

APPLICATION FOR A DOCK

AND REGULATED STRUCTURES

(PURSUANT TO CHAPTER 70 OF THE CODE OF THE VILLAGE OF SANDS POINT)

THE BOARD OF APPEALS CUSTOMARILY MEETS THE SECOND MONDAY OF EACH MONTH.

COMPLETED APPLICATIONS MUST BE FILED WITH THE VILLAGE CLERK AT LEAST 45 DAYS PRIOR TO THE MEETING. APPLICANTS WILL BE NOTIFIED WHEN THEIR APPLICATION WILL BE HEARD.

PRE-SUBMISSION REQUIREMENTS:

1. Completed Building Permit Application must be submitted to the Building Inspector for review.
2. Letter of referral from the Building Department to the Board of Appeals must be received by the Applicant.
3. **Three (3)** completed Applications (as set forth below) must be submitted by the applicant to the Building Inspector for review. The Building Inspector may require additional information or revisions. After all requested changes have been made and if the submission is acceptable to the Building Inspector, **ten (10)** additional application sets must be submitted.

APPLICATIONS SHALL INCLUDE:

IN TOTAL, THIRTEEN (13) COPIES OF EACH OF THE FOLLOWING (SUBMITTED IN THIRTEEN SEPARATE, COMPLETE AND COLLATED SETS):

Paperwork

- a. Application, fully completed.
- b. Original building permit application which was reviewed by the Building Department.
- c. Building Department's letter of referral (memorandum of review).
- d. Identification of all required permits or approvals from the Village or any other governmental body, and a record of application for and status of such permits or approvals.
- e. Full Environmental Assessment Form.
- f. List of the names of all owners of property contiguous to the subject premises, 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.
- g. Certificate of Title and deed(s) for the existing lot(s).
- h. All appropriate permit fees, charges and deposits required by the Village pursuant to chapter 82 of the Village code.
- i. Affidavit by the owner/applicant that there is no prior unpermitted construction on the proposed site.

- j. Any other information found by the Board of Zoning Appeals or Building Department to be necessary to reasonably determine compliance of the plan with applicable Village Law and Chapter 70 of the Village Code.

Plans

- a. Site plan for the proposed dock or related structure, drawn at a scale of not less than one (1) inch equals twenty (20) feet, signed and sealed by a licensed or engineer. The location of the proposed structures shall be clearly indicated on the plans. The location of any docks and/or floats on adjoining properties shall also be shown on the site plan drawn to scale. Underwater soundings in the area of the proposed dock and float shall be undertaken and shown on the plans.

Plans for proposed dock or related structure for which applicant is making application including structures, fixtures or mechanisms appurtenant thereto, such as boat lifts, support piles and mooring piles. Plans must be signed and sealed by a licensed engineer.

Site Survey, showing all existing structures prepared, signed and sealed by a licensed land surveyor.

Photographs (2 sets only) of the site for the proposed dock or related structure and surrounding properties.

The Building Department may waive any requirements it determines to be unnecessary for the appropriate review of a particular application but such waiver shall not be binding upon the Board of Zoning Appeals.

THE PLANS MUST INCLUDE:

- b. A title block located in the lower right-hand corner of the site plan and shall include the name and address of the applicant and record owner of the property, the property's designation on the Nassau County Land and Tax Map, and the title of the project. If the applicant is a corporation, the name and address of the president and secretary shall be submitted with the application.
- c. A date block of the site plan adjacent to the title block containing the date of preparation and dates of all revisions.
- d. A key map showing the location of the property with reference to surrounding areas and existing street intersections within one (1,000) feet of the boundaries of the subject premises.
- e. A written and graphic scale, as well as a North Arrow.
- f. Zoning District boundaries shall be shown on the site plan as they affect the parcel.
- g. Survey data showing boundaries of the property, required building and setback lines and lines of existing and proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way.
- h. Reference to any existing covenants, restrictions, easements or exceptions that are in effect or are intended to cover all or any of the property. A copy of such covenant, restriction, easement or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to the effect shall be indicated on the site plan map.
- i. Location of existing structures on the site. The plan shall contain a notation indicating any structures that are to be removed.
- j. Location plans and elevations of all proposed structures.

- n. Existing and proposed underwater contours according to Nassau County Datum at intervals not to exceed two (2) feet. Existing contours are to be indicated by dotted lines; proposed contours are to be indicated by solid lines.
- o. The location of all existing significant natural features such as boulders, rock outcrops, water courses, depressions, ponds, marshes, and other wetlands, whether or not officially mapped.
- p. The proposed location, direction of illumination, power and time of proposed outdoor lighting.
- q. Delineation of Coastal Erosion Hazard Area, if the property is located within the Village-designated Coastal Management Zone.
- r. Delineation of tidal and freshwater wetlands areas as designated by the New York State Department of Environmental Conservation.

Application must be accompanied by a fee of \$300.00 payable to the Incorporated Village of Sands Point, and \$2500.00 deposit to defray the actual cost of expenses incurred by the Village (separate check please). Should 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. These expenses include but are not limited to:

1. Advertising
2. Stenographic minutes of meetings
3. Engineering costs of the Village Engineer
4. Inspection Costs
5. Legal fees for the Village Attorney
6. Recording Fees
7. Planning, sound, traffic, environmental or other specialized studies

All of the foregoing costs shall be consistent with the costs for the services then prevailing in the community.

It is required that, at least two weeks prior to the scheduled hearing, the property be staked to show dimensions of proposed construction and to show property boundary lines. The applicant shall notify the Village Clerk when staking is completed.

Notice To Contiguous Neighbors

At least ten (10) days prior to the initial scheduled hearing, the Contiguous Neighbor Notice form shall be sent by the applicant to owners of contiguous property by depositing a true copy of said Notice form enclosed in a postpaid properly addressed wrapper, Certified Mail – “Return Receipt Requested”, along with a copy of the Legal Notice. If access to the subject premises is provided by a private road, the owners of all other properties having access to the private road shall be provided with notice as previously stated.

Affidavit of Service Form with U.S. Post Office Stamped Receipts attached shall be filed with the Clerk of the Board 48 hours prior to the Hearing.

Green Cards or those Notices which may have been returned as refused or unclaimed shall be filed with the Clerk of the Board at least two days prior to the Hearing.

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

A certificate of insurance and a copy of a policy of insurance, with the Village as a named insured, in the amounts set forth in Section 17 of Local Law 1 of 1998, evidencing protection to the public from bodily injury or property damage sustained as a result of the use of a dock.

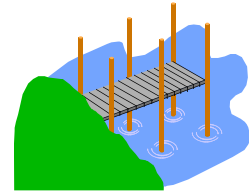
Decision of the Board of Appeals is made only after a public hearing which has been advertised by legal notice published in official newspaper of the Village at least ten (10) days prior to the hearing (inclusive of Saturdays and Sundays).

ADDITIONAL INFORMATION MAY BE REQUESTED BY THE BOARD OF ZONING APPEALS DURING THE COURSE OF THE HEARING PROCESS.

ANY APPLICATIONS THAT ARE DEEMED INCOMPLETE WILL NOT BE ACCEPTED BY THE VILLAGE AND THE BOARD WILL NOT HEAR THE MATTER.

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON TO THIS OFFICE. NO APPLICATIONS WILL BE ACCEPTED BY MAIL. SUBMISSIONS MUST BE MADE BY PRIOR APPOINTMENT WITH THE BUILDING DEPARTMENT. CALL RANDY BOND, OR DENNIS DAVISON AT (516) 883-3044. NO APPLICATION WILL BE ACCEPTED WITHOUT AN APPOINTMENT.

**BOARD OF ZONING APPEALS
VILLAGE OF SANDS POINT
NEW YORK
DOCK APPLICATION**



Application Fee \$300	Receipt #	Date Received
Deposit Fee \$2500.00	Receipt #	Date Received
Location of the Site:		
Section:	Block::	Lot::
Applicant's Name		Plans Prepared By:
Applicant's Address:		Applicant's Fax:
Preparer's Name:	Preparer's Phone:	Preparer's Fax:
Owner's name:	Attorney:	
Address:	Address:	
Telephone:	Telephone:	
Fax:	Fax:	
Add'l Owner:	Add'l Owner:	
Address:	Address:	
Telephone:	Telephone:	
Fax:	Fax:	
Please Indicate Which Party Listed Above Will Mail Out Contiguous Neighbor Package:		

LEGAL STATUS OF LAND		
Land is held by owner under deed dated (attach copy):		
Recorded in Nassau County's Clerk Office on:		
In Liber:	Of Deed's Page:	
Building Permit Application #	Filed (date):	Denied (date):
Appellant became the owner or contract/vendee of said property on (date):		
DEC Permit Applied for (date):	Approved (date):	Permit #:
Army Corps Applied for (date):	Approved (date):	Permit #:
Coastal Permit Applied for (date):	Approved (date):	Permit #:
Other Permits Required (if any):		
Total Area of Parcel	Net Area of Parcel	
Residence Zone District:	Is this an improved lot?	
Is property located within 300 Feet of a Nassau County Road or Nassau County owned property:		
The subject of this application is pursuant to: Chapter 70, and/or granting of a variance from the provisions of the Code of the Village of Sands Point:		
Section:		
Section:		
Section:		
so as to permit the use, construction or alteration of a dock or structure or the use of land sought by Appellant.		

1. Is this application being made for an initial permit for an existing dock constructed prior to the adoption of Local Law No. 4 of 1995? If yes go to page 8. If no continue.
2. Do you plan to construct, erect, enlarge, install, alter, or reconstruct the dock with boat lifts?
3. What benefit do you seek from the lifts that you cannot achieve by any other method?
4. Are there any unusual circumstances and conditions affecting said property which are inherent and peculiar to said property and which do not apply generally to other property in the vicinity or neighborhood, namely (please list all):
5. Are there any unusual circumstances and conditions that affect the use of this dock? Please list all:
6. Will this dock impede, obstruct, or interfere with navigation, the rights of adjoining property owners, the public use of or passage along the foreshore or the waterway, or significantly damage the environment?
7. By reason of the aforesaid unusual and peculiar conditions, carrying out the strict letter of such provisions of the Incorporated Village of Sands Point will result in practical difficulties, unnecessary hardships or, deprive Appellant of the reasonable use of property; such practical difficulties or unnecessary hardships are as follows (please list all):
8. WHEREFORE, in accordance with the foregoing alleged facts Appellant petitions such Board of Zoning Appeals in acting on this Notice of Appeal to reverse the order, requirement, decision or determination of the Village Building Inspector, and grant the requested permit or to vary the strict application of the aforesaid provisions of Local Law 1 of 1998 of the Village of Sands Point to said property to the following extent: (explain):

AFFIDAVIT OF INDIVIDUAL OWNER/APPLICANT
STATE OF NEW YORK)
: SS.
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that
 Applicant resides at

_____, and is the owner in fee of the property hereinbefore described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true.

Sworn to before me this _____ day of _____, 20 .

 Notary Public

 Applicant's Signature

AFFIDAVIT OF OFFICER OF CORPORATE OWNER/APPLICANT
STATE OF NEW YORK)
: SS.
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that
 Applicant resides at (Applicant)

and that Applicant is _____ of _____, which is the owner of the property hereinbefore
 (Title) (Corporation)

described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true.

Sworn to before me this _____ day of _____, 20 .

 Notary Public

 Applicant's Signature

OWNER'S AUTHORIZATION

I/we _____ do hereby certify that I/we, owner(s) of premises located _____ and known in the Nassau County Land and Tax Map as Section _____, Block _____, Lot(s) _____ do hereby authorize _____ having a place of business at _____ to file an application for a variance of the subject premises of Sands Point for the Board of Zoning Appeals.

Sworn to before me this: _____ day of _____, 20 . _____ Notary Public	Name of Property Owner(s) If a corporation, name and addresses of officers and owner's agent.
	Signature(s) of Property Owner(s)
	Address
	Home Phone:
	Business Phone:
	Fax:

