Incorporated Village of Oyster Bay Cove
BOARD OF ZONING APPEALS
#25B-25A, Oyster Bay, NY 11771
(516) 922-1016
(516) 922-1761-Fax

Application for Special Use Permit and Amendments

Documents that MUST BE RETURNED to the Village Clerk at above address:

12 COPIES OF THE ENTIRE APPLICATION PACKAGE COLLATED INCLUDING ALL NECESSARY DOCUMENTS.

( ) Completed and signed **original** Appeal with all required supporting documents: Including the names and tax lot numbers for the adjoining land owners within 100 feet of the property.

( ) **2 SEPARATE CHECKS made payable to the "Incorporated Village of Oyster Bay Cove"**

(1) FILING FEE- $2500

(2) HEARING DEPOSIT- $2500.

(The hearing deposit shall be used to pay for the actual costs incurred by the Village (i.e. engineering, environmental review, consulting, stenographer, administration, recording charges and legal expenses) up to the maximum amounts indicated in the Village Code. Should actual expenses exceed the $2500, applicant will be required to reimburse the Village for the total additional expenses. If Village expenses are less than $2500, applicant must make a written request within one year of the decision to the Village Clerk for a refund. All hearing charges must be paid to the Village, before the Zoning Board of Appeals shall file its decision. A minimum hearing deposit is to be maintained by the applicant as per the Village Code.

( ) A completed Environmental Assessment Form

( ) A copy of the **Building Inspector's denial letter (you must file within six months of the denial letter)**

( ) An **updated survey** showing **ALL** existing structures and proposed construction location with relief requesting.

( ) A radius map or photocopy of the Nassau County Land Map showing all properties within 100 feet

( ) Copy of last Recorded Deed

( ) Copy of Recorded Convenants, Declarations, Restrictions affecting the premises

( ) Copy of Prior Variances

( ) Does the property lie within 500' of an adjacent municipality, and if yes, name which municipality

Note:

- Photographs of the involved area should be obtained
- Consent of adjoining neighbors should be obtained
- The acceptance of the aforementioned documents by the Village Clerk does not constitute an acknowledgement that the documents are in proper form/complete. That determination is made by the Village Attorney's Office.

THIS APPLICATION MUST BE SUBMITTED WITHIN 6 MONTHS FROM YOUR DENIAL