



*Village of Head of the Harbor*  
*500 North Country Rd. St. James, New York 11780*  
*Application for the Zoning Board of Appeals*

Date: \_\_\_\_\_

To: Zoning Board of Appeals

I (We) \_\_\_\_\_  
(name of Applicant)

Owner(s) of \_\_\_\_\_  
(insert complete mailing address)

Home phone number \_\_\_\_\_ Office phone number \_\_\_\_\_ Cell phone \_\_\_\_\_

Bearing Suffolk County Tax Map Number 801 Sec. \_\_\_\_\_ Blk. \_\_\_\_\_ Lot \_\_\_\_\_

Apply for : (check one (1) or more)

- \_\_\_\_\_ An Area Variance
- \_\_\_\_\_ A Use Variance
- \_\_\_\_\_ An interpretation of the Zoning Ordinance
- \_\_\_\_\_ Other

The applicable provisions of the Zoning Ordinance from which variance relief is sought are:

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Has a prior variance or special use permit or interpretation ever been applied for on this property?

\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes", on what date? \_\_\_\_\_

State in factual terms the exact manner in which applicant seeks relief from the Zoning Board of Appeals:

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Specify whether a grant of the variance will produce an undesirable change in the neighborhood or community and if not explain:

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Describe any feasible alternative method, if any, to achieve the benefit sought in lieu of the variance relief:

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Is the variance substantial? \_\_\_\_\_

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Describe in detail whether the variance has any adverse effect or impact on the physical or environmental conditions in the neighborhood: \_\_\_\_\_

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State whether the alleged difficulty was self-created: \_\_\_\_\_

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**CERTIFICATION**

\_\_\_\_\_ states as follows:  
(Applicants name)

- 1. I am interested in an application now pending before the Head of the Harbor Zoning Board of Appeals.
- 2. I reside at \_\_\_\_\_
- 3. The nature of my interest in the aforesaid application is as follows: \_\_\_\_\_

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- 4. If applicant or owner is a corporation, list officers:  
President: \_\_\_\_\_ Vice-President: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

- 5. Do any of the following individuals have an interest as defined below, in the owner or applicant:
  - A. Any New York State officer, or
  - B. Any officer or employee of the Village or adjacent Town of Suffolk County.

For the purpose of this disclosure , an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sister, parents, children, grandchildren, or the spouse of any of them

- a. Is the applicant or owner, or
- b. Is an officer, director, partner, or employee of the applicant or owner, or
- c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or
- d. Is a party to an agreement with such an applicant or owner, expressed 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.

**A person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law, Section 809**

**Yes**                       **NO**

If "YES" state the resident and nature and extent of the interest of such individual.

\_\_\_\_\_ (name) (residence)

\_\_\_\_\_ (extent of interest)

This application is submitted as follows (initial each, as applicable):

- 1. After denial of Building Permit application .....
- 2. In eight (8) copies, inclusive of the two (2) originals .....
- 3. Notarized properly.....
- 4. With eight (8) current, accurate surveys, by a New York State licensed survey.....
- 5. With a completed and executed Environmental Assessment Form (except setback variances) .....
- 6. With a copy of Certificate of Occupancy.....
- 7. With a certified abstract of single and separate ownership (for dimensional variances on undersized lots).....
- 8. With New York State department of Environmental Conservation determination or “no jurisdiction letter” (if within 300’ of tidal waters).....
- 9. With a written consent statement of the owner (if the application is by contract vendee or a tenant)
- 10. Applicant affirms that he/she will notify all properties within a two hundred (200’) foot radius by Certified Mail with a Return Receipt. Notices must be at least ten (10) days prior to scheduled hearing. Original receipts of the Certified Mailings must be submitted to Village Office with Affidavit of Service prior to the hearing.....
- 11. With the appropriate filing fee payable to “Village of Head-of-the-Harbor” (see Village Clerk).....

All data relating to the variance request must be submitted in 8 packets. Each packet must contain one copy of this request, and one copy of the above referenced material, and be bound and folded no larger than 8 ½” X 14”. The required application fee of \$1,000.00 must be submitted with all of the above BEFORE a hearing date can be scheduled. Submissions may be made to the Office of The Village Clerk.

Applicant or representative must appear before the Zoning Board.

**Any application not filled in properly, or submitted without the necessary papers, will not be processed until completed. The Zoning Board of Appeals reserves the right to request additional documentation and drawings, and to condition relief on the filing of covenants and restrictions with the Suffolk County Clerk.**

\_\_\_\_\_  
(Applicant’s Signature)

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

**AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY**

The undersigned, being the owner or agent of the property described in the within application, hereby authorizes the members of the Zoning Board of Appeals to enter upon the property described in the within application for the purpose of inspecting such property in connection with the relief requested in the within application, and the undersigned hereby consents to said entry for said purposes.

Date: \_\_\_\_\_

\_\_\_\_\_  
(print name of owner or agent)

\_\_\_\_\_  
(signature)

*Village of Head of the Harbor*  
**ZONING BOARD OF APPEALS**

In the Matter of the Application of:

\_\_\_\_\_  
\_\_\_\_\_

AFFIDAVIT OF MAILING

For a Variance from § \_\_\_\_\_

Of the Village of Head of the Harbor Zoning Code

Property Location: \_\_\_\_\_

SCTM# \_\_\_\_\_

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STATE OF NEW YORK )

)ss:

COUNTY OF SUFFOLK )

I, \_\_\_\_\_, being duly sworn, deposes and says:

1. I reside at

\_\_\_\_\_

2. Pursuant to the provisions of Section of the Village of Head of the Harbor Zoning Code, deponent mailed copies of the annexed Notice of Public Hearing by certified mail, return receipt requested, addressed as set forth on the annexed original postmark receipts.

\_\_\_\_\_  
Signature of Deponent

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public