



INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

* THIS APPLICATION IS USED FOR THE BOARD OF ZONING AND APPEALS ONLY

INSTRUCTIONS TO APPLICANT
APPLICATION TO PLACE, MOVE AROUND ON THE PROPERTY
OR TO REMOVE FILL

No Application is accepted unless it is complete.

The Board of Appeals customarily meets the third Monday of each month.

Applications must be filed at least 45 days prior to the meeting and shall include thirteen (13) copies of each of the following items, submitted in twelve separate and complete sets:

- Application to Place or to Remove Fill (13 pages)
- N.Y.S. DEC Action Letter (if applicable)
- U. S. Army Corp of Engineers Approval (if applicable).
- Survey showing the soundings of the area (page 6 - #12-A)
- Survey and Topographical Map (page 6-#12-B)
- Map of the final proposed elevation of the area (page 6-#12-D).
- Diagram or plan showing the location and type of bulkhead to be constructed (if applicable) (page 6-#12E).
- Map showing the route in the Village to be used (page 7-#12-F).
- Analysis and written report from a professional engineer licensed by the State of New York (page 7-#12 G)
- Short Environmental Assessment Form.
- Certificate of Title and Deed(s) for the existing lot(s).
- Covenants, Restrictions, Easements attached to the property.
- Flood Plain Zone designation as shown on the Flood Insurance Rate Map produced by the Federal Emergency Management Agency and adopted by the Village of Sands Point must be identified. (This information may be obtained by referring to Federal Emergency Management Agency (FEMA) map, which is filed with the Village Clerk.
- Coastal Erosion Hazard Area delineation if property is located within the Village designated Coastal Management Zone.
- Tidal Wetlands Area Delineation as designated by the NYS DEC.
- Fresh Water Wetlands Area Delineation as designated by the NYS DEC.
- Schematic of utility facilities which are located within the property lines. Electric, water, telephone and cablevision.
- Drainage Plan showing proposed method of containing drainage within the property lines.
- Established and existing elevations of the road or Right-of Way contiguous to the site.

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITTS LANE
SANDS POINT, N.Y. 11050-1135

Landscape plan by a licensed professional showing trees of 20 inches or more in circumference which are planned to be removed.

IT IS REQUIRED THAT AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED HEARING PROPERTY BE STAKED TO SHOW THE CHANGE IN ELEVATIONS – PRESENT TO PROPOSED.

Notice To Contiguous Neighbors - List of the name of all owners of contiguous properties and properties located across the street from the proposed site and if the subject premises is adjacent to a private road, the owners of all other properties adjacent to the private road, together with section, block and lot numbers of said property, as shown on the current tax roll of the Village or Nassau County Roll.

1. At least ten (10) days prior to the scheduled, re-scheduled, or adjourned hearing, the Contiguous Neighbor Notice Form CPOF-01 (along with a copy of the legal) is to be sent by the applicant to owners of all contiguous property and properties located across the street of the proposed site; (if an applicant resides on a private road, all homeowners on the road are to be notified) by depositing a true copy of said Notice form enclosed in a postpaid properly addressed wrapper, Certified Mail – “Return Receipt Requested”.
2. Affidavit of Service Form with U.S. Post Office Stamped Receipts attached must be filed with the Clerk of the Board 48 hours prior to the Hearing.
3. Green Cards or those Notices which may have been returned as refused or unclaimed must be filed with the Clerk of the Board at least two days prior to the Hearing.
4. It is the Applicant’s responsibility to produce evidence to the Clerk of the Board that notice requirements have been satisfied.

Any additional papers, plans or revisions to plans which the applicant wishes to present to the Board of Appeals must be filed with the Clerk of the Board no later than two weeks prior to the scheduled Hearing.

Decision of the Board of Appeals is made only after Public Hearing which has been advertised by Legal Notice published in official newspaper of the Village at least ten (10) days prior to the Hearing (inclusive of Saturday and Sundays) and by Notice to Contiguous Property Owners properly completed.

Immediately upon filing of decision of the Board of Appeals with the Village Clerk, the Clerk shall forward certified copy of the Legal Order of Decision to the applicant, and to the Building Department of the Village.

Certificates of Insurance, per attached sheet of specifications are to be filed with the Village Clerk before the Permit is issued.

Fees and Deposits (see application page 7-#12-H).

Additional information may be requested by the Board of Appeals during the course of the hearing process.

On any application for site plan, variance and/or fill permit approval requiring the prior approval of the Board of Appeals, upon the taking of the minutes of the vote by its secretary approving an application, the Board may, in its sole discretion and upon unanimous vote, authorize the issuance of a building/fill permit prior to the filing of the written decision and order of the Board upon the following terms and conditions:

- a. A request for such relief must be filed with the Village at least three (3) days prior to the hearing of the application.

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

- b. The Building Department must provide written advice that it has no objection to the request.
- c. The issuance of any building or fill permit shall be subject to compliance with all statutes, local laws, rules and regulations otherwise applicable to the issuance of such permits.
- d. Applicant shall be required to acknowledge that the authorization is discretionary within the Village.
- e. Any building or fill permit which may be issued pursuant to this permission shall be subject to the formal ratification in the decision and order of the Board of Appeals.
- f. Any building or fill permit issued shall be subject to change as may be contained within the actual written decision and order of the Board of Appeals.
- g. The applicant shall be required to acknowledge that he/she is proceeding at his/her own risk and will bear full responsibility for any revisions or alterations which may be occasioned by the written decision and order of the Board of Appeals.
- h. Applicant shall be required to provide written assurance saving and holding the Village harmless from any and all liability arising out of the earlier issuance of the building or fill permit.
- i. Any building or fill permit which may be issued in the interim period shall note that it is subject to the formal written decision and order of the Board

THE RULES AND REGULATIONS AS HEREIN SET FORTH MAY FROM TIME TO TIME BE AMENDED BY THE BOARD OF APPEALS.

APPLICATION TO PLACE, MOVE AROUND ON PROPERTY OR TO REMOVE FILL

APPLICATION FEE \$ _____
DEPOSIT FEE\$ _____
CHECK/RECEIPT # _____

APPLICATION # _____

DATE RECEIVED _____

DATE PERMIT ISSUED _____



1) Property Owner _____
Property Address _____
Section _____ Block _____ Lot(s) _____
Owners Address _____
Telephone Number _____ Fax Number _____
Application Submitted by _____
Telephone Number _____

2) Fill to Be Placed:

Amount _____ Cubic Yards

Material _____

Number of Loads Per Day _____

Purpose for Placement _____

3) Fill to be moved around property:

Amount _____ Cubic Yards

Material _____

4) Fill to Be Removed:

Amount _____ Cubic Yards

Material _____

Number of Loads Per Day _____

Purpose for Removal _____

5) Describe other work projects on premises relating to placement or removal of fill pursuant to this application. _____

INCORPORATED VILLAGE OF SANDS POINT
 26 TIBBITS LANE
 SANDS POINT, N.Y. 11050-1135

6) Number of days requested to complete removal and placement of fill pursuant to this application: _____

7) Is Bulkhead Involved? Describe _____

N.Y.S. DEC Action Letter (Attached if Applicable) _____

U.S. Army Corp of Engineers Approval (Attached if Applicable) _____

8) Describe the area on which such fill is proposed to be placed or the area from which material is proposed to be removed by the latitude longitude co-ordinates as determined from the current United States Coast and Geodetic Survey of the area if the area involved is in a waterway or marshland abutting tidal waters, and by courses and distances in any other marshland or upland.

9) Depth of Proposed Fill or Depth of Proposed Removal of Material _____

10) List Equipment To Be Used For All Operations Pertinent To This Application.

<u>Equipment</u>	<u>Description</u>	<u>Size</u>	<u>Weight</u>
Bulldozers	_____		
Excavators	_____		
Mechanical Shovels	_____		
Pile Drivers	_____		
Dredges	_____		
Trucks	_____		
Other	_____		

11) Will work permitted pursuant to this application:
 a) change the course of any channel or natural movement of water _____
 b) accelerate the drift of underwater soil, sand, gravel, bog or mud _____

12) Submitted as part of this application is:

- A. Survey showing the soundings of the area in which fill is to be placed or from which material is to be removed, if the area is in a waterway and by a record of test borings in the area made by a qualified laboratory or business firm indicating the type of soil, depth of ground-water, and other pertinent information relating to existing soil conditions.
- B. Survey and topographical map, with contours at one foot intervals, of the area on which fill is to be placed or from which material is to be removed.
- C. Survey of utility facilities on and relative to the subject property (water electric, cablevision).

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

- D. Map of the final proposed elevation of the area on which fill is to be placed or from which material is to be removed.
- E. Diagram or plan showing the location and type of bulkhead to be constructed, the soil condition to a minimum depth of four feet in the ground, and the height and dimension of the bulkhead.
- F. A map showing the route in the Village to be used for the moving of all such equipment to and from the site.
- G. An Analysis and written report from a professional engineer licensed by the State of New York concerning the roads of the proposed route to be used by the equipment. This report shall analyze the condition of the existing roads and any damage which might be caused by the use of the equipment. A bond estimate shall be prepared covering the cost of repairing any damage to Village roads or other Village Property which may be caused by any operation connected with the filling or removal of material.
- H. Fees & Deposits – Each application shall be filed with the Village Clerk and accompanied by an application fee of **One Hundred Dollars (\$100.00) and a minimum deposit for the first one thousand cubic yards or part thereof of \$250.00 plus \$.10 for each additional cubic yard or part thereof. A \$2500.00 deposit to defray the cost of expenses incurred by the Village. Should the actual expenses exceed \$2500.00 the applicant will be required to reimburse the Village for the total additional expenses pursuant to Chapter 82 of the Village Code. If expenses are less than \$2500.00 the Village will refund the remainder to the applicant.**

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

All documents submitted under this section must be certified by a professional engineer and surveyor licensed by the State of New York and bear signature and seal of same.

I am aware of all provisions of section 84-1 of the Incorporated Village of Sands Point entitled Filling and Grading and will abide by all provisions contained therein.

I (we) hereby attest that:

- 1) Certificates of Liability Insurance as directed on Application page titled "Insurance Requirements," Certificate of Worker's Compensation Insurance and a Certificate of Compliance with Disability Benefits Law Insurance will be filed prior to authorization for permit, and that Certificates of Insurance satisfying Village specifications will be filed with the Village Clerk prior to commencement of work.

APPLICANT

Sworn to before me this

_____ day of _____ 20 .

Notary Public

Owner's Authorization

I/We _____ do hereby certify that I/we, owner(s) of

(Title of the premises) Section _____ Block _____ Lot(s) _____ do hereby authorize

_____ having a place of business at

_____ to obtain a permit for work described

in this application and to permit the Building Inspector and any officer or employee of

the Village to enter upon the premises without a Search Warrant in the discharge of

duties relative to this application. I further certify that I will be responsible for and

require compliance by my contractor with all applicable codes, laws and regulations.

Name(s) of Property Owner(s)

Signature(s) of Property Owner(s)

Address

Telephone #(s) Home & Business

If a corporation, name and addresses of officers and owner's agent.

Sworn to before me

This _____ day of _____ 20 .

Notary Public – Nassau County

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

VILLAGE ACTION

	Received	Date	Amount
<u>Bond/Deposit Expired or Returned</u>			
Fee			
Deposit			
Road Bond			
Performance Bond			
Insurance Certificate			
Board of Trustees			
Planning Board			
Permit Issued _____		Permit Expires _____	
Final Approval _____			

INCORPORATED VILLAGE OF SANDS POINT
26 TIBBITS LANE
SANDS POINT, N.Y. 11050-1135

DEPARTMENT OF PLANNING AND DEVELOPMENT
DIVISION OF BUILDING

Article 36 of New York State General Business Law requires that no excavator shall commence or engage in any excavation or demolition unless and until he has served timely notice as provided in the law to operators who maintain underground facilities in the Incorporated Village of Sands Point. Such notice shall be served in accordance with the rules and regulations promulgated by the Board of Standards and Appeals pursuant to section TWENTY-EIGHT OF THE LABOR LAW OF THE STATE OF NEW YORK

Application Number _____

Section _____ Block _____ Lot _____

Owner _____

Address _____

AFFIDAVIT OF EXCAVATION

I hereby affirm, under the penalties of perjury, that the above Applicant and/or application has complied with Article 36 of the New York State General Business Law in respect to underground facilities.

Date _____ Signed _____

Title _____

SHORT ENVIRONMENTAL ASSESSMENT FORM

Appeal No. _____ Applicant _____

Instructions:

- a) In order to answer the questions on short EAF, it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be under-taken.
- b) If any questions have been answered yes, the project may be significant and a completed environmental assessment form is necessary.
- c) If all questions have been answered no, it is likely that this project is not significant.
- d) Environmental assessment:

- 1. Will project result in a large change to the project site or physically alter more than 10 acres of land? _____ Yes _____ No
- 2. Will there be a major change to any unique or unusual landform found on the site? _____ Yes _____ No
- 3. Will project alter or have a large effect on an existing body of water? _____ Yes _____ No
- 4. Will project have a potentially large impact on groundwater quality? _____ Yes _____ No
- 5. Will project significantly affect drainage flow on adjacent site? _____ Yes _____ No
- 6. Will project affect any threatened or endangered plant or animal species? _____ Yes _____ No
- 7. Will project result in a major adverse effect on air quality? _____ Yes _____ No
- 8. Will project have a major effect on visual character of the community or scenic views or vistas known to be important to the community? _____ Yes _____ No
- 9. Will project adversely impact any site or structure of historic, prehistoric, or paleontological importance or any site designated as a critical environmental area by a local agency? _____ Yes _____ No
- 10. Will project have a major effect on existing or future recreational opportunities? _____ Yes _____ No
- 11. Will project result in major traffic problems or cause a major effect to existing transportation systems? _____ Yes _____ No
- 12. Will project regularly cause objectionable odors, noise, glare vibration or electrical disturbance as a result of the project's operation? _____ Yes _____ No
- 13. Will project have any impact on public health or safety? _____ Yes _____ No
- 14. Will project affect the existing community by directly causing a growth in permanent population of more than 5 percent over a one-year period, or have a major negative effect on the character of the community or neighborhood? _____ Yes _____ No

PREPARER'S SIGNATURE _____ TITLE _____

REPRESENTING _____ DATE _____