INC. VILLAGE OF NEW HYDE PARK

1420 JERICHO TURNPIKE • NEW HYDE PARK, NY 11040-4684

TEL.: (516) 354-0022 • FAX: (516) 354-6004 WEBSITE: WWW.VILLAGENHPNY.GOV

BOARD OF ZONING & APPEALS
FILING REQUIREMENTS

EIGHT (8) COMPLETE SETS OF THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ALL APPEALS

_____ NOTICE OF DISAPPROVAL ISSUED BY VILLAGE BUILDING DEPARTMENT
_____ APPLICATION FOR VARIANCE, CONDITIONAL USE PERMIT OR A REQUEST FOR DETERMINATION
_____ DISCLOSURE AFFIDAVIT BY APPLICANT AND/OR OWNER AS REQUIRED
_____ SHORT ENVIRONMENTAL QUALITY REVIEW ASSESSMENT FORM (SEQR)
_____ SURVEY OF PREMISES
_____ EITHER NON-EASEMENT AFFIDAVIT, OR EASEMENT AFFIDAVIT (NOT BOTH)
_____ SITE PLAN, FLOOR PLANS, ELEVATIONS & ARCHITECTURAL DRAWING- (WHERE PREMISES LIE WITHIN MULTIPLE ZONING DISTRICTS, SHOW EXACT ZONING DISTRICT LINES)
_____ 300 FOOT RADIUS MAP AND LIST ALL PROPERTY OWNERS, AS INDICATED ON THE MOST CURRENT VILLAGE ASSESSMENT ROLL PREPARED FOR THE VILLAGE TAX LEVY. INCLUDE NEIGHBORING TOWN/VILLAGE PROPERTY OWNERS IF THE RADIUS INCLUDES OTHER JURISDICTIONS.
_____ **ONE NOTICE OF DISAPPROVAL AND ONE NOTICE TO AFFECTED PROPERTY OWNERS MUST BE MAILED OUT BY CERTIFIED MAIL & RETURN-RECEIPT TO EACH OF THE PROPERTY OWNERS WITHIN THE 300 FEET RADIUS OF SUBJECT PROPERTY**
_____ **BEFORE SENDING THE CERTIFIED & RETURN-RECEIPT MAILINGS, YOU MUST EMAIL A COPY OF THE NOTICE TO THE BUILDING DEPARTMENT (BUILDING@VILLAGENHPNY.GOV) FOR REVIEW. DO NOT SEND THE CERTIFIED AND RETURN-RECEIPT MAILINGS UNTIL THE DRAFT IS APPROVED. IMPROPER NOTIFICATIONS WILL BE REJECTED, RESULTING IN THE ADJOURNMENT OF YOUR HEARING TO THE NEXT AVAILABLE DATE AND REQUIRING A COMPLETE SECONDARY MAILING AT YOUR EXPENSE.**
_____ **ONE AFFIDAVIT OF DELIVERY/MAILING. THE RETURN RECEIPT (GREEN) CARDS ARE TO BE SUBMITTED TO THE SECRETARY OF THE ZONING BOARD OF APPEALS NO LATER THAN TWO (2) DAYS BEFORE SCHEDULED APPEARANCE.**

FILING FEES

ANNUAL REGISTRATION	$150.00	RESIDENTIAL SPECIAL EXCEPTION INSPECTIONS
ANNUAL REGISTRATION	$250.00	COMMERCIAL SPECIAL USE INSPECTION
APPLICATION & HEARING	$625.00	BUSINESS/INDUSTRIAL/COMMERCIAL PROPERTY & DEPOSIT
APPLICATION & HEARING	$400.00	RESIDENTIAL PROPERTY & DEPOSIT
RE-NOTIFICATION FEE	$100.00	APPLICANT REQUEST FOR POSTPONEMENT/ADJOURNMENT

DEPOSITS ARE COLLECTED TOWARD COURT REPORTING FEES SUBJECT TO INCREASE OR PARTIAL REFUND BASED ON THE NUMBER OF PAGES OF TRANSCRIPT ON A CASE-BY-CASE BASIS.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FILING

BOARD OF ZONING AND APPEALS
APPLICATION FOR VARIANCE

RECEIPT NO. _____ DATE: _____ APPEAL NO. _____

EIGHT (8) COMPLETE SETS OF THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ALL APPEALS

APPLICATION MUST BE FULLY COMPLETED AND WILL NOT BE ACCEPTED UNLESS AFFIDAVIT OF OWNERSHIP IS EXECUTED BY THE RECORD OWNER OF PROPERTY DESCRIBED.

BY FILING THIS APPLICATION, THE OWNER CONSENTS TO ALLOW THE BOARD OF ZONING AND APPEALS, OR THEIR DESIGNATED REPRESENTATIVE TO ENTER UPON AND INSPECT THE PROPERTY DESCRIBED.

APPLICANT: _____ PHONE NO: _____

CELL NO: _____ E-MAIL: _____

ADDRESS: _____

OWNER: _____ PHONE NO: _____

CELL NO: _____ E-MAIL: _____

ADDRESS: _____

NAME AND ADDRESS OF PERSON WHO WILL APPEAR FOR APPLICANT AT THE PUBLIC HEARING:

NAME: _____ PHONE NO: _____

CELL NO: _____ E-MAIL: _____

ADDRESS: _____

1). APPLICATION IS HEREBY MADE FOR A CONDITIONAL OR SPECIAL USE UNDER:
ARTICLE: _____
SECTION(S): _____

APPLICATION IS HEREBY FOR A VARIANCE OF: ARTICLE: _____
SECTION(S): _____

APPLICATION IS HEREBY FOR A PERMIT UNDER: ARTICLE: _____
SECTION(S): _____

APPEAL IS HEREBY MADE FOR A DETERMINATION UNDER THE CODE OF THE VILLAGE OF NEW HYDE PARK, SECTION: _____ UNDER THE AUTHORITY VESTED IN THE BOARD OF ZONING AND APPEALS.

2. SUBJECT PREMISES SITUATED ON THE (CIRCLE ONE) N - E - W - S SIDE OF _____ ST./AVE./BLVD. _____ FEET (CIRCLE ONE) N - E - W - S OF (NEAREST INTERSECTION) _____ ST./AVE./BLVD. _____
N.C.T.M.: SECTION_____ BLOCK_____ LOT(S)_____

3. LOCATED IN ZONING DISTRICT DESIGNATED AS: RESIDENTIAL - BUSINESS - INDUSTRIAL (CIRCLE ONE)

4. TO PERMIT THE: (CIRCLE ONE) ERECTION-ALTERATION-CONVERSION-MAINTENANCE-EXTENSION-USE OF_____

5. ATTACHED HERETO IS A COPY OF THE DECISION BY THE BUILDING OFFICIAL ISSUED ON: _____.

6. IN CONNECTION WITH (CIRCLE ONE) A PROPOSED/AN EXISTING-BUILDING USE

7. CHARACTER OF CONSTRUCTION: (CIRCLE ONE) MASONRY/FRAME/STEEL OR OTHER: _____
FIREPROOF: YES OR NO

8. SIZE OF LOT _____ X _____ FEET FRONT _____ FEET REAR _____ FEET DEPTH _____
TOTAL AREA OF LOT (SQUARE FOOTAGE) _____
SIZE OF EXISTING BUILDING: FEET FRONT _____ FEET DEEP _____
SIZE OF BUILDING AS PROPOSED: FEET FRONT _____FEET DEEP_____
HEIGHT OF BUILDING: EXISTING STORIES _____ FEET _____
PROPOSED STORIES: _____ FEET _____

9. USE; PRESENT (OR FORMER, IF UNOCCUPIED): _____
PROPOSED USE: _____
   A. IS THERE A PETITION PENDING BEFORE THE VILLAGE BOARD TO CHANGE THE ZONING DISTRICT DESIGNATIONS AFFECTING THIS PLOT? YES OR NO

10. APPEAL NO.(S) OF ANY PREVIOUS APPLICATION(S) FILED ON THESE PREMISES: _____
   A. HOW LONG HAS PRESENT OWNER HELD TITLE TO PROPERTY? _____
   B. IS THE PREMISES WITHIN 200 FEET OF ANY PROPERTY USED FOR A SCHOOL, PUBLIC LIBRARY, CHURCH, HOSPITAL OR ORPHANAGE? YES OR NO
   C. HAS ANY VIOLATION BEEN ISSUED AFFECTING THESE PREMISES? YES OR NO
   D. HAS COURT SUMMONS BEEN SERVED RELATIVE TO THIS MATTER? YES OR NO

11. THIS STATEMENT IS NECESSARY FOR THE CLERK TO ACCEPT THIS APPLICATION. I HEREBY SUBMIT THE PRINCIPLE POINTS ON WHICH THIS APPLICATION IS BASED WITH DESCRIPTION OF EXISTING CONDITIONS AND PROPOSED WORK. IN REQUESTING A VARIANCE A STATEMENT CONCERNING YOUR PRACTICABLE DIFFICULTY OR HARDSHIP. ATTACH SEPARATE SHEET IF NECESSARY.

APPLICANT STATEMENT

I HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND INFORMATION AND ALL STATEMENTS AND INFORMATION CONTAINED IN PAPERS SUBMITTED HEREWITH ARE TRUE.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 20_____

_____
APPLICANT'S SIGNATURE

_____
NOTARY PUBLIC

_____
DATE

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK
COUNTY OF NASSAU } SS:

DATE: _____

_____BEING DULY SWORN, DEPOSES AND SAYS THAT HE RESIDES AT _____

IN THE COUNTY OF _____AND STATE OF _____

THAT HE/SHE IS (OWNER IN FEE)* (THE _____OF _____ 20_____THE CORPORATION WHICH IS OWNER IN FEE)* OF THE PREMISES DESCRIBED IN THIS APPLICATION TO BE PRESENTED BEFORE VILLAGE OF NEW HYDE PARK ZONING BOARD OF APPEALS SHOWN ON THE VILLAGE ASSESSMENT ROLL AS SECTION _____BLOCK _____ LOT(S) _____ THAT HE/SHE HAS AUTHORIZED _____ TO MAKE THIS APPLICATION* AND THAT THE STATEMENTS OF FACT CONTAINED IN THIS APPLICATION ARE TRUE.

OWNER'S SIGNATURE _____

SWORN TO ME THIS_____ DAY OF _____ 20_____

NOTARY PUBLIC, NASSAU COUNTY, NEW YORK _____

**STRIKE OUT INAPPLICABLE WORDS*

DISCLOSURE AFFIDAVIT

STATE OF NEW YORK
COUNTY OF NASSAU } SS:

DATE: _____

_____ BEING DULY SWORN, DEPOSES AND SAYS THAT YOUR DEPONENT RESIDES AT _____.

1. THAT YOUR DEPONENT IS (ONE OF) THE (OWNERS/CONTRACT VENDEE/LEASEE)* OF THE PROPERTY WHICH FORMS THE SUBJECT MATTER OF THIS APPLICATION AND IS FULLY FAMILIAR WITH ALL OF THE FACTS AND CIRCUMSTANCES SET FORTH.
2. THAT THERE ARE NO ENCUMBRANCES OR HOLDERS OF ANY INSTRUMENTS CREATING AN ENCUMBRANCE UPON THE SUBJECT PROPERTY.
3. THAT NEITHER DEPONENT NOR ANY PERSON MENTIONED IN THIS AFFIDAVIT IS A VILLAGE OF NEW HYDE PARK OFFICER OR EMPLOYEE, OR IS RELATED TO A VILLAGE OFFICER OR EMPLOYEE.
4. THAT NO PERSON INTERESTED IN THIS PROPERTY IS AN OFFICER OR EMPLOYEE OF THE VILLAGE OF NEW HYDE PARK, NOR IS RELATED TO ANY VILLAGE OFFICER, OR EMPLOYEE OF THE VILLAGE OF NEW HYDE PARK.
5. THAT IN THE EVENT THERE IS ANY CHANGE IN THE MATTERS SET FORTH HEREIN PRIOR TO THE GRANTING OF THE (VARIANCE/CONDITIONAL USE PERMIT) FOR THE PROPERTY AFFECTED HEREBY, DEPONENT WILL FILE WITH THE VILLAGE OF NEW HYDE PARK A SUPPLEMENTAL AFFIDAVIT INDICATING THE DETAILS OF SUCH CHANGE WITHIN 48 HOURS OF SUCH CHANGE.

SWORN TO BEFORE ME THIS
_____ DAY OF _____20_____ DEPONENTS SIGNATURE_____

NOTARY PUBLIC, NASSAU COUNTY, NEW YORK_____

**STRIKE OUT INAPPLICABLE WORDS*

Short Environmental Assessment Form
Part 1 - Project Information

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 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 government 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, are adjoining or 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?	☐	☐

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		
If Yes, identify:	☐	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation services available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐

	NO	YES
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:	☐	☐

	NO	YES
10. Will the proposed action connect to an existing public/private water supply?		
If No, describe method for providing potable water: _____	☐	☐

	NO	YES
11. Will the proposed action connect to existing wastewater utilities?		
If No, describe method for providing wastewater treatment: _____	☐	☐

	NO	YES
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	☐	☐
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐

	NO	YES
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 or 500-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?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☐
If Yes, briefly describe: _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	☐	☐
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: _____	☐	☐
21. Is the project located within, or within ½ mile of, a disadvantaged community?	☐	☐
If No, could impacts from the project affect a disadvantaged community?	☐	☐
If Yes to either question in 21, answer the following question.		
a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		

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

Applicant/sponsor/name: _____ Date: _____

Signature: _____ Title: _____

Agency Use Only [If applicable]	
Project:	
Date:	

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.
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)?	☐	☐
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?	☐	☐
12. Is the potentially affected disadvantaged community identified as having comparatively higher burdens or vulnerabilities by the Disadvantaged Community Assessment Tool?	☐	☐
13. Will the proposed action cause or increase a pollution burden within a disadvantaged community?	☐	☐

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment FormPart 3 Determination of Significance

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 in Lead Agency
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

AFFIDAVIT OF NON-EASEMENT

INCORPORATED VILLAGE OF NEW HYDE PARK
_____ X

APPLICATION OF:

_____

_____

_____

_____X

STATE OF NEW YORK
COUNTY OF NASSAU } SS:

_____, BEING DULY SWORN, DEPOSES AND SAYS:

1. I AM THE RECORD OWNER OF THE PROPERTY KNOWN AND DESIGNATED ON THE NASSAU COUNTY LAND AND TAX MAP AS:
   SECTION _____
   BLOCK _____
   LOT(S) _____

2. THE PROPERTY IS NOT ENCUMBERED BY THE FOLLOWING EASEMENTS:

   _____

   _____

   _____

   _____

_____
SIGNATURE

SWORN TO ME THIS_____DAY OF_____, 20_____

_____
NOTARY PUBLIC

AFFIDAVIT OF EASEMENT

INCORPORATED VILLAGE OF NEW HYDE PARK
_____ X

APPLICATION OF:

_____

_____

_____

_____X

STATE OF NEW YORK
COUNTY OF NASSAU } SS:

_____, BEING DULY SWORN, DEPOSES AND SAYS:

1. I AM THE RECORD OWNER OF THE PROPERTY KNOWN AND DESIGNATED ON THE NASSAU COUNTY LAND AND TAX MAP AS: SECTION _____
   BLOCK _____
   LOT(S) _____

2. THE PROPERTY IS ENCUMBERED BY THE FOLLOWING EASEMENTS:

   _____

   _____

   _____

   _____

_____
SIGNATURE

SWORN TO ME THIS_____DAY OF_____, 20_____

_____
NOTARY PUBLIC

AFFIDAVIT OF DELIVERY & MAILING

STATE OF NEW YORK
COUNTY OF NASSAU } SS:

_____, BEING DULY SWORN, DEPOSES AND SAYS THAT ON THE _____DAY OF _____, 20_____, (S)HE SERVED THE NOTICE OF DISAPPROVAL **AND** THE NOTICE OF PUBLIC HEARING TO AFFECTED PROPERTY OWNERS ATTACHED HERETO UPON THE FOLLOWING PERSONS AT THE ADDRESS INDICATED. OWNERS OF RECORD OF AFFECTED PROPERTIES AS SHOWN N.C.T.M. SECTION_____BLOCK_____ LOT(S) _____BY DEPOSITING SAME SECURELY ENCLOSED IN A POSTPAID WRAPPER IN THE POST OFFICE REGULARLY MAINTAINED BY THE UNITED STATES GOVERNMENT AT _____ IN THE COUNTY OF NASSAU:

THAT SAID NOTICE WAS MAILED BY CERTIFIED RETURN RECEIPT REQUESTED, WHICH RECEIPT IS ATTACHED HERETO AND FORMS A PART HEREOF.

_____
SIGNATURE

SWORN TO BEFORE ME ON THIS

_____DAY OF _____, 20_____

_____
NOTARY PUBLIC

NOTICE OF PUBLIC HEARING TO AFFECTED PROPERTY OWNERS

TO: _____

_____

_____

PLEASE TAKE NOTICE THAT THE UNDERSIGNED HAS MADE APPLICATION TO THE BOARD OF ZONING APPEALS OF THE VILLAGE OF NEW HYDE PARK FOR A VARIANCE OF ARTICLE(S): _____ & SECTION(S): _____OF THE BUILDING ZONE ORDINANCE TO PERMIT THE

_____

_____

_____

_____

ON PREMISES SITUATED AT _____

DESCRIBED ON THE NASSAU COUNTY TAX MAP AS:
SECTION _____ , BLOCK _____ , LOT(S) _____.

A PUBLIC HEARING WILL BE HELD BY THE BOARD OF ZONING APPEALS ON THIS APPLICATION AT THE VILLAGE HALL, NEW HYDE PARK, NEW YORK, ON _____, 20_____ AT _____PM.

THIS NOTICE IS SENT TO YOU BY CERTIFIED MAIL WITH RETURN RECEIPT UNDER THE PROVISIONS OF THE RULES OF THE BOARD.

SIGNED_____

DATED _____OF _____, 20_____

SECTION 195-39.B
APPLICANT SHALL SEND BY ***CERTIFIED RETURN RECEIPT REQUESTED*** *TO AFFECTED PROPERTY OWNERS* ***10 TO 20 DAYS BEFORE THE DATE SET FOR A HEARING***