

Village of Great Neck Estates  
Atwater Plaza, 4 Gateway Drive  
Great Neck, NY 11021

Filing Fee – Board of Trustees Residential \$1,500  
Commercial \$2,500  
+ Cost of Consultants

## **Board of Trustees Application**

If your application is for a conditional use, you may make application to the Board of Trustees. Meetings are once monthly, usually the second Monday of each month.

**Confirm the filing deadline and hearing date for the Board Of Trustees by calling Village Hall**

### **BOARD OF TRUSTEES APPLICATIONS REQUIRE (10) COMPLETE, SIGNED & COLLATED COPIES AND FEE**

The following documentation is required:

1. APPLICATIONS & FILING FEE
2. PLANS & SPECIFICATIONS
3. PLOT PLAN
4. KEY MAP OF ADJOINING PROPERTIES SHOWING HOUSES & ANCILLARY STRUCTURES ON **THREE (3)** CONTIGUOUS SIDES OF THE SUBJECT PROPERTY
5. ENVIRONMENTAL ASSESSMENT FORM
6. COPIES OF PAID VILLAGE TAX BILL. GENERAL & SCHOOL TAX BILLS may be obtained from the Town of North Hempstead, Tax Office, 200 Plandome Rd, Manhasset NY
7. CURRENT SURVEY OF PROPERTY, DATED NOT MORE THAN SIX MONTHS PRIOR TO THE DATE OF THE APPLICATION, SHOWING ALL EXISTING BUILDINGS & STRUCTURES
8. COPY OF LAST DEED OF RECORD FOR THE SUBJECT PROPERTY
9. ABSTRACT OF TITLE FROM A TITLE COMPANY OR ABSTRACT COMPANY SHOWING NAMES OF ALL CURRENT OWNERS, AND ANY AND ALL ENCUMBRANCES OR RESTRICTIONS ON THE USE OF THE SUBJECT PROPERTY
10. LATEST COPY OF CERTIFICATE OF OCCUPANCY/COMPLETION or COMPLIANCE OR A SEARCH LETTER
11. ANY ADDITIONAL WRITTEN INFORMATION WHICH THE APPLICANT BELIEVES SHOULD BE CONSIDERED BY THE BOARD OF APPEALS (TRUSTEES) IN CONNECTION WITH THIS APPLICATION
12. RADIUS MAP, Prepared from the Nassau County Tax Maps available at Village Hall. Designate Block & Lot Numbers for properties within radius. The names & addresses of property owners must be listed and keyed to the Radius Map

**Note: DOCUMENTATION THAT IS NOT COMPLETE CANNOT BE ACCEPTED NOR CAN A HEARING DATE BE SCHEDULED UNTIL THE APPLICATION IS COMPLETE**

13. NOTICE OF PUBLIC HEARING will be provided to the applicant by the Village §235-12. Applicant is responsible for mailing such notice by Certified Mail, Return Receipt Requested, to the radius list AT LEAST TEN (10) business days prior to the scheduled Board meeting.
14. AFFIDAVIT OF MAILING OF NOTICE including Certified Mail Receipts and Return Receipts must be submitted to the Village Office no later than 5 (five) working days before the Board meeting.

BOARD OF (APPEALS) (TRUSTEES)

-----x  
IN THE MATTER OF THE APPLICATION OF

APPLICATION

to the Board of (Appeals) (Trustees)  
of the Village of Great Neck Estates.  
-----x

1. Name of applicant:\_\_\_\_\_

2. Applicant's address:\_\_\_\_\_

\_\_\_\_\_

3. If the applicant is not an owner of the property which is the subject of this application, state the relationship of the applicant to the owner(s):

\_\_\_\_\_

4. The property which is the subject of this application is located at:\_\_\_\_\_, Great Neck Estates, N. Y. and is also known as Section \_\_\_\_, Block\_\_\_\_\_, Lot(s)\_\_\_\_\_ on the Nassau County Land and Tax Map.

5. The full name and residence address of all owners of the property (if applicant is not the sole owner) is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. The property is located in the \_\_\_\_\_ zoning district of the Village of Great Neck Estates.

7. The subject property is located on the \_\_\_\_\_ side of  
\_\_\_\_\_(street).
8. The date on which the owner(s) acquired the property was  
\_\_\_\_\_.
9. The approximate dimensions of the property are \_\_\_\_\_ feet  
by \_\_\_\_\_feet, and the total acreage of property is \_\_\_\_\_  
acres.
10. The property is presently used for\_\_\_\_\_
- \_\_\_\_\_.
11. Are there existing buildings on the property?\_\_\_\_\_ If so,  
of what type of construction\_\_\_\_\_
12. The present assessed valuation of the property is:  
Land \_\_\_\_\_Building(s)\_\_\_\_\_
13. Are there any outstanding village taxes on the property?  
\_\_\_\_\_If so, for what years?\_\_\_\_\_
14. The applicant or owner(s) wish to make use of the property  
for the purpose of:\_\_\_\_\_
15. The Building Department of the Village of Great Neck Estates  
denied an application for said proposed use on \_\_\_\_\_
16. The proposed use of the property violates the following  
sections of the Village Code:\_\_\_\_\_
- \_\_\_\_\_

17. This is an application for:

\_\_\_\_\_ an appeal

\_\_\_\_\_ a variance

\_\_\_\_\_ a special permit

\_\_\_\_\_ other(describe):\_\_\_\_\_

18. The following sections of the Village Code provide that the

Board of (Appeals) (Trustees) has authority to grant the

relief requested in this application:\_\_\_\_\_230-67\_\_\_\_\_

19. Description of the problem, or reasons for this application,

which constitute practical difficulty or unnecessary hardship

which justifies the relief sought in this application:

(Note to Applicant - this information is particularly important, and must constitute a complete statement of the grounds for the relief which you are seeking. You may use additional sheets of paper if necessary to provide a complete response)

20. Has any previous application been made to the Board of

(Appeals) (Trustees) for the relief sought in this

application, or relief similar to that sought in this

application?\_\_\_\_\_ If so, attach a description of each such

prior application, including the date the application was

made, the date of the determination by the Board of (Appeals) (Trustees), and a summary of the determination by the Board of (Appeals)(Trustees).

21. Has any previous application been made to the Board of (Appeals) (Trustees) for any other relief with respect to the property which is the subject of this application?\_\_\_\_\_
- If so, attach a description of each such prior application, including the date the application was made, the date of the determination by the Board of (Appeals) (Trustees), and a summary of the determination of the Board of (Appeals) (Trustees).
22. Are there any outstanding violation notices affecting the subject premises? \_\_\_\_\_
23. Are there any pending court proceedings involving the subject premises? \_\_\_\_\_
24. The undersigned applicant states under penalty of perjury that the foregoing statements and information, and all statements and information contained in papers submitted herewith, are true.

Name of applicant:\_\_\_\_\_

Signature of applicant:\_\_\_\_\_

Title of signatory:\_\_\_\_\_

Date:\_\_\_\_\_

AFFIDAVIT OF APPLICANT

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU )

The undersigned, being duly sworn, deposes and says that deponent has read the foregoing application subscribed by applicant, and knows the contents thereof, and that the contents of the application are true of the deponent's personal knowledge, except as to the matters stated to be upon information and belief, as to which matters deponent believes the contents to be true.

If the applicant is a corporation, the deponent is an officer thereof, to wit the \_\_\_\_\_, and is authorized by the Board of Directors of the corporation to execute this application on behalf of the corporation.

If the applicant is a partnership, the deponent is a general partner thereof, and has authority to execute this application in the name of the partnership.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 200 .

\_\_\_\_\_

AFFIDAVIT OF OWNER(S)

(To be completed only if the applicant is not the sole owner)  
(All owners must sign either as owner or applicant)

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU )

\_\_\_\_\_being duly sworn, deposes and says that (s)he is the owner of the property known as \_\_\_\_\_ in the Village of Great Neck Estates. No other person is an owner of the said property except as described in the attached application. The undersigned hereby acknowledges that the applicant herein is authorized to submit this application to the Village of Great Neck Estates on behalf of the owner(s) of the subject property.

\_\_\_\_\_  
Sworn to before me on this \_\_\_\_\_  
day of \_\_\_\_\_200 .

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU )

\_\_\_\_\_being duly sworn, deposes and says that (s)he is the owner of the property known as \_\_\_\_\_ in the Village of Great Neck Estates. No other person is an owner of the said property except as described in the attached application. The undersigned hereby acknowledges that the applicant herein is authorized to submit this application to the Village of Great Neck Estates on behalf of the owner(s) of the subject property.

\_\_\_\_\_  
Sworn to before me on this \_\_\_\_\_  
day of \_\_\_\_\_200 .

BOARD OF (APPEALS) (TRUSTEES)  
VILLAGE OF GREAT NECK ESTATES

-----X

In the Matter of the Application of

DISCLOSURE  
AFFIDAVIT  
General Municipal Law  
Section 809

-----X

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU )

\_\_\_\_\_, being duly sworn, deposes and says:

1. I am the (applicant with respect to)(owner of the premises which are the subject of) the attached application.
2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead or the Village of Great Neck Estates, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE"):

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Nature of Interest</u>
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\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 200 .

\_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER/AUTHORIZATION**  
*All Owners must sign either as owner or applicant*

State of New York )

SS:

County of Nassau )

(I)(We), \_\_\_\_\_ being duly sworn, state:

**Complete Items #1, 2 or 3 as applicable, then Item #4**

- (1) (I am) (We are) the owner(s) of the property described in this application known as \_\_\_\_\_, and described on the Nassau County Land and Tax Map as Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s)\_\_\_\_\_.
- (2) If the applicant is a corporation, the deponent is an officer thereof, to wit the \_\_\_\_\_, and is authorized by the Board of Directors of the corporation to execute this application on behalf of the corporation.
- (3) If the applicant is a partnership, the deponent, \_\_\_\_\_ is a general partner thereof, and has authority to execute this application in the name of the partnership.
- (4) (I) (We) hereby authorize \_\_\_\_\_ to submit this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE  
TO THE BEST OF MY KNOWLEDGE AND BELIEF**

\_\_\_\_\_  
Signature of Applicant

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS 'A' MISDEMEANOR  
PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK**

# Village of Great Neck Estates

## AFFIDAVIT OF MAILING OF NOTICE

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

\_\_\_\_\_ being duly sworn, deposes and says:

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, I sent by certified mail with return receipt, a notice required by the Code of the Village of Great Neck Estates, a copy of which notice is hereto annexed, to each person on the list of the names and addresses filed with the \_\_\_\_\_ application. The return receipts from all such persons are hereby attached and made a part of this affidavit.

The persons named in said list and to whom I mailed said notice are all of the owners of all of the lands within a radius of 200 feet of the property affected by this application, and the addresses designated in said list are the post office addresses of said persons.

\_\_\_\_\_  
Print Name (Owner/Applicant)

Address\_\_\_\_\_

\_\_\_\_\_  
Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary