facade 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 advertising material)

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT (CONT'D.)

13. LENGTH OF STREET FRONTAGE -

A. if interior lot:

_____ feet along _____
number of road name

B. if corner lot 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 nature of duties at other locations:

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

No previous experience

Previous experience, explain:

APPLICATION FOR CONDITIONAL OR SIMILAR USE PERMIT (CONT'D.)

15. EMPLOYEES - 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?
Indicate 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 OR SIMILAR 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:

* 20. PROPOSED MAXIMUM NUMBER OF PATRONS - If an eating/drinking area is proposed, indicate the maximum number of patrons to be served according to the fire code, which is a limit of 1 person for every 15 square feet:

a. _____ sq. ft. of seating area proposed

b. _____ maximum permitted by fire code ($a \div 15$)

c. _____ maximum seating proposed (as shown on accompanying floor plan)

21. SKETCH PLANS - Attach a sketch of the proposed floor plan, including as applicable:

- a. entrances/exits for public access
- b. emergency access only (secondary entr./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

22. GARBAGE STORAGE AND REMOVAL - Indicate proposed method for garbage removal?

Indicate proposed frequency of pick-ups: _____

Indicate proposed days and hours for pick-ups:

Indicate whether pick ups will be through front or rear door:

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT (CONT'D.)

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 plan of the proposed business.)

proposed location is: _____

size of area, if 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 wastes produced:

23. DELIVERIES - IN-COMING SUPPLY DELIVERIES - Indicate below the frequency, type and proposed hours for scheduled deliveries:

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

The truck size used for most deliveries is: _____

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT (CONT'D.)

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:

24. DELIVERIES - OUT-GOING TO CUSTOMERS - Indicate if proposed operation will include delivery service by vehicle:

YES - the proposed hours for deliveries are:

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: _____

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

* 25. 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

APPLICATION FOR CONDITIONAL USE OR SIMILAR USE PERMIT (CONT'D.)

* 26. PACKAGING - Indicate below the types and method of packaging for take-out food items, if a restaurant or food establishment is proposed:

<u>Take-Out Product</u>	<u>Method of Packaging Proposed</u>
_____	_____
_____	_____

AREA FOR ADDITIONAL COMMENTS OR FURTHER EXPLANATION OF ABOVE ITEMS:

APPLICATION FOR CONDITIONAL USE OR SIMILAR 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 certification 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 correct 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 of intent to lease or an actual provisional lease.