

Board of Appeals

PROCEDURE INSTRUCTIONS



INCOMPLETE BZA APPLICATIONS WILL NOT BE ACCEPTED

AFTER A LETTER OF DENIAL HAS BEEN RECEIVED, THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:

1. **Board of Appeals Application Form must be submitted with applicable fee:**
 - ☐ Completed on all three pages.
 - ☐ Applicant(s) to be all property owners.
 - ☐ Notarized on the back exactly as the name(s) appear on the front of the application.
 - ☐ Signed on the last page by all owners.
 - ☐ The Notice of Conflict of Interest must be signed by all owners.
 - ☐ The Affidavit of Owner (if it applies) must be signed by all owners.
 - ☐ TEN (10) COPIES
2. **The legal owner(s) of record of the property in question or his/her legal managing agent or representative MUST be present at all hearings.**
3. **Letter of Denial from Rockville Centre Building Department**
 - ☐ TEN (10) COPIES
4. **Surveys:**
 - ☐ **NOT OLDER THAN 10 YEARS (NO EXCEPTIONS) AND SHOWING ALL IMPROVEMENT CURRENTLY ON THE PROPERTY.**
 - ☐ TEN (10) COPIES
5. **Deed:**
 - ☐ Deed with recording information identifying current owner(s). (Copies of Deeds can only be obtained from the Nassau County Clerk's Office, 240 Old Country Road, Mineola, New York)
 - ☐ TEN (10) COPIES
6. **Plans and Plot Plans:**
 - ☐ PLANS MUST HAVE ARCHITECT'S STAMP
 - ☐ Area, bulk, height of building and setbacks (all zoning calculations) must be shown on submitted plans.
 - ☐ TEN (10) COPIES – 11" x 17" HARDCOPIES
 - ☐ ONE (1) COPY – FULL SIZE – BRING TO HEARING
 - ☐ PDF of all Plans sent to JFisher@RVCNY.US

7. **Color photographs** (minimum size 3 inches by 5 inches) of the subject premises and all adjacent properties, including front views (rear views, if applicable), are required.
 - ☐ **EACH PHOTO MUST BE PROPERLY IDENTIFIED AS TO SUBJECT, LOCATION AND DATE TAKEN.**
 - ☐ TEN (10) COPIES
8. **ON CORNER PROPERTIES, THE ADJACENT RESIDENCES MUST BE SHOWN ON A COMPREHENSIVE SITE PLAN**
 - ☐ TEN (10) COPIES
9. **Radius Maps** – Prepare radius map showing all lots within a 200 foot radius from all corners of property in question as per Rules of the Board of Appeals.
 - ☐ **DESIGNATE ON RADIUS MAP:** Section, Block and Lot(s), Street Addresses, Lot Dimensions and Name of Owner(s) of each parcel within said radius.
 - ☐ TEN (10) COPIES
10. **Secure names and addresses** of owners within said radius using Section, Block and Lot(s) from required Radius Map. List the names and addresses on the form.
 - ☐ TEN (10) COPIES
11. **Fee** for application to the Board of Appeals (*based on type of application*). Check made payable to: Inc. Village of Rockville Centre.
12. **Short Environmental Assessment Form must be completed for Residential Property and Long Environmental Form for Commercial Property.**
 - ☐ TEN (10) COPIES
13. **All proposals affecting FRONT YARD SETBACKS** (for both interior and corner lots) require that the applicant submit documentation indicating the average front yard setback of all homes on the same side of the block from corner to corner. This documentation **MUST** be prepared by a **LICENSED** architect, engineer or land surveyor.
 - ☐ TEN (10) COPIES
14. **Open / Closed Permit Search Form must be completed (by Building Dept. document).**
 - ☐ TEN (10) COPIES
15. **All prior Board of Appeals Decisions for the Property (Building Department Document)**
 - ☐ TEN (10) COPIES
16. **Zoning Affidavit Form must be completed.**
 - ☐ TEN (10) COPIES

WHEN ALL OF THE ABOVE REQUIREMENTS HAVE BEEN SATISFIED AND ACCEPTED BY THE SECRETARY OF THE BOARD OF APPEALS, THE APPLICANT WILL BE NOTIFIED IN WRITING AS TO THE INDEX NUMBER ASSIGNED YOUR APPLICATION AND THE CALENDAR DATE ON WHICH IT WILL BE HEARD.

AT THIS TIME THE APPLICANT WILL:

1. Notify ALL owners via **CERTIFIED RETURN RECEIPT REQUESTED MAIL** within the required radius at least fifteen (15) days before the scheduled meeting date. Said notice is to state briefly the nature of the appeal, the Index No., date of hearing and the address of the property in question.

2. **Affidavit of Service is to be completed, notarized and returned WITH THE GREEN & WHITE CERTIFIED MAIL RECEIPTS** to the Secretary of the Board of Appeals (Building Department) after certified mailing is done.

3. **ALL green cards returned** to the applicant shall be given to the Secretary of the Board of Appeals **no later the two (2) days before the Board of Appeals scheduled hearing.**



4. **ALL ADDITIONS, FENCES, POOLS, ETC. MUST BE STAKED OUT IN THE FIELD AT LEAST (7) DAYS PRIOR TO THE HEARING DATE SO THE BOARD MAY VIEW THE PROPOSED WORK.**



5. **UPON COMPLETION OF THE STAKE OUT, NOTIFY THE SECRETARY OF THE BOARD OF APPEALS AT 516-678-9248. FAILURE TO PERFORM THESE TASKS MAY RESULT IN YOUR CASE BEING ADJOURNED TO A FUTURE DATE.**

NOTE: ALL APPLICATIONS AND FORMS ARE AVAILABLE AT THE OFFICE OF THE SECRETARY OF THE BOARD OF APPEALS, BUILDING DEPARTMENT, 110 MAPLE AVENUE, HOURS MONDAY THRU FRIDAY, 8 AM TO 4:30 PM, PHONE 516-678-9248

NOTE: IT IS RECOMMENDED THAT THE APPLICANT ATTEND A ZONING BOARD HEARING PRIOR TO THEIR SCHEDULED DATE TO OBSERVE THE PROCEEDINGS. CONTACT FRANK BUCCHERI AT 516-678-9248 FOR AVAILABLE DATES.