

ZONING BOARD OF APPEALS OF THE INCORPORATED VILLAGE OF ATLANTIC BEACH

APPLICATION INSTRUCTIONS

Every petition/application to the Zoning Board of Appeals shall be accompanied by one (1) original and eight (8) copies of the following documents or as otherwise stated.

1. Application/petition signed and notarized.
2. Completed Affidavit of Disclosure signed by ALL property owners.
3. Authorization from the property owner(s) for an individual other than the owner(s) to make an application, see BZA application.
4. Denial letter from the Plans Examiner/Building Inspector.
5. Up to date survey
6. Plans showing the location, elevations, floor plan, and zoning calculations for proposed application (minimum 24" X 36") unless permitted by the building department 11" X17" will be considered.
7. A radius map and list of names with the addresses of all owners of land within the following districts and proposed uses.
 - A. A Residential District "A" the radius map shall be 200 feet.
 - B. Marine Recreation District "MR" the radius map shall be 500 feet
 - C. In "A" and "CA" districts that have non-residential structures, proposed use changes to non-residential and residential uses the radius map shall be 500 feet.
8. Completed Environmental Assessment form (one copy).
9. Applicant shall prepare all envelopes with proper postage as follows:
 - A. Certified mail, return receipt requested for all properties abutting subject property.
 - B. First class postage for all property owners with the required radius map.
 - C. Return address on all envelopes shall be addressed as follows:

Zoning Board of Appeals
Village of Atlantic Beach
65 The Plaza
Atlantic Beach, New York 11509

Building Department will attach the legal notice in applicants' envelopes for the hearing.

ALL FEES SHALL BE PAID AT TIME OF FILING

Filing fee:

Residential BZA application fee: \$750.00, deposit \$1,000.00.

All other application fees \$1,500.00, deposit \$3,000.00.

ZONING BOARD OF APPEALS OF THE
INCORPORATED VILLAGE OF ATLANTIC BEACH
65 THE PLAZA
ATLANTIC BEACH, NEW YORK 11509
516-371-4600
plaza65buildings@aol.com

VARIANCE APPLICATION

**This application must be typewritten or written legibly and one original and seven copies must be filed,
accompanied by necessary documentation**

Name of Applicant(s): _____

Location of Subject Premises: _____
Atlantic Beach, New York 11509

Section 58 Block (s) _____ Lot (s) _____ Zoning district _____ Flood Zone _____

This application relates to:

Area variance _____ Use variance _____ Both _____ Special exemption _____ Subdivision _____

Describe the project you are seeking relief for: _____

AFFIDAVIT OF PROPERTY OWNER

State of New York
County of Nassau SS:

_____, Being duly sworn, deposes and says: that he/she is the owner of the property above described. That all statements made in the application are true to the best of my knowledge and belief, except as to the matters herein stated to be alleged on information and belief, and as to those matters I believe them to be true and that he/she hereby authorizes, _____, APPLICANT to make application in his/her behalf. By this application I hereby authorize employees or agents of the Village of Atlantic Beach, in conjunction with this application, to enter and inspect the project site as necessary.

Sworn to before me this
_____ day of _____

Print name

Notary Public, State of New York

Signature

AFFIDAVIT OF APPLICANT
(If NOT THE OWNER)

State of New York
County of Nassau SS:

_____, Being duly sworn, deposes and says: that he/she resides at _____, in the State of _____ and that he/she is authorized by the Owner _____ to make application and that all statements contained therein are true to deponent's own knowledge.

Sworn to before me this
_____ day of _____

Print name

Notary Public, State of New York

Signature

AFFIDAVIT OF DISCLOSURE CERTIFICATION

General Municipal Law Section 809

ZONING BOARD OF APPEALS
VILLAGE OF ATLANTIC BEACH

In the matter of the Application of

Owner(s):

Print name(s)

State of New York:

County of Nassau ss:

being duly sworn, deposes and says:

I am the applicant with respect to/owner of the premises which is the subject of (cross out whichever is not applicable) the within application.

I make this affidavit for the purpose of complying with the requirements of General Municipal Law Section 809.

No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of Hempstead or the Village of Atlantic Beach and no party officer of a political party, has an interest in the within application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none state none)

NAME

ADDRESS

POSITION

NATURE OF BUSINESS

In the event there is any change in the information set forth herein between the date hereof and the final determination of this application, a supplement affidavit will be filed to provide that further information

Print name

Signature

Sworn to before me

This _____ day of _____, 20____

Notary Public, State of New York

Notice of Appearance
Board of Zoning Appeals
Village of Atlantic Beach

I, _____, appear on behalf of
Architect or Attorney – print name

_____, owner(s) of
Owner(s) of property

_____, to seek a variance from the
Address of property

Board of Zoning Appeals.

Dated: _____ day of _____, 202

Signature of Architect/Attorney

Address

Tel # and Email

Signature of Owner(s) _____

ZONING BOARD OF APPEALS OF THE VILLAGE OF ATLANTIC BEACH

List names and addresses within two hundred (200) feet of premises and five hundred (500) feet in the Marine Recreational District

List of names and addresses of each owner of property abutting the subject property by certified mail, return receipt requested.

[illegible]

List of names and addresses of all owners of property within two hundred (200) feet by first class mail.

[illegible]

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.			☐	☐
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:			☐	☐
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				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO ☐	YES ☐	N/A ☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
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?	NO ☐	YES ☐	
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: _____	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 site contain a structure that is listed on either the State or National Register of Historic Places?	NO ☐	YES ☐	
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?	NO ☐	YES ☐	
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			
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?	NO ☐	YES ☐	
16. Is the project site located in the 100 year flood plain?	NO ☐	YES ☐	
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: _____	NO	YES
_____	☐	☐
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
_____	☐	☐
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
_____	☐	☐
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)	

PRINT