# INC. VILLAGE OF SOUTH FLORAL PARK

383 ROQUETTE AVENUE
SOUTH FLORAL PARK, NEW YORK 11001
www.southfloralpark.org

*Mayor*
Nyakya Brown

*Trustees:*
Jennifer Bellamy
Porscha Lyons
Randolph Jacques
LeRoy Graham

*Telephone:* (516) 352-8047
*Fax:* (516) 352-0651

MARY LONG
Administrator/Clerk-Treas.

Tanisha West
Deputy Clerk-Tresaurer

Christopher Prior
Village Attorney

RICH BELZITI
Building Inspector


## Zoning Board of Appeals
## REQUIREMENTS FOR FILING A VARIANCE
## Eight (8) complete sets:

1. ARCHITECTURAL PLANS SHOWING PLOT PLAN TO SCALE, SIGNED AND SEALED
2. COMPLETED VILLAGE OF SOUTH FLORAL PARK PERMIT APPLICATION
3. A RECENT SURVEY OF PREMISES SHOWING ALL ADDITIONS/DELETIONS (MUST HAVE SURVEYORS SIGNATURE AND/OR SEAL)
4. ATTACHED FORM COMPLETED & RETURNED WITH LETTER OF REQUEST FOR THE VARIANCE
5. A COLOR PHOTO OF PROPERTY WHERE THE PROPOSED ADDITION, ETC. WILL BE.
6. A CHECK MADE PAYABLE TO THE VILLAGE OF SOUTH FLORAL PARK FOR:

   $300.00 – NON-REFUNDABLE

7. NOTICE OF DISAPPROVAL
8. ENVIRONMENTAL ASSESSMENT FORM (SEQR)
9. EASEMENT AFFIDAVIT (the one applicable affidavit of the two attached)
10. AFFIDAVIT OF OWNERSHIP / DISCLOSURE AFFIDAVIT BY APPLICANT AND OWNER
11. ONE NOTICE BY CERTIFIED MAIL RETURN RECEIPT IS REQUIRED TO BE MAILED TO THE PROPERTY OWNERS WITHIN A 100' RADIUS OF YOUR PROPERTY (prepare a 100 foot radius map and list of all property owners, as indicated on the most current Village Assessment Roll prepared for the Village Tax Levy). These notices must be mailed to the owners' current post office address. The notices must be sent not less than (15) days prior to the public hearing.

12. You must submit a completed and notarized "AFFIDAVIT OF MAILING NOTICE" to the Secretary of the Zoning Board of Appeals **NO LATER THAN FIVE (5) BUSINESS DAYS BEFORE THE SCHEDULED HEARING**. Proof of service of the notices, in the form of the **RETURN RECEIPT (GREEN) CARDS MUST BE** presented at the Public Hearing.

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1. All fees paid in relation to such and application will be non-refundable and non-transferable.

2. This list should not be construed in any way as a complete list but rather only as a sampling for informational purposes. Additional data and/or cost may be required depending upon the nature of the variance.

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## Application to Zoning Board of Appeals

Date: _____

Property Owner (Please Print): _____

Address: _____; South Floral Park, NY 11001.

Application is hereby made to the South Floral Park Zoning Board of Appeals for a variance to the Zoning Code of the Incorporated Village of South Floral Park, Nassau County, New York, as follows:

Date of application for building permit: _____

Type of permit requested: _____

Date of Notice of Disapproval: _____

Reason for declination and Village Code Section number (as per Notice of Disapproval):

_____
_____
_____

Property Owner should explain what hardship or practical difficulties exist in their complying with the village's existing zoning requirements:

_____
_____
_____
_____

_____ Date: _____

Property Owner Signature

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VILLAGE OF SOUTH FLORAL PARK

_____x

Application of
_____
_____
_____
_____

**EASEMENT AFFIDAVIT**

----------x

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU

_____, being duly sworn, deposes and says:

1. I am the owner of record 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 before me this

_____day of _____, 20_____

_____
NOTARY PUBLIC, Nassau County, New York

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VILLAGE OF SOUTH FLORAL PARK

_____x

Application of
_____
_____
_____
_____

EASEMENT
AFFIDAVIT

----------x

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU

_____, being duly sworn, deposes and says:

1. I am the owner of record 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 before me this

_____day of _____, 20_____

_____
NOTARY PUBLIC, Nassau County, New York

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## AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK)
SS:
COUNTY OF NASSAU)

DATE _____

_____ being duly sworn, deposes and says that (s)he

resides at _____

in the County of _____ and State of _____ that (s)he

is (the owner in fee) (the _____ of _____

_____, (the corporation which is owner in fee), of the premises described in this application to be presented before the Village of South Floral Park Zoning Board of Appeals shown on the Village Assessment Roll as
Section _____, Block _____, Lots (s) _____ and that (s)he has authorized _____ to make this application and that the statements of fact contained in this application are true.

_____
Property Owner Signature

Sworn to before me this
_____ day of _____, 20 _____

_____
Notary Public, Nassau County, New York

***Strike out inapplicable words.**

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## DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)
SS:
COUNTY OF NASSAU)

DATE _____

_____, being duly sworn, deposes and says

1. That your deponent resides at _____
2. That your deponent is (one of) the (owners/contract vendees/lessees)* of the property which forms the subject matter of this application and is fully familiar with all of the facts and circumstances set forth.
3. That there are no encumbrances or holder of any instruments creating an encumbrance upon the subject property.
4. That neither deponent nor any other person mentioned in this affidavit is a Village of South Floral Park officer or employee, or is related to a Village officer or employee.
5. That no person interested in this property is an officer or employee of the Village of South Floral Park, nor is related to any Village officer or employee of the Village of South Floral Park.
6. 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 South Floral Park a supplemental affidavit indicating the details of such change within 48 hours of such change.

_____
Deponent's Signature

Sworn to before me this
_____day of _____ 20 ___

_____
Notary Public, Nassau County, New York

*Strike out inapplicable words.

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# AFFIDAVIT OF DELIVERY
# AFFIDAVIT OF MAILING

STATE OF NEW YORK)
SS:
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that on the

_____ day of _____, 20 ___, (s)he served

the Notice attached hereto upon the following persons at the address indicated:

Owners of Record of Affected Properties As Shown

| Name | Address | Section | Block | Lot |
|---|---|---|---|---|
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| Name | Address | Section | Block | Lot |
|---|---|---|---|---|
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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

_____
**Applicant Signature**

Sworn to before me this
_____day of_____, 20 ___

_____
Notary Public, Nassau County, New York

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## NOTICE TO OWNERS OF AFFECTED PROPERTIES

_____
(date)

TO: _____

_____

_____

**PLEASE TAKE NOTICE** that the undersigned has made an application to the Zoning Board of Appeals of the village of south floral Park for a variance as per the attached Notice of Disapproval.

A public hearing will be held by the Zoning Board of Appeals on this application on _____, 20_____ at _____p.m.

The notice is sent to you by certified mail with return receipt under provisions of the Rules of the Board.

Signed: _____

Dated: _____of _____, 20_____

APPLICANT SHALL SEND BY CERTIFIED RETURN RECEIPT REQUESTED TO AFFECTED PROPERTY OWNERS 15 DAYS BEFORE THIE DATE SET FOR THE HEARING.

NOTICE OF DISAPPROVAL MUST BE ATTACHED TO THIS NOTICE.

# *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 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: | |

| | 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 governmental 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, adjoining and 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,<br>a. A permitted use under the zoning regulations? | ☐ | ☐ | ☐ |
| 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?<br>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?<br>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?<br>If No, describe method for providing potable water: _____ | | NO ☐ | YES ☐ |
| 11. Will the proposed action connect to existing wastewater utilities?<br>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?<br>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:<br>☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional<br>☐ 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?<br>If Yes,<br>a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES | | NO ☐ | YES ☐ |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>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)?<br>If Yes, explain purpose and size: _____ | ☐ | ☐ |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>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?<br>If Yes, describe: _____ | ☐ | ☐ |

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

Applicant/sponsor name: _____ Date: _____

Signature: _____

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_____
(date)

TO: _____

_____

_____

**PLEASE TAKE NOTICE** that the undersigned has made an application to the Zoning Board of Appeals of the village of south floral Park for a variance as per the attached Notice of Disapproval.

A virtual public hearing will be held by the Zoning Board of Appeals on this application on _____, 20_____ at _____p.m. The meeting will be virtual, with no "in-person" location. Below is the link to the virtual ZBA Hearing:

Insert zoom link

The notice is sent to you by certified mail with return receipt under provisions of the Rules of the Board.

Signed: _____

Dated: _____of _____, 20_____

APPLICANT SHALL SEND BY CERTIFIED RETURN RECEIPT REQUESTED TO AFFECTED PROPERTY OWNERS 15 DAYS BEFORE THIE DATE SET FOR THE HEARING.

NOTICE OF DISAPPROVAL MUST BE ATTACHED TO THIS NOTICE.