

**INSTRUCTIONS FOR FILING APPLICATION  
FOR SPECIAL EXCEPTION FOR OFF-DRIVEWAY PARKING**

The Board of Appeals meets on the second Wednesday of each month (except July and August). Applications must be filed at least 30 days prior to the meeting date.

Please bring the following completed documents to the Building Department:

1. Application for Special Exception.
2. Affidavit.
3. Copy of survey showing where car is to be parked on property.
4. Copy of all car registrations for household, indicating which car the special exception is for.
5. Check for \$100.00 payable to the Incorporated Village of Floral Park.

**IMPORTANT:** The Board of Appeals requires that your two adjoining neighbors be notified of your application. The Clerk to the Board of Appeals will provide you with a copy of the legal notice to be published in the Gateway, as well as a form affidavit of service. It is your responsibility to send a copy of the legal notice to your two neighbors by certified or registered mail, return receipt requested. This mailing must be done not more than 30 days nor less than 15 days before the hearing date. You must then file the affidavit of service with the Clerk. Either prior to or at the hearing, you are required to bring the green return receipt cards.

You will receive a letter from the Board of Appeals notifying you of the hearing date.

At the time of the hearing, you may bring with you witnesses to testify in support of your appeal.

After the hearing, a written decision will be sent to you within the time specified by law.

If you have any questions concerning the application process, please call the Clerk to the Board of Appeals at 326-6319.

**BOARD OF APPEALS**

**INCORPORATED VILLAGE OF FLORAL PARK, N.Y.**

Appeal of \_\_\_\_\_

Attorney \_\_\_\_\_

**APPLICATION FOR SPECIAL EXCEPTION**

Name of Applicant: \_\_\_\_\_

Residence: \_\_\_\_\_

Telephone # (days): \_\_\_\_\_

Name & Address of Owner: \_\_\_\_\_

Location of Property:

a) Description: \_\_\_\_\_

b) Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

Provisions of Zoning Ordinance Applicable:

Chapter \_\_\_\_\_ Section \_\_\_\_\_

Special Exception Desired: \_\_\_\_\_

Reasons supporting appeal (if necessary, submit separate sheet):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Size of Plot: \_\_\_\_\_
2. Size of Dwelling: \_\_\_\_\_
3. Is there a garage: \_\_\_\_\_ If so, one or two car? \_\_\_\_\_
4. Do you have a survey? \_\_\_\_\_ If so, please attach a copy.
5. When did you purchase the property? \_\_\_\_\_
6. At the time of purchase, was it a one or two family? \_\_\_\_\_
7. If two family, how long has dwelling been used as such? \_\_\_\_\_
8. If two family, who resides on first floor? Owner \_\_\_\_\_ Tenant \_\_\_\_\_
9. How many persons reside on first floor? Adults \_\_\_\_\_ Minors \_\_\_\_\_
10. How many persons reside on second floor? Adults \_\_\_\_\_ Minors \_\_\_\_\_
11. How many rooms on first floor \_\_\_\_\_ on second floor \_\_\_\_\_?
12. Does anyone occupy the third floor? \_\_\_\_\_. If so, how many persons \_\_\_\_\_.
13. How long has tenant occupied apartment? \_\_\_\_\_
14. Is tenant related to owner? \_\_\_\_\_
15. Does tenant pay rent? \_\_\_\_\_
16. How many cars parked overnight:
  - a) in garage \_\_\_\_\_
  - b) on driveway \_\_\_\_\_
17. Are any parked cars not owned by residents of dwelling? \_\_\_\_\_
18. In space below, sketch an outline of the property and show
  - a) position of dwelling; (b) position of driveway; (c) length of driveway; (d) place where car is to be parked if special exception is granted.

\_\_\_\_\_  
Signature

**AFFIDAVIT OF INDIVIDUAL OWNER:**

STATE OF NEW YORK        )  
                                  :        ss.:  
COUNTY OF NASSAU        )

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

That (s)he is the owner of the property described in this application and that the statements contained herein are true; that he is the appellant herein and he authorizes \_\_\_\_\_ to act as his agent and to make this application.

\_\_\_\_\_ Owner

Sworn to before me this  
day of \_\_\_\_\_ , 199\_\_.

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

**AFFIDAVIT OF CORPORATE OWNER:**

STATE OF NEW YORK        )  
                                  :        ss.:  
COUNTY OF NASSAU        )

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

That he is the \_\_\_\_\_ of \_\_\_\_\_ which corporation is the owner of the property described in this application and that the statements contained herein are true; that \_\_\_\_\_ is the appellant herein and that said appellant authorizes \_\_\_\_\_ to act as its agent and to make this application.

\_\_\_\_\_  
NAME OF CORPORATION

BY: \_\_\_\_\_  
Signature and Title

Sworn to before me this  
day of \_\_\_\_\_ , 199\_\_.

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

STATE OF NEW YORK )  
COUNTY OF NASSAU )

PLEASE ANSWER ALL APPLICABLE QUESTIONS

ss.:

I, \_\_\_\_\_, being duly sworn, depose and say:

1. I am the President of \_\_\_\_\_ the corporation applying for the special exception parking permit in the annexed application dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

2. Said corporation is the owner of record of the premises described in the aforementioned application for a special exception parking permit.

OR

1. I am the sole owner of record of the premises described in the annexed application for a special exception parking permit, and reside at \_\_\_\_\_, New York.

OR

1. I am one of the owners of record of the premises described in the annexed application for a special exception parking permit and make this affidavit at the request of all the owners of record and on behalf of all such owners, whose names and home addresses are as follows:

2. This affidavit is made a part of the application for a special exception parking permit dated \_\_\_\_\_, 19 \_\_\_\_\_, as if fully set forth herein at length.

3. It is understood that I make this affidavit to induce the granting of the requested special exception parking permit by the Board of Appeals of the Incorporated Village of Floral Park, N.Y.

4. There are no contracts for the sale of the premises described in the application for a special exception parking permit except as listed below. A copy of said contract is attached hereto and made a part hereof.

Contract Dated:  
Contract Expires:  
Name of Contract Vendee:  
Home Address:

(If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership.)

5. There is no other contract presently in existence, or presently contemplated, which affects the premises for which this special exception parking permit is sought, with regard to its occupancy, lease or sale of all or any part thereof, except as follows. Please attach copies of any written contracts.

Contract Dated:  
Contract Expires:  
Name of Parties:  
Home Address:

(If corporation, list as shown in paragraph 4 above, and give brief description of contents of contract.)

6. There is no lease presently in existence covering all or any part of the premises described in the application for a special exception parking permit, except as follows. A copy of said lease is attached hereto and made a part hereof.

Lease Dated:  
Lease Expires:  
Name of Lessee:  
Home Address:

(If corporation, list as shown in paragraph 4 above.)

(NOTE: If more than four (4) leases, and none are for a commercial use except for Home Professional Office [as defined in Article II of the Zoning Ordinance of the Incorporated Village of Floral Park, N.Y.], only list number of lessees. Otherwise, all are to be listed, showing type of occupancy with copies of all leases attached.)

7. There are no other persons, firms, partnerships, organizations or corporations, except as herein mentioned, or in the application for a special exception parking permit, who have or may have any financial or monetary interest in the premises described in the application for the special exception or in said application for special exception, except

(if none, so state. Otherwise, state names and home addresses. If corporation, list as shown in paragraph 4 above.)

8. In connection with the application for a special exception parking permit, I firmly swear that I have not paid, nor have I promised to pay, nor have I made, or promised to make, any gift to any person who is employed by the Incorporated Village of Floral Park, N.Y. or any elected or appointed official thereof, or to any member of his or her family.

9. I also swear and agree as part of the application for a special exception parking permit and as part of this affidavit, to file, within forty-eight (48) hours after a change of ownership prior to the issuance of the special exception parking permit, an affidavit embodying the following:

- a) name and home address of each new owner (if corporation, list as shown in paragraph 4).
- b) a statement indicating that negotiations were not commenced until after the filing of the application for special exception and this affidavit.
- c) a reaffirmation of paragraph 8 which is to be brought current and includes the date of the affidavit required by this paragraph 8.

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Sworn to before me this

day of \_\_\_\_\_, 19\_\_\_\_.

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Notary Public