



BOARD OF ZONING APPEALS

APPLICATION FOR 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
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: Residential: Existing Dwelling \$400 New Dwelling \$800 Commercial: \$800
check payable to the Incorporated Village of Floral Park
3. Short Environmental Assessment Form – completely filled out and signed on page 3 as applicant.
4. **One (1) printed set and one (1) electronic copy of signed and sealed plans including elevations. Please note, plans must be folded, not rolled, 11" x 17" maximum size.**
5. **One (1) printed copy and one (1) electronic copy of a recent property survey. 11" x 17" maximum size.**
6. **One (1) printed copy and one (1) electronic copy of a 200' Radius Map, which must include all current record owners listed on the most current tax rolls of the Nassau County Assessor's Office. Such listing may be obtained at the Nassau County Department of Assessment – 4th Floor, 240 Old Country Road, Mineola, NY – 516.571.0154 or DOARadiusMap@nassaucountyny.gov.**
**** All electronic copies must be emailed to BZA@FPVillage.org**

Upon receipt from Applicant of items 1 through 6 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 real property that fall within a 200' radius of 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. The mailing receipts (white) and return cards (green) must be delivered to the Building Department no later than the date of the Public 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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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 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

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? 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.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
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:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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 <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If 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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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
	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

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