



Incorporated Village of Westhampton Beach
165 Mill Road, Westhampton Beach, New York 11978
Email : clerk@westhamptonbeach.org www.westhamptonbeach.gov
(631) 288-1654 – Fax (631) 288-4332

Trustee Special Exception Permit Application

Please check which permit/s you are applying for and include the required application fees and documentation.

Permits for Outdoor Tables, Chairs and/or Benches, Outdoor Music, Entertainment and Outdoor Sales and Displays are issued annually, and applications must be received by February 1st in order to ensure a permit is approved by the Board of Trustees and secured for the calendar year. Submission after February 1st cannot be guaranteed a permit.

NEW APPLICATION FEE: \$400 per application

RENEWAL APPLICATION FEE: \$150.00 per application

*IF THERE ARE NO MODIFICATIONS TO YOUR PREVIOUSLY APPROVED APPLICATION (LAST YEAR), then you only need to submit this application, a copy of last year's approved site plan and the application fee.

***YOU MUST INDICATE WHAT PERMIT YOU ARE APPLYING FOR BELOW.**

IF THERE ARE MODIFICATIONS TO YOUR PREVIOUSLY APPROVED APPLICATION (LAST YEAR), Then your application is considered NEW and you must submit the required documents as detailed below.

PROPERTY OWNER INFORMATION:

Property Location: _____, Westhampton Beach

Suffolk County Tax Map Number: 905 - ____ - ____ - ____

Property Owners Name: _____

Mailing Address of Property Owner:

APPLICANT INFORMATION:

Applicant Name: _____

Home Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____

Email Address of Applicant: _____

Business Name: _____

Business Address: _____

Are there currently any VIOLATIONS of Village Code OR ANY OTHER MUNICIPALTY at the proposed location?
YES ____ NO ____

If "YES" Please list and describe all violations:



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CHANGE OF USE:
Only if applicable**

From: _____

To: _____

SUBMIT THE FOLLOWING:

Plot Plan- showing location of tables, chairs, desks and number of people occupying space, together with Special Exception Referral Application (annexed hereto). *Provide proof of approvals from Suffolk County Department of Health and/or Suffolk County Department of Agriculture and Markets.*

FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT

☐ **NEW / MODIFIED OUTDOOR TABLES, CHAIRS & BENCHES** (Complete Section II) Pursuant to Chapter 196-2

*Must have a VALID CERTIFICATE OF OCCUPANCY for a Restaurant or Luncheonette

SUBMIT THE FOLLOWING:

- a) *Plot Plan – showing the location of outdoor tables, chairs and/or benches, together with Special Exception Referral Application (annexed hereto)*
- b) *Certification by Applicant*
- c) *Indemnification Form Completed*
- d) *Certificate of Liability Insurance for use of Village Owned ROW Property*

FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT

☐ **NEW / MODIFIED OUTDOOR ENTERTAINMENT / MUSIC** (Complete Section III) Pursuant to Chapter 196-3

SUBMIT THE FOLLOWING:

- a) *Plot Plan – listing the entertainment proposed (live, disk jockey, amplified), location of entertainment, together with Special Exception Referral Application (annexed hereto)*
- b) *Certification by Applicant*
- c) *Indemnification Form Completed*

FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT

☐ **NEW / MODIFIED INDOOR ENTERTAINMENT** (Complete Section IIII) Pursuant to Chapter 80

*Must have a VALID CERTIFICATE OF OCCUPANCY for a Restaurant

SUBMIT THE FOLLOWING:

- a) *Plot Plan – listing the entertainment proposed (live, disk jockey, amplified), location of entertainment, a copy of your State Liquor Authority License, together with Special Exception Referral Application (annexed hereto)*
- b) *Certification by Applicant*
- c) *Indemnification Form Completed*

FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT

☐	NEW / MODIFIED OUTDOOR DISPLAYS PERMIT (Complete Section IV) Pursuant to Chapter 140
SUBMIT THE FOLLOWING: a) <i>Plot Plan – listing the items, showing location of display items or clothing racks, how many racks or displays, together with Special Exception Referral Application (annexed hereto)</i> b) <i>Certification by Applicant</i> c) <i>Indemnification Form Completed</i>	
<u>FAILURE TO SUBMIT THE AFORMENTIONED MATERIALS WILL RESULT IN AN INCOMPLETE APPLICATION AND WILL BE RETURNED TO APPLICANT</u>	

I. NEW/RENEWAL OUTDOOR TABLE/CHAIRS/BENCHES	DESCRIPTION OF PROPOSED:
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Type of Business: _____

Days of Operation: _____ Hours of Operation: _____

Number of Proposed Tables: _____ Number of Proposed Chairs: _____

Number of Proposed Chairs: _____

II. NEW/RENEWAL OUTDOOR ENTERTAINMENT/MUSIC	DESCRIPTION OF PROPOSED:
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Type of Business: _____

Days of Operation: _____ Hours of Operation: _____

Hours of Operation: _____

Entertainment Proposed: _____

III. NEW/RENEWAL INDOOR ENTERTAINMENT/MUSIC DESCRIPTION OF PROPOSED:

Type of Business:

Days of Operation: Hours of Operation:

Hours of Operation:

Entertainment Proposed:

IV. NEW/RENEWAL OUTDOOR DISPLAYS DESCRIPTION OF PROPOSED:

Type of Business: _____

Days of Operation: _____ Hours of Operation: _____

Hours of Operation: _____

Sales and Displays Proposed:

* NOTE: If the application is being made by someone other than the owner, the owner must sign the owner's authorization section.

OWNER AUTHORIZATION

STATE OF NEW
YORK COUNTY OF) ss.:
SUFFOLK

I, HEREBY AUTHORIZE, _____

To apply for (CIRCLE ONE) Outdoor Tables/Chairs/Benches, Outdoor Music, Indoor Entertainment, Outdoor Displays on my behalf.

Owners Signature

Sworn to before me this _____ day of 20 _____

Notary Public

Pursuant to Chapter 80-1, 140, 196-1, 196-2 and 196-3 of the Village Code, Entertainment, Outdoor Tables/Chairs/Benches, and Outdoor Displays shall be permitted during the period of April 15th through November 15th of each calendar year and Outdoor Music permitted during the period of May 1st through October 31st of each calendar year.

Certification by Applicant

**Required for ALL Applicants*

I/We are duly authorized representative(s) of the group or organization named in this application, have read and agreed to abide by the aforesaid rules.

Signature of Applicant or Representative

Print Name and Title

Date

**VILLAGE OF WESTHAMPTON BEACH
OUTDOOR TABLES, CHAIRS, BENCHES, OUTDOOR MUSIC
AND/OR DISPLAYS APPLICATION**

IDEMNITY AGREEMENT

STATE OF NEW YORK}

}ss:

COUNTY OF SUFFOLK}

In consideration of issuance by the Village of Westhampton Beach of an Outdoor Tables, Chairs, Benches, Outdoor Music and/or Outdoor Displays Permit, the applicant voluntarily agrees to indemnify and hold the Village of Westhampton Beach and its officers, employees, and agents harmless from and against any and all losses, liabilities, damages, or costs including attorney's fees sustained by any person for personal injury, death, or property damage arising out of, or as a consequence to the use permit.

The undersigned further agrees to indemnify and hold harmless the Village and its officers, employees and agents from and against any and all losses, liabilities, damages, or costs including attorney's fees which may be imposed upon, incurred by or asserted against the Village by reason of any act of omission of the undersigned, which result in damage or injury of any kind to any person or any property and which arises out of or is in any way connected with the use permitted by this permit.

Applicant Signature

Sworn to before me this

_____ day of _____, 20____

Notary Public