An original and seven copies of this application must be filed with the Village clerk together with a filing fee of $250.00 for each location.

INC. VILLAGE OF NORTHPORT
BOARD OF ZONING APPEALS
APPLICATION

Date_____

Applicant Name_____
(Please Print)

Address _____

Telephone No._____ Email Address: _____

Owner Name_____

Address_____

1. Application is hereby made for a variance or permit under Chapter_____
2. Location of Property_____

   _____
3. Location in Zone Designated as _____
4. Reason for this request_____

   _____

   _____
5. Name and address of all property owners within 200 feet of the premises:

   (Mailing must be accomplished 14 days prior to hearing date and proof presented at the hearing)
6. Is there a school, or church within 200 feet of the premises? _____
7. Approximate cost of work involved $_____
8. Type of road_____width_____

The undersigned hereby certifies that (he/she) (is/are) the owner(s) of the property referred to in this application and has (have) read the notice below.

_____
Signature of Owner

NOTICE TO APPLICANTS TO BOARD OF ZONING APPEALS

Be advised that the Board must base its decisions on affirmative evidence. All determinations will, therefore, rest on presentation of factual proof.

Any architectural plans or drawings submitted with the application require the testimony of the individual(s) who prepared them.

The Board is bound by law in rendering decisions to follow the criteria set forth in the Zoning Ordinance and the burden is upon the applicant to present facts which satisfy these criteria.

Board of Zoning Appeals
Inc. Village of Northport
Northport, NY 11768

TO: All Applicants for Area Variances

FROM: Andy Cangemi, Chairman, Board of Zoning Appeals

RE: Required Supporting Documents & Proof at Zoning Board Hearings

When you make an area variance application, you are seeking to have our Board approve the construction of an improvement (addition, pool, shed, etc.) closer to one or more of your property lines than allowable by the Village Zoning laws.

Therefore, it is absolutely critical for you to give our Board enough specific and technical information to allow us to properly review your application and to make a fair decision.

The Clerk of the Board of Zoning Appeals has been instructed to reject any application failing to contain **8 copies of a survey and a site plan containing the minimal information outlined below.**

SURVEY

Specifically, we must know exactly how large your property is and how close to the property lines the proposed improvement will be constructed by you. This can only be done by locating the improvement on a survey. It is not necessary to obtain a new survey. The use of an old survey is acceptable as long as the old survey is legible and contains all existing improvements (with their dimensions) and the exact distances of all improvements (existing and proposed) from property and street lines.

SITE PLAN

We must know the proposed layout of all existing and proposed improvements. This can only be done by preparing a site plan showing, in detail, the size and configuration of all improvements, including a side view of the existing and proposed improvements with elevation measurements.

The Site Plan should show the approximate contour of the grade surrounding the improvement and if the grade affects your ability to construct an

PHOTOGRAPHS

Photographs of the existing site improvements, and of neighboring properties, are required and strongly encouraged because they are extremely helpful to our Board in understanding your application. Pictures should be no more than 5 x 7 unless submitted by an expert witness.

A properly completed application with the required supporting documents will benefit you by allowing our Board to understand the specifics of your application and to make a fair and speedy decision.

If you have any questions about the preparation of these documents and the detail required by our Board, please call 261-7502 and talk to the Village Code Compliance Director, or the Secretary of the Board of Zoning Appeals.

LEGAL PROOF NECESSARY AT AREA VARIANCE HEARINGS

At the Zoning Board hearing, you are legally required to prove to our Board why you need the variance. Simply wanting the variance is not a legally acceptable reason.

The legal standards we are required to follow are set forth below and you must prove to our Board that you satisfy these criteria:

A. In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighted against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the Board shall also consider:

1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;

2. Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;

3. Whether the requested area variance is substantial;

4. Whether the proposed variance will have an adverse effect or impact on the physical or environmental condition in the neighborhood or district, and

5. Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of an area variance.

B. The Board of Appeals, in the granting of area variances, shall grant the minimum variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of our community.

Northport Village (ZBA) Zoning Board of Appeals

"Request for Information Form"

KEY.

PROPOSED ADDITION

Front Yard Set Back (FY): _____

Side Yard Set Back (SY): _____

Side Yard Aggregate (SYA): _____
(combination of the two closest side yards added together)

Rear Yard Set Back (RY): _____

Existing Square Footage: _____
(list each structure seperately)

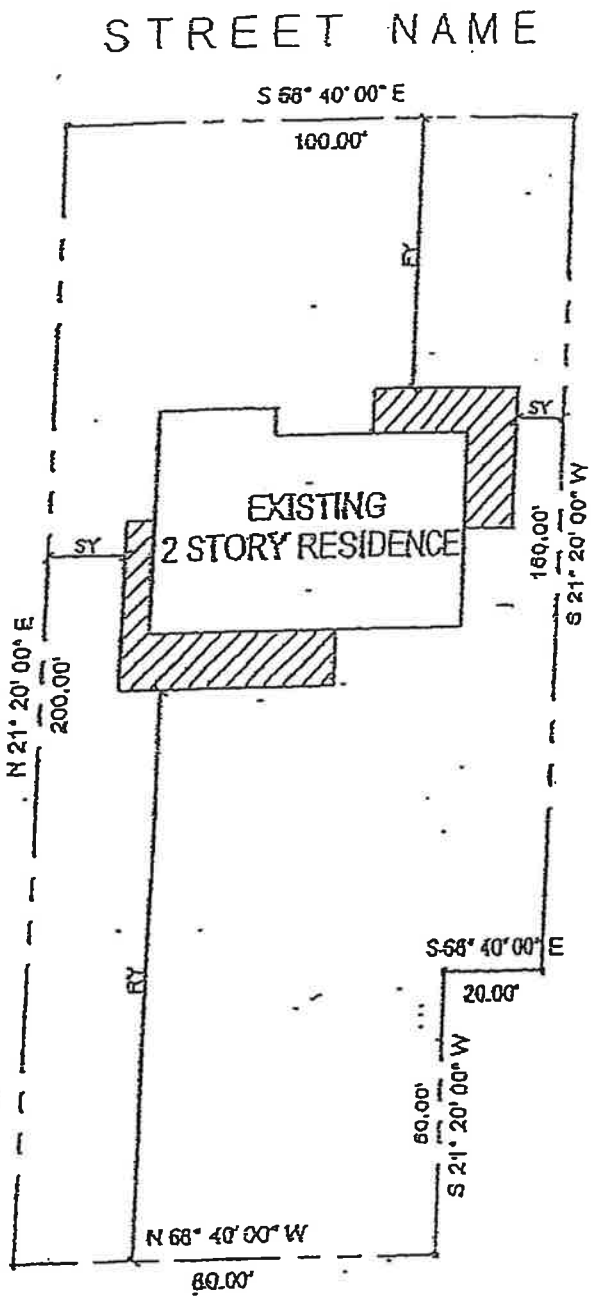
Existing Hieght of Structure: _____

Existing Lot Coverage (%): _____

Proposed Square Footage: _____
(list each structure seperately)

Proposed Hieght of Addition: _____

Proposed Lot Coverage (%): _____



617.20
Appendix B
Short Environmental Assessment Form

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.

Part 1 - Project and Sponsor Information		
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:

	NO	YES
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.	☐	☐
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:	☐	☐

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.
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES		

	NO	YES
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)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

VILLAGE OF NORTHPORT
ZONING BOARD OF APPEALS
AFFIDAVIT OF POSTING

THIS IS TO CERTIFY THAT I HAVE POSTED OR HAS CAUSED TO BE POSTED A CLEARLY VISIBLE SIGN ON THE FRONTAGE OF THE SUBJECT PROPERTY LOCATED AT _____ GIVING NOTICE THAT AN APPLICATION IS PENDING BEFORE THE ZONING BOARD OF APPEALS. SAID SIGN HAS BEEN POSTED 14 CONTINUOUS DAYS PRIOR TO THE PUBLIC HEARING.

ZBA APPLICATION # _____

HEARING DATE:_____

DATE SIGN POSTED: _____

_____
(Signature)

_____ (Print name)

Sworn to before me this
_____ day of _____

_____ Notary Public

INC. VILLAGE OF NORTHPORT
BOARD OF ZONING APPEALS
CHECKLIST

This sheet must be completed, signed, and returned with your application.

Please answer the following questions:

_____ Is the need for the variance or other relief listed on the application?

_____ Does the Letter of Denial reflect all structures and improvements that need legalization on your property? ALL STRUCTURES on the lot must have a Certificate of Occupancy or must be legalized via this application process.

_____ Are there eight (8) copies of the letter of denial?

_____ Are there eight (8) copies of a legible survey showing all existing structures or improvements on the lot, (with their dimensions) and exact distances from all property lines?

_____ Are all proposed improvements (with their dimensions) and exact distances from the property lies and set backs noted on the survey?

_____ Is the size and configuration of all improvements, including a side view of the existing and proposed improvements with elevation measurements included with the site plan?

_____ Is the approximate contour of the grade surrounding the improvement contained on the site plan? (Only applicable if the grade effects the applicant's ability to construct an improvement)

_____ Is the size and location of any vegetation, trees, cesspools, or natural conditions affecting the applicant's ability to construct the improvement noted on the site plan?

I have read and answered all of the above questions.

_____
APPLICANT SIGNATURE