



Zoning Board Application

MEETING INFORMATION

- Zoning Board Meetings are the **FIRST & THIRD TUESDAY** of each month at 7:00pm.
- Application must be submitted at least **FOUR (4)** weeks prior to hearing.

APPLICATION REQUIREMENTS

Applications to the Board must include **ELEVEN (11)** packets (**one original and ten copies**) that include the following documents:

1. Application
2. Current Survey (if applicable)
3. Stamped blue prints of proposed activity
 - **FOUR (4)** full size
 - **SEVEN (7)** 11" x 17" copies
4. Electronic Plans
 - SUBMITTED WITHIN **SEVEN (7)** DAYS OF PAPER SUBMISSION
5. Flood Plan Application (if applicable)

Applications will not be accepted without all ELEVEN (11) packets

All plans must be folded, DO NOT ROLL PLANS

All applications and supporting materials must be submitted as one complete package at **one time**. Physical and electronic applications cannot be submitted piecemeal.

Files that are too large to email must be submitted by USB drive. Early informal electronic submission of site plans and supporting materials is encouraged so Village staff can identify missing items, request clarifications, and flag potential issues before the application is formally received and processed. Early pre-review does **not** constitute formal acceptance, approval, or a determination that an application is complete, but it may help accelerate the formal review process.

Applicants should submit electronic copies of applications and supporting materials as one complete PDF file to **building@patchoguevillage.gov**. Questions may also be directed to that email address.

FILING FEES AS DESCRIBED IN CHAPTER 435	
Residential	\$300.00
Commercial	\$500.00
Special Permit	\$600.00
Renewal of Special Permit	\$300.00
Certificate of Existing Use	\$500.00

REMOVE THIS COVER SHEET PRIOR TO SUBMISSION



Zoning Board Application

FOR OFFICE USE ONLY

Application Number: _____

Date of Publication: _____

Date of Hearing: _____

OFFICE USE ONLY

SECTION _____ BLOCK _____ LOT _____

APPLICANT INFORMATION

Applicant: _____

Property Address: _____

Applicant Representative: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Email:** _____

Architect or Engineer: _____

Telephone: _____ **Email:** _____

ZONING INFORMATION

Zoning District: _____ **Front Yard Depth:** Existing _____ Proposed _____

Corner Lot: Yes _____ No _____ **Rear Yard Depth:** Existing _____ Proposed _____

% of Lot Coverage: Existing _____ Proposed _____

Lot Size: _____ x _____ **Side Yard Widths:** Existing 1. _____ 2. _____
Proposed 1. _____ 2. _____



Zoning Board Application

TO THE ZONING BOARD OF APPEALS OF THE VILLAGE OF PATCHOGUE

The above-named applicant respectfully shows:

1. The applicant is the *(CIRCLE)* owner, contract vendee, or lessee of the property herein described and acquired such interest on _____ 20____ and hereby appeals (applies) to the Zoning Board of Appeals of the Incorporated Village of Patchogue, New York (from the order, requirement decision or determination made by the Building Zone Ordinance of said Village) (for a special exception or permit pursuant to the Ordinance of said Village).
2. The premises affected are in a _____ Zoning District and known as *(Tax Map Number)* No. _____.
3. The purpose of this application is to obtain a variance or modification of the application of the applicable regulations or provisions of, or special exceptions or permit pursuant to
4. SECTION _____, SUBSECTION _____, SUBDIVISION _____ of the Code of Ordinances of said Village to permit the following: *(Explain)*

5. The (is) (is not) a public school, public library, church, hospital, or orphanage within TWO HUNDRED (200) feet of the property. *(CIRCLE)*
6. The premises affected by this application (are) (are not) within FIVE HUNDRED (500) feet of the town of Brookhaven Town Line, County or State Park, Building, Road, Parkway, Expressway, or County Drainage Channel. *(CIRCLE)*

7. There is attached hereto and made a part hereof a diagram, drawn to scale, showing the premises together with the existing or proposed building or structure with the distance of said building or structure from the street and property lines, the front and side elevations, and the names of the adjoining owners and if the application seeks a variance for parking, the diagram shall contain a layout of the parking stalls proposed (each stall approximately TWENTY (20) by TEN (10) feet) and the proposed ingress and egress from the parking area. If the application is for a sign variance, there is attached hereto diagram, drawn to scale, showing the premises together with the existing buildings or structures and the sign/signs with the front and side elevations. All applicants for two-family dwellings, or extensions, or additions, need a floor plan drawn to scale showing all dimensions and use of each room.



Zoning Board Application

TO THE ZONING BOARD OF APPEALS OF THE VILLAGE OF PATCHOGUE (cont.)

8. Section 809 of the General Municipal Law of the State of New York provides as follows:
- "S 809 Disclosure in certain applications."
- Every application, petition or request submitted for a variance, amendment, change of zoning approval of a plat, exemption from a plat of 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 know to such applicant).
 - 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, or spouses 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.
 - Ownership of less than FIVE PERCENT (5%) 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 purpose of this section.
 - A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

The applicant is the (CIRCLE) owner, contract vendee, lessee of the property here in described and acquired such interest on _____. If applicant is not the owner of the premises, attach the owner's duly acknowledged consent to the application.

Verbatim stenographic minutes are not taken as a matter of course during the public hearing of this board. If the applicant should wish to have such verbatim minutes taken, or if any court shall order the taking of such verbatim minutes, the applicant shall pay the actual cost for the taking of such minutes and the production of a transcript by a certified stenotype reporter, and shall deposit the sum of \$250.00 with the Clerk of the Village of Patchogue prior to the hearing as an advance towards those expenses.

Pursuant to the foregoing, set forth the name, residence address, nature, and extent of the interest of any officer or employee of the Village of Patchogue, Town of Brookhaven, County of Suffolk, or State of New York, the applicant or appellant. If none, state so. _____



Zoning Board Application

TO THE ZONING BOARD OF APPEALS OF THE VILLAGE OF PATCHOGUE (cont.)

WHEREFORE, Applicant petitions the Board of Appeals for a variance, special exception, or permit pursuant to this application.

Dated: _____ Client Signature: _____

Applicant Representative, if any: _____

Telephone: _____

READ THE FOLLOWING AND SIGN BEFORE A NOTARY

STATE OF NEW YORK
COUNTY OF SUFFOLK

I, _____, being duly sworn, depose and say:

- 1) I am the applicant, or an owner, officer, member, partner, or authorized representative of the applicant in this application.
- 2) I have read the foregoing application and all supporting materials submitted with it.
- 3) The statements and information contained in the application are true and accurate to the best of my knowledge, information, and belief.
- 4) Where the applicant is a corporation, limited liability company, partnership, or other entity, I am authorized to sign this application on behalf of that entity.
- 5) Applicant is the [owner/lessee/contract vendee] of the Property (Circle One).

Applicant / Authorized Representative Signature:

Print Name:

Title / Capacity:

Applicant / Entity Name, if applicable:

Date:

Notary

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

Commission Expires: _____

Notary Public

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:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
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, are adjoining or 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? b. Consistent with the adopted comprehensive plan?	NO ☐ ☐	YES ☐ ☐	N/A ☐ ☐
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? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO ☐ ☐ ☐	YES ☐ ☐ ☐	
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 project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO ☐ ☐	YES ☐ ☐	
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? 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: _____ _____ _____	NO ☐ ☐	YES ☐ ☐	

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 plan?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	☐	☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐
_____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project: Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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)?	☐	☐
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?	☐	☐

Project: _____

Date: _____

Short Environmental Assessment Form

Part 3 Determination of Significance

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 FORM