

- H. The Board shall fix a time and place for a public hearing thereon and shall provide for the giving notice at least ten (10) days prior to the date thereof as follows:
- (1) By publishing a notice in the official newspaper.
 - (2) By requiring the applicant to erect a white and black lettering sign or signs measuring not less than two (2) feet long and one (1) foot wide, which shall be prominently displayed on the premises facing each public street on which the property abuts, giving notice that an application for an appeal is pending and the date, time and place where the public hearing will be held. The sign shall not be set back more than ten (10) feet from the street line and shall not be less than two (2) nor more than six (6) feet above grade at the street line. The sign shall be made of durable material and shall be furnished by the Board of Appeals. It shall be displayed for a period of not less than ten (10) days immediately proceeding the public hearing date. No additional posting shall be required for any adjournment date. The applicant shall file an affidavit that he has complied with the provisions of this section.
 - (3) If the land involved in an application is within five hundred (500) feet of the boundary of any other municipality, notice of the public hearing shall also be mailed to the Municipal Clerk of such other municipality.
 - (4) By requiring the applicant to mail written notice of the date, time and place of hearing, together with a copy of the application and survey submitted to the Board, by certified mail, return receipt requested, to every property owner, as shown on the current Town of Southampton assessment rolls, of parcels abutting and directly opposite (by extension of lot lines through a street or right of way) of the property which is the subject of the application, proof of which shall be submitted to the Board of Appeals on or before the commencement of the public hearing in the form of an affidavit with postal receipts annexed thereto confirming mailing of said notices at least ten (10) days prior to the hearing date.
- I. The Board of Appeals may, upon request by the applicant or upon its own motion, waive the requirement for a public hearing upon an application for a minor variance and, if the hearing is waived, proceed as follows:
- (1) The Board shall, within thirty (30) days of receipt of a complete application for a minor variance, fix a time and place for the receipt of written comments on the application, designated as the "comment period". The Board shall provide for the giving notice at least ten (10) days prior to the end of the comment period as follows:
 - (a) By publishing a notice of complete application in the official newspaper stating the final date and place for the submissions of written comments on the application.
 - (b) By requiring the applicant to erect a white and black lettering sign or signs measuring not less than two (2) feet long and one (1) foot wide, which shall be prominently displayed on the premises facing each public street on which the property abuts, giving notice that an application for a minor variance is pending, the final date and the place for the submissions of public comments. The sign shall not be set back more than ten (10) feet from the street line and shall not be less than two (2) nor more than six (6) feet above the grade at the street line. The sign shall be made of durable material and shall be furnished by the Board of Appeals. It shall be displayed for a period of not less than ten (10) days immediately proceeding the last day for the submission of public comments. The applicant shall file an affidavit that he has complied with the provisions of this section.

AFFECTING PROPERTY LOCATED AT:

Suffolk County Tax Map Number

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

Duly sworn, deposes and says:

1. I reside at _____.
2. Pursuant to the provisions of Section 330-164.H.(4) of the Town Code of the Town of Southampton, deponent mailed copies of the annexed notice of Public Hearing along with attached application and survey, by Certified Mail, return receipt requested, addressed as set forth on the annexed original postmark receipts.

Signature

Sworn to before me this

day of _____, 20____

Notary Public

NOTE: Please indicate the name of the owner and the letters “ZBA” on the top each receipt. If you are submitting the “green” signature cards, please indicate the name of the owner, the letters “ZBA” on the back of each card.

Sign, notarize and bring to the office of the Zoning Board of Appeals together with the date stamped receipts from the Post Office on or before

TOWN OF SOUTHAMPTON
ZONING BOARD OF APPEALS
AFFIDAVIT OF POSTING

INSTRUCTIONS: ***THIS AFFIDAVIT MUST BE SWORN TO AND SIGNED ON THE DAY OF THE MEETING.*** Any person making application is required to erect a sign facing each public street on which the property abuts, giving notice that such application has been made and that a public hearing will be held both in-person and via videoconferencing, in accordance with Local Law No. 14 of 2022. Such signs shall be obtained from this office for an application for a variance before the board of Zoning Appeals. Signs are to be displayed for a period of not less than ten (10) days immediately proceeding the hearing date. The sign shall not be setback more than ten (10) feet from any property or street line and shall not be less than two (2) feet or more than six (6) feet above the grade at the property line. Said sign shall be affixed to a suitable frame which will assure visibility from the street at all times. You are required to file this affidavit which states that you have complied with the above instructions. The Board will not proceed with the public hearing on your application unless you submit the affidavit at the schedule meeting. The precise legal wording of the requirement is contained in Chapter 330-164.H. of the Town Code.

In the matter of the Application of

AFFIDAVIT OF POSTING

STATE OF NEW YORK
COUNTY OF SUFFOLK SS:

_____, Residing at
Name _____

Being duly sworn, deposes and says: That he/she is the named applicant, or his/her agent, for a

AFFECTING PROPERTY LOCATED AT: _____
Town of Southampton, County of Suffolk

Suffolk County Tax Map Number

That he/she has read and is fully familiar with the requirements of the Zoning Ordinance of the Town of Southampton, Chapter 330-164.H.

That in accordance therewith he/she has caused a sign which complies with the requirements of the applicable section of the aforesaid Zoning Ordinance to be prominently displayed on the subject property in the required manner, giving notice to the public of the pending application, the date, time and place of the public hearing.

That the said sign has been continuously displayed on the property for a period of ten (10) days immediately preceding the public hearing date.

That he/she makes this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Zoning Ordinance of the Town of Southampton.

Signature

Sworn to me this _____ day
Of _____, 20 _____

Notary Public

Sign & notarized on the day of the hearing. If you are attending the meeting In-Person, bring the original to the meeting. If you are attending via videoconference, e-mail a copy to kcowell@southamptontownny.gov on the day of the meeting and put the original in the drop box at Town Hall or send via mail.