



INCORPORATED VILLAGE OF

Roslyn Harbor

BOARD OF TRUSTEES SPECIAL USE PERMIT APPLICATION FILING REQUIREMENTS

The following items **must** be included with this application. Incomplete applications will not be accepted.

SUBMISSION REQUIREMENTS:

The Applicant shall submit one (1) completed Application (as set forth below), to the Building Department a minimum of five (5) weeks prior to the hearing date. After the submission and preliminary review is deemed complete, eight (8) complete formal application sets plus one (1) electronic copy of the completed Application must be submitted to the Building Department and Applicant will be scheduled for a hearing before the Board of Trustees.

All copies must be provided in a collated form with all surveys, maps, drawings, plans, etc. folded and made part of each set. **Partial or incomplete submissions may result in the rejection of the application.**

GENERAL INFORMATION AND APPLICATION REQUIREMENTS:

Each packet should include:

- Completed Special Use Permit Application signed and notarized, including attorney, surveyor, engineer and architect, contact information. Include property address and owners mailing address if different.
- Architectural Plans
- Plot Plan – must show all existing and proposed structures, including calculations. Note any structures proposed to be removed.
- Survey (dated within 3 years). Accuracy of survey must be certified by a licensed Architect. Survey must show all existing structures, dimensions and setbacks.
- Affidavit of Ownership
- Disclosure Affidavit
- Radius Map – include a list of adjacent properties within 200' of the property lines
- Completed and signed Short Environmental Assessment Form.
- Prior Variances
- Any additional information, samples and photos you would like to submit prior to hearing.

All applications should include detailed scaled drawings, prepared by a licensed architect or engineer. All drawings should include pertinent dimensions of constructions, distances to property lines and property elevations for primary and accessory structures.

Version 02/2022

FEES:

\$1,500 Filing Fee (non-refundable)

\$1,000 Trust Deposit*

Filing Fee and Deposit are to be separate checks payable to the Inc. Village of Roslyn Harbor. A minimum balance of \$500 per lot must be maintained after the initial deposit.

PUBLIC NOTICE:

The Applicant must send notice of the public hearing to all neighboring property owners located within two hundred (200) feet of the subject parcel, by certified mail, return receipt requested, at least ten (10) days, but not more than twenty (20) days prior to the hearing. Notice shall be provided by the Village. **An affidavit of mailing shall be prepared, executed and delivered to the Clerk's office along with copies of the certified mail receipt cards no later than (3) days prior to the hearing.**

The Building Department may require that the applicant provide additional notice to the adjoining property owners on a case-by-case basis and within its sole discretion.

THE BUILDING DEPARTMENT MAY WAIVE ANY OF THE ABOVE REQUIREMENTS WHICH IT DETERMINES UNECESSARY FOR A PARTIUCLAR APPLICATION, BUT SUCH WAIVER SHALL NOT BE BINDING UPON THE BOARD OF TRUSTEES.

ADDITIONAL INFORMATION MAY BE REQUESTED BY THE BOARD OF TRUSTEES DURING THE COURSE OF THE HEARING PROCESS.

THE RULES AND REGULATIONS SET FORTH HEREIN MAY FROM TIME TO TIME BE AMENDED BY THE ZONING BOARD OF APPEALS BOARD.

ALL COMPLETE APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE CLERK'S OFFICE DURING REGULAR BUSINESS HOURS. NO APPLICATIONS WILL BE ACCEPTEED BY MAIL.

*Deposit is for costs and expenses on filing an application. The applicant is obligated to pay all costs and expenses incurred by the village in connection with their application. This includes, but is not limited to, publication of notices, attorney's fees, architectural consultant fees and court reporter.

Version 2/2022



INCORPORATED VILLAGE OF

Roslyn Harbor

SPECIAL USE PERMIT APPLICATION

Date: _____

Project Location:

Name: _____

Address: _____

Tax Section: ____ Block: ____ Lot(s): ____ Zoning District(s): ____ Size of Project Site: _____

Applicant:

Name: _____

Address: _____

Email: _____ Phone: _____

Owner of Record: _____

Application for a Special Use as set forth in Article VI, Section 275 of the Building Zone Ordinance to construct or maintain (describe project).

State the proposed dimension, setbacks and any information or circumstances for which the special use is requested.



Roslyn Harbor

500 MOTTS COVE ROAD SOUTH, ROSLYN HARBOR, NY 11576
TEL # (516) 621-0368 FAX # (516) 621-1803
WWW.ROSLYNHARBOR.ORG

CONTACT INFORMATION

| | | |
|--------------------------|---------------|-------------------------|
| LOCATION OF SITE: | | |
| SECTION: | BLOCK: | LOT: |
| OWNER'S NAME: | | EMAIL: |
| ADDRESS: | | |
| TELEPHONE: | | FAX/ADD'L PHONE: |
| ADD'L OWNER: | | ADD'L OWNER: |
| ADDRESS: | | ADDRESS: |
| TELEPHONE: | | TELEPHONE: |
| FAX/ADD'L PHONE: | | FAX/ADD'L PHONE: |
| ATTORNEY'S NAME: | | EMAIL: |
| ADDRESS: | | |
| TELEPHONE: | | FAX/ADD'L PHONE: |
| SURVEYOR'S NAME: | | EMAIL: |
| ADDRESS: | | |
| TELEPHONE: | | FAX/ADD'L PHONE: |
| ENGINEER'S NAME: | | EMAIL: |
| ADDRESS: | | |
| TELEPHONE: | | FAX/ADD'L PHONE: |
| ARCHITECT'S NAME: | | EMAIL: |
| ADDRESS: | | |
| TELEPHONE: | | FAX/ADD'L PHONE: |

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: |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? | | NO | YES |
| 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. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency? | | NO | YES |
| If Yes, list agency(s) name and permit or approval: | | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | | | |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) | | | |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ | | | |
| <input type="checkbox"/> Parkland | | | |

| | | |
|--|--------------------------|--------------------------|
| 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: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 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: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 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: _____ _____ | NO | YES |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed action impair the character or quality of the existing community? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the proposed action impact existing: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. public / private water supplies? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. public / private wastewater treatment utilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | <input type="checkbox"/> | <input type="checkbox"/> |

| | 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action create a hazard to environmental resources or human health? | <input type="checkbox"/> | <input type="checkbox"/> |

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.

| | |
|--|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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) |

PRINT

RESET



INCORPORATED VILLAGE OF
Roslyn Harbor

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that Applicant resides at _____, and is the owner of the property hereinbefore described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true and complete to Deponent's knowledge, and hereby authorizes _____ with address at _____ as his agent to make this application and to enter into agreements with respect to the subject property.

• ***If Corporate Applicant:***

| <i>Full Name of Corporation</i> | <i>Title</i> | <i>Address of Corporation</i> |
|---------------------------------|--------------|-------------------------------|
| _____ | _____ | _____ |

Owner's Signature

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____

Notary Public

AFFIDAVIT OF APPLICANT DESIGNEE

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

(Applicant) _____, being duly sworn, deposes and says that he resides at _____; and that he is the _____ of the property herein described and is authorized by _____ (Architect, Engineer, Builder, Contractor) the Owner to make the foregoing application and that the statements contained herein and in any papers submitted herewith are in all respects true and complete.

Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____

Notary Public



INCORPORATED VILLAGE OF
Roslyn Harbor

**DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809
(Conflict of Interest Affidavit)**

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption 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. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law. 1
4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

_____, being duly sworn, deposes and says

1. I am the _____ of the attached application.
(Owner, Contractor Vendee)
2. I make this affidavit for the purposes of complying with the requirements for the General Law Municipal Law Section 809.
3. No state officer of the State of New York, and no officer or employee of the County of Nassau, Town of North Hempstead, Town of Oyster Bay, or the Village of Roslyn Harbor has any interest in the person, partnership or association making the application to which is attached.

SUBSCRIBED AND SWORN TO BEFORE ME
THIS ____ DAY OF _____, 20____

NOTARY PUBLIC

Signature

Date