Village of
Roslyn Estates
25 The Tulips
Roslyn Estates, NY 11576
Tel: 516-621-3541 ♦ Fax: 516-621-3109
www.villageofroslynestates.com

Revised 11/2014

Board of Zoning Appeals / Board of Trustees and Planning Board Instructions:

BZA- Residential*
$350 – permit fee
$1,500 – escrow deposit for BZA expenses

BZA – Commercial*
$500 – permit fee
$2,500 escrow deposit for BZA expenses

Board of Trustees*
$250 – permit fee
$500 – escrow deposit for BOT expenses

Planning Board*
$350 – permit fee
$1,500 – escrow deposit for PB expenses

Planning Board – Commercial*
$500 permit fee
$2,000 escrow deposit for PB expenses

*See Schedule of Fees, Costs, Deposits for detailed information and additional fees/deposits.

- **All plans must be 24' x 36' sheets with ¼ inch floor plans and elevations.**
- **All applications must include a recent survey (maximum 6 months old) with every application.**
- **Board of Trustees meets the second Monday of each month at 7:30 pm.**
- **Board of Zoning Appeals meets the third Wednesday of the month at 7:30 pm.**
- **Planning Board meets the first Wednesday of the month at 7:30 pm.**
- **10 sets: collated / folded plans and application must be submitted 45 days prior to the meeting.**
- **<u>BZA Plan Requirements:</u> site plan, elevations, floor plans, survey*, 200' radius map with property addresses listed and <u>existing floor conditions.</u> *Max. 6 months old**
- **<u>PB Plan Requirements:</u> site plan, survey*, 200' radius map with property addresses listed. *Max. 6 months old**
- **No exceptions - all plans must be in by the due date.**

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BOARD OF ZONING APPEALS	BOARD OF TRUSTEES	PLANNING BOARD
VARIANCE REQUEST DESCRIPTION:	PROFESSIONAL OFFICE UNSAFE STRUCTURES NON-CONFORMING USES (TERMINATION) ZONE/BOUNDARY CHANGE OTHER DESCRIPTION:	SUBDIVISION OR PARTITIONING PRELIMINARY / FINAL DRAINAGE APPROVAL OTHER DESCRIPTION:

Name & Address of Owner(s) of Land:

CASE # _____

1. Name: _____
   Address: _____
   _____
   Home Phone: _____
   Business Phone: _____
   Email Address: _____

Date Received: _____

Fees: _____ **Receipt#**_____

Deposit:_____ **Receipt #**_____

2. **Description of Property & Location:**
   Total Acreage: _____ **Section 7, Block** _____, **Lot(s)**_____ **Zone: R -** _____ or **C-1**

   Location/Address _____

   Bounded by or abutting what street? _____

   Is property within 500 feet of a Village boundary? Yes_____ No_____

3. **When was property acquired by the owner?**
   _____

4. **How is property presently used?**
   _____

5. **Local Law, Ordinance, Rule or Regulation involved in this action: (Give section or paragraph)**
   _____
   _____

6. **Description of problem or reasons for this application: (add additional sheets if necessary)**
   _____
   _____
   _____

7. List all additional documentation being submitted in support of this application:
(surveys, plot plans, affidavits, photos, deed, etc. – see instruction sheet)

_____

_____

_____

8. AFFIDAVIT: OWNER

STATE OF NEW YORK:
COUNTY OF NASSAU:

_____being duly sworn deposes and says that he (she) resides at _____ in the State of New York; that he (she) is the owner in fee of the property identified above; that all statements made in this application are true and complete to deponent's own knowledge or belief;
(Complete lower part if owner uses a representative.)

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and he (she) authorizes _____, with address at _____, as his (her) agent to make and affirm the preceding application and to enter into agreements with the Village of Roslyn Estates with respect to the subject property; all of which acts will be done in deponents name and he (she) undertakes to be bound by any and all such agreements as if make by himself (herself).

Sworn to before me this _____ day
of _____, 20_____.

_____
SIGNATURE OF APPLICANT

_____
NOTARY PUBLIC

AFFIDAVIT: REPRESENTATIVES

STATE OF NEW YORK:
COUNTY OF NASSAU:

_____being duly sworn deposes and says that he (she) resides at_____ and that he (she) is authorized by the owner to make the above application and that all statements made in this and all supplementary documentation are true to deponents own knowledge or belief.

Sworn to before me this _____ day
of _____, 20_____.

_____
SIGNATURE OF REPRESENTATIVE

_____
NOTARY PUBLIC

DISCLOSURE AFFIDAVIT REQUIRED ON ALL
ZONING AND SUBDIVISION APPLICATIONS

VILLAGE OF ROSLYN ESTATES
TOWN OF NORTH HEMPSTEAD

STATE OF NEW YORK)
ss.:
COUNTY OF NASSAU)

_____, being duly sworn, deposed and says:

1. This affidavit is submitted in connection with the application of_____

to the Village of Roslyn Estates **Section 7 Block** _____ **Lot** _____ for _____

_____

_____

2. I am (president of), (secretary of), (a partner of), (attorney for) (delete unnecessary words) the applicant.

3. I have read Section 809 of the General Municipal Law added by Chapter 646 of the Laws of 1969, which states:

809 – Disclosure in certain applications

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exception from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

(a) is the applicant, or
(b) is an officer, director, partner or employee of the applicant, or
(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purposes of this section.

4. A person who knowingly and intentionally violates this section shall be guilty of a Misdemeanor.

4. I am familiar with all persons having an interest in the person, partnership or association making this application as defined in Subdivision 2 of Section 809 and hereby state that no officer or employee of the State of New York, the County of Nassau, the Town of North Hempstead, or the Village of Roslyn Estates has such an interest in the applicant except those whose name, residence and extent of interest are stated on Schedule A, which is annexed to this affidavit and signed by me.

SIGNATURE _____

PRINT NAME_____

ADDRESS _____

EMAIL ADDRESS_____

Sworn to before me this

_____ day of _____ 20_____.

_____
Notary Public

Revised – 8/2011

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INSPECTION AUTHORIZATION

BOARD OF _____ DATE: _____

OWNER(S): _____ Section 7 Block _____ Lot(s) _____

ADDRESS: _____
Roslyn Estates, New York 11576

I hereby authorize the members of the Board of _____, the Building Inspector of the Village, and legal counsel to the Board of _____ to enter upon and inspect my property prior to the Board of _____ rendering a determination with regard to this application.

OWNER(S) _____

_____

APPLICANT: _____ Email Address: _____

Address: _____ SECTION 7 BLOCK _____

City, State/Zip: _____ LOT (S) _____

Phone # - Home _____ Business/Cell # _____

ATTORNEY: _____ Email Address: _____

Address: _____

City, State/Zip: _____

Phone # – Office _____ Fax _____

ARCHITECT: _____ Email Address: _____

Address: _____

City, State/Zip: _____

Phone # – Office _____ Fax _____

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Revised 8/2011

Mailing Requirements for Filing Board of Zoning Appeals and Planning Board Applications

By order of the Board of Trustees at the Regular Meeting on April 5, 1999 and amended on August 8, 2011, the following requirements shall be in addition to all others listed on the present BZA /PB application:

1. The applicant shall be required to file as part of the overall BZA/PB package, a current 200- ft. radius map prepared by a licensed architect, surveyor or professional engineer.

This radius map shall:

a. Indicate all adjacent property owners within a 200 ft. radius from each of the applicant's property lines.

b. Include on it or have attached a **list of names, addresses, lot and block** of all listed above.

2. The applicant shall verify the names of abutting property owners as shown on the most recent Village Assessment Roll.

NO APPLICATION WILL BE CONSIDERED OR FILED WITHOUT THIS RADIUS MAP AND LIST.

3. Once the date of the Board of Zoning Appeals/Planning Board hearing is set, the applicant shall be required to send by **certified mail, return receipt requested**, a copy of the legal notice of the hearing to all owners on the above described list. The applicant should request a copy of this legal notice from the Village office to utilize in applicant's mailing.

This mailing must be done not more than 25 days and not less than 15 days before the BZA/PB public hearing.

4. The applicant shall then be required to submit to the Village Hall a copy of all certified mailing receipts, along with a list of residences notified at least 5 business days before the hearing date, together with the applicant's affidavit of mailing, a form of which is attached hereto.

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AFFIDAVIT OF MAILING

RE: Application of _____
(Name)

_____

(Address)

Section 7 Block _____ Lot (s) _____

_____, being duly sworn, deposes and says:
(Name)

Deponent is the _____ of the above referenced application.
(Owner or Representative)

On _____, deponent served the within Notice of Public Hearing upon the annexed list of property owners by depositing a true copy of same enclosed in a post-paid properly addressed wrapper in an official depository under the exclusive care and custody of the United States Postal Service within the State of New York, by certified mail, return receipt requested.

_____
(Signature)

Sworn to before me this

_____ day of _____, 20____

_____
Notary Public

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)