



## BOARD OF ZONING APPEALS

### APPLICATION FOR FENCE, SPECIAL EXCEPTION PARKING OR GENERATOR VARIANCE

The following is a guide and the list of requirements necessary to go before the Board of Zoning Appeals.

Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by

contacting the Building Department at 516.326.6319 or [BZA@FPVillage.org](mailto:BZA@FPVillage.org)

The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

#### Submission Requirements:

Incomplete applications will not be accepted

1. Completed application by Owner, Agent of Owner, or Contract Vendee

2. Fee: \$100 check payable to the Incorporated Village of Floral Park

3. **One (1)** printed set and **one (1)** electronic copy of the following:

For Fences:

- a) Site plan or survey showing proposed location of fence and fence height
- b) Photograph or drawing of the proposed fence style including color

For Special Exception Parking:

- a) Site plan or survey showing proposed location of parking area indicating size and materials to be used
- b) Photograph of the proposed area
- c) Copy of all car registrations for the household indicating which car will be parked in the proposed area
- d) Completed Special Exception Parking Questionnaire

For Generators:

- a) Site plan or survey showing proposed location of generator, plan must indicate distance from the property lines
- b) Photographs of the proposed area
- c) Manufacturers specifications for the proposed generator including the sound levels

4. **One (1)** printed copy and **one (1)** electronic copy of a recent property survey

**\*\* All electronic copies must be emailed to [BZA@FPVillage.org](mailto:BZA@FPVillage.org)**

Upon receipt from Applicant of items 1 through 4 above, Applicant will be advised of the date of the public hearing and will be sent a copy of the Legal Notice and Affidavit of Service.

Applicant must serve (mail) copies of the Legal Notice to record owners of neighbors that share a property line with the subject property by certified mail, return receipt requested, at least fifteen (15) days, but not more than thirty (30) days before the date of the Public Hearing. The notarized Affidavit of Service must be returned to the Building Department promptly for submission to the Board 10 days before Hearing. If any property within this area resides in another village or municipality you must contact the Building Department for further instructions. The mailing receipts (white) and return cards (green) must be delivered to the Building Department no later than the date of the Public Hearing.

The Village will publish the Legal Notice ten days before the Zoning Meeting at which the Public Hearing will be held.

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.

By filing this application, the Owner consents to allow the Board of Zoning Appeals to enter upon and inspect the property described.

If you have any questions concerning the application process, please call the Secretary to the Board of Appeals at 516-326-6319.

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<b>Property Information:</b>			
Property Address:			
Business Name (If Commercial):			
Section:	Block:	Lot:	Zone:
Existing:	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2-Family	<input type="checkbox"/> Commercial/Business <input type="checkbox"/> Other:
Are there any Violations or Notices of Violations Outstanding on this Property?			(If yes, attach copies.)
<b>Applicant information:</b>		Incomplete applications will not be accepted	
Applicant Name:		Relationship of Applicant to Owner:	
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Owner Information:</b>			
Owner Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Previous Appeals:</b> (check one)			
<input type="checkbox"/> A previous appeal has been made on this property (attach all relevant decisions)			
<input type="checkbox"/> A previous appeal has not been made on this property			
<b>Type of Variance Applied For:</b>			
<input type="checkbox"/> Fence <input type="checkbox"/> Special Exception Parking <input type="checkbox"/> Generator			
<b>Variance or Relief Desired:</b>		<input type="checkbox"/> Proposed <input type="checkbox"/> Maintain (year built _____)	
<b>Reason(s) Supporting Appeal:</b> (if necessary, submit separate attachment)			
<b>Owner Signature:</b>			
<hr style="width: 80%; margin: 0 auto;"/> Signature of Property Owner			



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#### 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 therein are true; that he/she is the appellant herein and he/she authorizes \_\_\_\_\_ to act as his/her agent and to make this application

\_\_\_\_\_  
Signature of Owner

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

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

#### Affidavit of Corporate Owner:

STATE OF NEW YORK )

SS.:

COUNTY OF NASSAU )

\_\_\_\_\_ being duly sworn, deposes and says that (s)he is the \_\_\_\_\_ of \_\_\_\_\_ which is the owner of the property described in this application and that the statements contained therein are true; that \_\_\_\_\_ is the appellant herein and hereby authorizes \_\_\_\_\_ to act as his/her agent and to make this application.

\_\_\_\_\_  
Name of Corporation

By: \_\_\_\_\_  
Signature and Title

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

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





## BOARD OF ZONING APPEALS

### APPLICATION FOR FENCE, SPECIAL EXCEPTION PARKING OR GENERATOR VARIANCE

**Affidavit of Corporate Owner (continued) Answer all applicable questions:**

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

Lease Dated: \_\_\_\_\_

Lease Expires: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

(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], only list number of lessees. Otherwise, all are to be listed, showing type of occupancy with copies of all leases attached.)

8. There are no other persona, firms, partnerships, organizations or corporations, except as herein mentioned, or in the application for variance, who have or may have any financial or monetary interest in the premises described in the application for variance or in said application for variance, except: \_\_\_\_\_

(If none, so state. Otherwise, state names and home addresses. If corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)

9. In connection with the application for variance, I firmly swear that I have not paid, nor have I promised to pay, or have I made, or promised to make, any gift to any person who is employed by the Incorporated Village of Floral Park, or any elected or appointed official thereof, or to any member of his/her family.

10. I also swear and agree as part of the application for variance and as part of this affidavit, to file, within forty-eight (48) hours after a change of ownership prior to the issuance of a certification of completion, an affidavit embodying the following:

- a. Name and home address of each new owner (if corporation, list names and home addresses of officers and all stockholders, including percentage of each ownership)
- b. A statement indicating that negotiations were not commenced until after the filing of the application for variance and this affidavit.
- c. A reaffirmation of paragraph 9.

\_\_\_\_\_  
Signature

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

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



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#### Special Exception Parking Questionnaire

(note: this form required only for special exception parking application)

Size of Property:

Size of Dwelling:

What year was the property purchased?

Is there a garage?     No             Yes – One Car             Yes – Two Car

How many cars are registered to the subject property?

How many cars park overnight?    \_\_\_\_\_ in garage    \_\_\_\_\_ in driveway

Are any parked cars owned by someone other than the residents of the dwelling?     Yes     No  
If yes, who do these cars belong to?

Type of property?     One-Family             Two-Family

If two-family:

How long has the dwelling been used as a two family?

Who resides on first floor?     Owner     Tenant  
How many persons reside on first floor?    \_\_\_\_\_ Adults    \_\_\_\_\_ Minors

Who resides on second floor?     Owner     Tenant  
How many persons reside on second floor?    \_\_\_\_\_ Adults    \_\_\_\_\_ Minors

Who resides on third floor?     Owner     Tenant  
How many persons reside on third floor?    \_\_\_\_\_ Adults    \_\_\_\_\_ Minors

How long has tenant(s) occupied apartment?

Is tenant related to owner?

Does tenant pay rent?

By signing this document, I understand that no vehicle shall be permitted to be parked so as to overhang a sidewalk. No vehicle shall be permitted to be parked on grass or dirt. No permit under this section shall be for more than two years. A special exception permit may be renewed by the Zoning Board of Appeals without hearing and without fee upon the owner of the premises submitting a duly sworn affidavit that the special circumstances that constituted unnecessary hardship or practical difficulty to grant the permit still exist. Copies of the registrations of all vehicles maintained at the premises shall be attached to the affidavit. A permit may be renewed for two periods of two years each.

I understand that any improvements made to the premises as a result of a special exception permit granted pursuant to this chapter shall be removed upon the expiration of that special exception permit and that the premises shall be converted back to their original condition as if the special exception permit was not granted.

\_\_\_\_\_  
Signature of Applicant