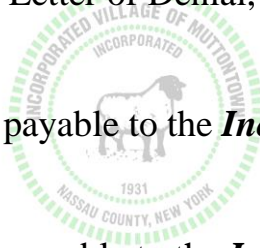


**VILLAGE OF MUTTONTOWN  
BOARD OF ZONING APPEALS  
REQUIREMENTS**

- 10 Copies of Completed Zoning Appeal Application with all supporting documentation.
- 10 Copies of a Radius Map of neighboring properties within 300 feet.
- 10 Copies of a list of names and tax lot numbers of adjoining neighbors within 300 feet.
- 10 Copies of completed Environmental Assessment Form.
- 10 Copies of Building Department Letter of Denial.
- 10 Copies of survey showing ALL existing and proposed structures indicating violation as per Letter of Denial, i.e., Lot Data Chart, Setback Dimensions etc.
- Application fee of **\$2,500** payable to the *Incorporated Village of Muttontown*
- Escrow deposit of **\$2,500** payable to the *Incorporated Village of Muttontown*



**Notes:** Applications **WILL NOT** be scheduled unless the following has been satisfied:

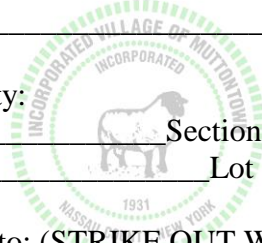
1. Application Fee and Escrow deposit received and checks cleared.
2. Application reviewed and approved by the Building Inspector.
3. A quorum of BZA Board Members confirmed.
4. Complete application received a minimum, **4 WEEKS PRIOR** to a scheduled hearing.

**INC. VILLAGE OF MUTTONTOWN**  
**BOARD OF ZONING APPEALS**

Return all required information to  
Village Clerk, Incorporated Village of Muttontown  
One 'Raz' Tafuro Way, Muttontown, New York 11791

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1. Applicant(s)/Owner(s) Name: \_\_\_\_\_
  
2. Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_
  
3. If Applicant is Contract Vendee, list name and current address of property owner(s) and attach owner's consent to the application.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Attorney, Engineer, or other Representative \_\_\_\_\_  
Firm/Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
  
5. Description of Subject Property:  
Address: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Lot area: \_\_\_\_\_
  
6. The variance involved relates to: **(STRIKE OUT WORDS NOT APPLICABLE)**  
Use                      Frontage                      Side Yard                      Width                      Height  
Area                      Front Yard                      Rear Yard                      Depth                      Floor Area  
Flood Zone Regulations                      Height Project Line



Application to vary the provision of  
Article \_\_\_\_\_, Section(s) \_\_\_\_\_, Subsection(s) \_\_\_\_\_  
of the Building Zone Ordinance to construct or maintain (describe project).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach the Building Inspector's written denial of building permit/certificate of occupancy.

(IF MORE THAN ONE VARIANCE IS REQUESTED, PLEASE CHECK HERE ( ) AND LIST THE INFORMATION REQUIRED UNDER # 6 ON AN ADDITIONAL PAGE.)

7. Description zoning requirements, the proposed dimensions, and the differences for which the variance is requested. (Example: The proposed building/addition will be only 35 feet rather than the required 50 feet from side line)

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8. Description The granting of the requested variance will not be a detriment to the health, safety, and welfare of the neighborhood or community, and is in compliance with the standards set forth in Section 7-712 of the Village Law of the State of New York, for the following reasons:

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9. Description State how the granting of this variance will benefit the owner and why it is necessary.

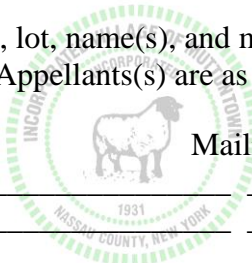
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10. Description The section, block, lot, name(s), and mailing addresses of all property owners within 300 feet of property of Appellants(s) are as follows: (Please use an additional page if necessary)

Sec./Blk./Lot	Name	Mailing Address
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



11. Description Has the premises at the subject address ever been the subject of a prior variance application? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state the date of hearing, relief requested and result

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12. Description Is subject property located within 300 feet of another municipality?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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AFFIRMATION ON SEARCH OF NEIGHBORING PROPERTY OWNERS  
deposes and says:

That he/she is over the age of eighteen and resides at \_\_\_\_\_  
That on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, deponent searched the current Village or Town tax roll records and hereby certifies that such records show the above listed current title owners of the above listed properties within 300 feet of the subject premises.

**I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENT MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.**

Date: \_\_\_\_\_  
Record Search Deponent's Signature

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WHEREFORE, in accordance with the foregoing alleged facts, Applicant(s) request said Board of Appeals to vary the strict application of the aforesaid provision(s) of said Village's Building Zone Ordinance, to grant the relief requested and grant such other and further or lesser relief as to this Board seems just and proper.

**I HAVE READ THE FOREGOING APPEAL/APPLICATION AND UNDERSTAND THAT ANY FALSE STATEMENT MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.**

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Applicant(s)/Appellant(s) Signature(s)

(Note: General Municipal Law of the State of New York, Section 809 enacted in 1969 requires the filing of the following completed Disclosure Statement)

**DISCLOSURE STATEMENT**

\_\_\_\_\_ deposes and says:  
Applicant(s)/Appellant(s) Name

1. **FOR INDIVIDUAL APPLICANTS** (Strike out if not applicable)

- a) I am over the age of 21 and reside at
- b) I am the \_\_\_\_\_ of the property designated as Section \_\_\_\_ Block \_\_\_\_ Lot(s) \_\_\_\_  
(owner/contract vendee)  
on the Nassau County Land and Tax Map which forms the subject matter of this application and am fully familiar with all the facts and circumstances hereinafter set forth.

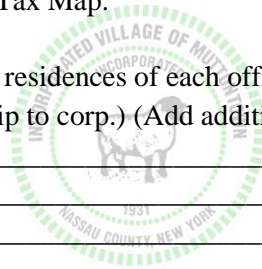
2. **FOR CORPORATE APPLICANTS** (Strike out if not applicable)

- a) I am the \_\_\_\_\_ of the \_\_\_\_\_ with offices  
(Office Held) (Name of Corp.)  
located at: \_\_\_\_\_  
and am fully familiar with all the facts and circumstances hereinafter set forth.

- b) The corporation was incorporated under the Laws of the State of \_\_\_\_\_ and is the \_\_\_\_\_ of the property designated as Section \_\_\_\_ Block \_\_\_\_ Lot(s) \_\_\_\_ on the Nassau County Land and Tax Map.

- c) The following are the names and residences of each officer, director and shareholder: (Set forth names, residences and relationship to corp.) (Add additional sheet if necessary.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



- d) That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock: (except: If any, set forth details.)

3. **FOR PARTNERSHIP APPLICANTS** (Strike out if not applicable.)

- a) That I am a \_\_\_\_\_ of the \_\_\_\_\_  
(Partner, Joint Venturer, etc.) (Name of Partnership)  
and am fully familiar with all the facts and circumstances hereinafter set forth.

- b) That the above partnership was established in \_\_\_\_\_  
(Place)

on \_\_\_\_ and is the \_\_\_\_\_ of the property designated as  
(Owner or Contract Vendee)  
Section \_\_\_\_\_ Block \_\_\_\_ Lot(s) \_\_\_\_\_ on the Nassau County Land and Tax Map.

- c) That the following are the names, addresses and interests, respectively, of all partners (joint venturers, etc.): (Add additional sheet if necessary)

**Disclosure Statement must be completed.**

4. That there are no encumbrances or holders of any instruments creating an encumbrance upon the subject property (except: if any set forth details.)

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5. That neither deponent nor any other person mentioned in this statement is a Village officer or employee, or is related to a Village officer or employee. (except if any set forth details.)

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6. That no State Officer or employee or local municipal officer or employee in the Nassau County or his spouse or a person by consanguinity related to either of them within the third degree is (are) the Applicant(s) or an officer, director or employee of the Applicant(s), or legally or beneficially owns or controls the corporate stock of the Applicant(s) or is a partner of the Applicant(s) or associated with the Applicant(s) in a joint venture or has an agreement with the Applicant(s), expressed or implied whereby his compensation for services is to be dependent or contingent upon the favorable exercise of discretion in the granting of the application herein. (except: if any set forth details.)

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7. That in the event there is any change in the matters set forth herein prior to the public hearing relating to the property affected hereby, deponent(s) will file with the Village a supplemental statement indicating the details of such change within 48 hours of such change.

**I HAVE READ THE FOREGOING AND UNDERSTAND THAT ANY FALSE STATEMENT MADE THEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.**

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

\_\_\_\_\_  
Applicant(s)/Appellant(s) Signature(s)

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

\_\_\_\_\_  
Applicant(s)/Appellant(s) Signature(s)

**CONSENT OF ADJOINING OWNERS** (This page is not required and may be deleted)

We, the undersigned, property owners in the Village of \_\_\_\_\_ adjoining the property of Appellant(s) \_\_\_\_\_ herein described as Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, hereby approve(s) the granting of a variance by the Board of Zoning Appeals of said Village so as to permit the use, construction, or alteration of the building or structure or the use of the land sought by Appellant(s):

**Name and Address of Person** \_\_\_\_\_  
(Please Print)

**Signature**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

