



INCORPORATED VILLAGE OF MANORHAVEN

"THE PEARL OF MANHASSET BAY"

33 Manorhaven Boulevard
Port Washington, New York 11050
Phone: (516) 883-7000; Fax: (516) 439-5574
www.manorhaven.org

APPLICATION FOR VARIANCE, SPECIAL USE PERMIT AND/OR APPEAL

THE FOLLOWING ITEMS ARE REQUIRED:

Ten (10) COPIES EACH OF THE FOLLOWING:

1. APPLICATION FOR VARIANCE WITH ASSOCIATED FEES:

THE APPLICATION MUST BE COMPLETE OR WILL NOT BE ACCEPTED

Please make out separate checks!!!

FEES:	BZA FEE:	BZA DEPOSIT
ONE FAMILY DWELLING	\$200	\$2,500
TWO FAMILY DWELLING	\$500	\$3,500
MULTIPLE DWELLING (3 OR MORE UNITS)	\$150.00 PER UNIT	
COMMERCIAL, INDUSTRIAL AND GOVERNMENT 1 ST 10,000 SQ FT	\$1200.00	\$4,500

2. NOTICE OF DISAPPROVAL FROM THE SUPERINTENDENT OF BUILDINGS
3. AFFIDAVIT OF OWNERSHIP
4. CURRENT SURVEY OF EXISTING SITE / SIGNED AND SEALED
5. SITE PLAN SHOWING PROPOSED CONDITIONS - INDICATE SCALE
6. RADIUS MAP SHOWING SUBJECT PROPERTY AND ALL PROPERTIES THAT FALL WITHIN ANY PORTION OF 200 FT FROM THE APPLICANT PARCEL.
7. SEND COPY OF "BZA NOTICE OF ZONING VARIANCE REQUEST" TO ALL PROPERTY OWNERS WITHIN A 200-FT. RADIUS – VIA CERTIFIED RETURN RECEIPT MAIL. YOU MUST RETURN ALL POST OFFICE RECEIPTS & GREEN POST CARDS TO THE VILLAGE OFFICE. ENCLOSE A COPY OF THE NOTICE WITH YOUR APPLICATION PACKET.
8. LIST THE NAMES AND ADDRESS OF ALL OWNERS OF ALL LANDS THAT FALL WITHIN 200 FT OF THE AFFECTED PROPERTY USE THE ATTACHED FORM.
9. COMPLETE SHORT ENVIRONMENTAL ASSESSMENT FORM.
10. SOIL BORING TEST OR PROOF OF SOIL BORING TEST RESULTS

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VILLAGE OF MANORHAVEN - BOARD OF ZONING APPEALS
33 MANORHAVEN BOULEVARD, PORT WASHINGTON, NY 11050 TELEPHONE (516) 883-7000

INSTRUCTIONS FOR VARIANCE, SPECIAL USE AND/OR APPEAL

ALL DRAWINGS MUST BE *PRESENTATION STYLE* AND PRESENTED TO THE BZA CLERK WITH THE SIGNATURE AND SEAL OF A LICENSED ARCHITECT OR LICENSED ENGINEER. *DRAWINGS SUBMITTED WITHOUT A SEAL AND SIGNATURE WILL NOT BE ACCEPTED*

SUBMIT ZONING DATA, FLOOR PLANS, ELEVATIONS AND SECTIONS SCALE= ¼"= 1 FT

ZONING INFORMATION TO BE INCLUDED ON COVER SHEET:

1. AREA OF LOT
2. AREA OF EXISTING BUILDING
3. AREA OF PROPOSED BUILDINGS AND/OR ADDITIONS
4. AREA OF ACCESSORY BUILDINGS AND/OR STRUCTURES
5. PERCENTAGE OF LOT COVERAGE

FOR TWO FAMILY NO GREATER THAN 25%
FOR ONE FAMILY NO GREATER THAN 28%

6. SET BACK REQUIREMENTS FOR THE FRONT, REAR AND SIDES
7. HEIGHT OF PROPOSED BUILDINGS ABOVE THE CROWN OF THE ROAD
8. INDICATE NUMBER OF PROPOSED PARKING SPACES
3 REQUIRED FOR TWO FAMILY RESIDENCES
2 MIN FOR ONE FAMILY RESIDENCE
9. SHOW PROPOSED DRY WELLS FOR ROOF AND DRIVEWAY RUN OFF
10. INDICATE EXISTING & PROPOSED SITE ELEVATIONS – 4 CORNERS, TOP CROWN OF
12. SHOW EXISTING TREES TO REMAIN

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INSTRUCTIONS FOR VARIANCE, SPECIAL USE AND/OR APPEAL

In order to file for a Variance the applicant must submit 10 sets of presentation drawings, building Permit Application, with a \$100.00 deposit.

Once the Denial Letter is written you will receive A BZA application and a description of the Variance request listed on the Notice of Mailing to

Adjoining Property Owners

Submit the application along with the prescribed fees, radius map and names of adjoining property owners for review prior to mailing.

We strongly suggest that you use the **Village of Manorhaven's Tax Records** to develop the list of properties that fall with in the 200 hundred foot radius map, since we have found in the past that other sources may not be correct.

Once the list is reviewed you will be notified that you can proceed with the mailing.

SUBMIT: (10) stamped and sealed copies of drawings and application, including current survey, site plan with planting schedule, four Elevations with color representation of materials indicate floor elevations, include crown of road elevation in relation to grade. In addition submit Floor plans and Sections.

APPLICATION # _____ FEE _____ DATE _____

SECTION _____ BLOCK _____ LOT(S) _____

CURRENT OCCUPANCY _____ LOT SIZE _____ ZONE _____

Property Location _____

LOT COVERAGE _____ FEET FRONT _____ FEET DEEP _____

RIGHT SIDE YARD _____ LEFT SIDE YARD _____ HEIGHT _____

PRESENT USE _____

PROPOSED USE _____

DESCRIBE PROPOSED PROJECT

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1. Name of Applicant _____

Site Address _____

Telephone _____

2. Property Owner _____

Address _____

Telephone _____

One of the following affidavits must be completed:

By signing below I attest that all statements and facts submitted in these documents are true

Affidavit to be completed by Owner Other than Corporation

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application. That the statements contained therein are true to the best of his knowledge and belief.

Sworn to before me this _____ day of _____ 20__

Notary Public

STAMP

Affidavit to be Completed by Corporation Owner

**STATE OF NEW YORK
COUNTY OF NASSAU:**

_____ Being duly sworn, deposes and says he resides at _____ in the County of _____ and State of _____

That he is the _____ of _____ the Corporation which is owner in fee of the property described in the foregoing application for consideration of preliminary layout, and that the statements contained therein are true to the best of his or her knowledge and belief.

Sworn to before me this _____ day of _____ 20__

Notary Public

STAMP

VILLAGE OF MANORHAVEN
33 Manorhaven Blvd.
Port Washington, New York 11050
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BZA NOTICE OF ZONING VARIANCE REQUEST

Mail copy to ALL PROPERTY OWNERS within 200-ft. radius of property
via Certified Mail – Return Receipt

To:

List Properties Owners Name

List Properties Owners Address

PLEASE TAKE NOTICE that the undersigned has made an application to the
Village of Manorhaven Board of Zoning Appeals and is requesting a variance of the
Zoning Code as described below:

at the premises situated at Section _____ Block _____ Lot(s) _____

A Public Hearing will be held by the Board of Zoning Appeals Village of Manorhaven at the
Village Hall, 33 Manorhaven Boulevard, Port Washington, New York on _____, the
_____ day of _____ 20____, at _____:_____ PM.

This notice is sent to you by certified mail, under the provisions of the Board of Zoning Appeals of the
Village of Manorhaven

Applicant Name: _____

Signed _____ Date _____