



Board of Appeals PROCEDURE INSTRUCTIONS

INCOMPLETE 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.
 - Notarized on the back exactly as the name(s) appear on the front of the application.
 - Signed on the last page.
 - Copy of DEED (must be legible)
 - TEN (10) COPIES

2. **The legal owner** of record of property in question or his/her legal managing agent or representative **MUST** be present at all hearings.
2A. Letter of Denial – insert in this package.

3. **Surveys:**
 - NOT OLDER THAN 10 YEARS – NO EXCEPTIONS**
 - TEN (10) COPIES

4. **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 the Secretary of the Board of Appeals pdobrien@rvcny.us.

5. **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

6. **ON CORNER PROPERTIES, THE ADJACENT RESIDENCES MUST BE SHOWN ON A COMPREHENSIVE SITE PLAN**
 - TEN (10) COPIES

7. **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:** Section, Block and Lot(s), Street Addresses, Size of Lot and Name of Owner of each parcel within said radius.
 - Information must be up to date (within 30-days of the meeting date)
 - TEN (10) COPIES
8. **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; submit one (1) copy of the list of names to the Secretary of the Board of Appeals.
9. **Fee** for application to the Board of Appeals (*based on type of application*). Check made payable to: Inc. Village of Rockville Centre.
 - Ascertain from the Building Dept.
10. **Short Environmental Assessment Form must be completed for Residential Property and Long Environmental Form for Commercial Property.**
 - TEN (10) COPIES
11. **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.
12. **Open / Closed Permit Search Form must be completed (Building Dept. will supply one copy / applicant must make required copies and collate in packet).**
 - TEN (10) COPIES
13. **Zoning Affidavit Form must be completed.**
 - TEN (10) COPIES
14. **Copy of all previous Zoning or Planning Board decisions**

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 IS REQUIRED TO:

1. **Notify ALL owners** within the required radius at least fifteen (15) days before the scheduled meeting date. Said notice is to briefly state 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** to the Secretary of the Board of Appeals (Building Department) after certified mailing is done.
3. **Certified mail receipts and 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 4:00 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 THE BUILDING DEPARTMENT AT 516-678-9248 FOR AVAILABLE DATES.

VILLAGE OF ROCKVILLE CENTRE
110 MAPLE AVE
P.O. BOX 950
ROCKVILLE CENTRE, NY 11570

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SUPERINTENDENT OF
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Dear RVC Board of Appeals Applicant:

We want your appearance before the RVC Board of Appeals to be a beneficial experience and offer you the following suggestions:

1. Consider coming to any regular Board of Appeals meeting well before your application hearing date to observe the Board's handling of various cases, in order to be better prepared for your hearing.
2. While you're retaining of an attorney is optional, you may want to consult an attorney familiar with zoning matters if your case is complex or to focus your presentation.
3. Well before your hearing date, you could benefit from speaking to and showing your plans to your neighbors, especially those adjacent to and near your property, before they get the requisite legal notice. Good communication goes a long way in avoiding misunderstanding on the night of the hearing.
4. Be prepared to spend the evening on your hearing night. The order of the cases to be heard is not determined until the night of the hearings and no one can predict how long each case will take. The Board does not deliberate on the case heard until the end of all the evening's hearings.
5. Expect members of the Board of Appeals to visit your premises unannounced in order to exercise their fact-finding and to prepare for your hearing.

Please check with the Building Department if you have any further questions.

Patrick O'Brien, Secretary to the Board