APPLICATION INSTRUCTIONS

Commercial

A complete application must be submitted to the ZBA in room 212 before for a hearing will be scheduled. See the COMPLETE INSTRUCTIONS on the next page for guidance on the entire ZBA process.

A minimum of **Twenty-two (22)** ***IDENTICAL PACKETS*** of the following documents assembled in the same order as indicated below.

Items with a "✓" can be obtained in Town Hall
Items with a "⌂" may be with the papers from the purchase of your property
Items with a "★" are blank forms provided within this packet, but must be completed

Submitted documents become a permanent part of our records and cannot be returned.

1.✓ **LETTER OF DENIAL & LETTER OF INTENT** from the Building Department (or other Department issuing the denial).

2.★ **APPLICATION FORM**
- **MUST** be signed by Applicant and **MUST** be signed by all parties on the current deed.
- Corporate Resolution granting individual authorization (when property is corporate owned).

3.✓ **LIST OF PROPERTY OWNERS & OCCUPANTS** within 500 feet of the property. Zones R-15, R-10, R-7 and R-5 within 200 ft. from the Planning Department (room 212) for a $50.00 charge. Addresses may also be collected manually from the ASSESSOR'S office for free. *Hint: spend the $25.00!*

4.✓ **Outstanding VIOLATIONS or NOTICES OF VIOLATION** - Code Enforcement room.

5.✓ **PRIOR ZBA DECISIONS** - any and all prior ZBA decisions, if applicable.

6.⌂ **SURVEY REPRODUCED IN A RECOGNIZABLE SCALE**; showing precise dimensions of ALL STRUCTURES. All structures on the lot must have a Certificate of Occupancy (C/O) or must be legalized via this application process. **SEE ATTACHED REQUIREMENT FOR SURVEY SUBMISSION ON FOLLOWING PAGE.**

7. **CONCEPTUALIZED SITE PLAN IN A RECOGNIZABLE SCALE*** showing the property as it is PROPOSED is required for: a) Non-residential applications and b) Residential applications with the intent of applying to the Planning Board for subdivision approval.
Large maps must be individually folded with the information box in the lower right-hand corner. **ADDITIONALLY**, provide three reduced copies (8½ x 11) of the site plan, separately.
*See the attached CONCEPTURALLIZED SITE PLAN REQUIREMENT attached.
A CONCEPTUALIZED SITE PLAN is NOT required for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings.

8.⌂ **DEED** reflecting current ownership. All deeded owners must sign APPLICATION in step #2.

9.⌂ **COVENANTS AND RESTRICTIONS** relative to the involved property, if applicable.

10.✓⌂**CERTIFICATES OF OCCUPANCY** &/or **LETTER IN LIEU OF CERTIFICATE OF OCCUPANCY** for all structures on the property. Complete site history from the Building Department

11. **CONTRACT OF SALE** – if property is currently under contract

12. **LEASE AGREEMENTS** – if applicable

13. **PHOTOGRAPHS** of all structures on the property from various angles. Include one set of originals, but the remaining sets may be black and white copies of the originals. **PLEASE ALSO INCLUDE A DIGITALIZED SET OF PHOTOS ON A CD TO BE USED AT YOUR PRESENTATION BY BOARD**

**********NEW REQUIREMENT**********

14.✓ **ASSESSOR'S CARD** front and back, from the ASSESSOR'S Office, room 100.

15.★ Completed **SHORT ENVIRONMENTAL ASSESSMENT FORM PART I** - Depending on the type of action proposed, submission of a completed *FULL* EAF PART I may be required. If the application will result in subdivision, then a FULL EAF PART I is required.

16. **TRAFFIC STUDY** *at the time the application is submitted* when requesting a parking variance.

17.★ **CERTIFICATION AND DISCLOSURE FORMS** – signed by all applicants and owners.

FEES - make check payable to TOWN OF HUNTINGTON according to following schedule:

Fees	
$1,250.00	CommercialApplication/Special Use
$2,000.00	Special use permit §198-68.1
$ 350.00	Home Occupation
$ 250.00	Subdivisions/substandard lot per lot
$ 250.00	SEQRA review fee
$ 50.00	List of Property Owners
$ 25.00	Optional labels for list of owners

website: huntingtonny.gov
e-mail: planning@huntingtonmy.go
Town of Huntington Zoning Board

APPLICATION FORM

Commercial

TAX MAP NUMBER_____ **DATE**_____

APPLICANT – Applicant must be a party in interest

NAME: _____

COMPANY NAME: _____

ADDRESS _____

_____

PHONE _____

OWNER (S) - All owners on the current deed.

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

_____ _____

Are there any *Violations* or *Notices of Violation* outstanding on this property? YES / NO (Circle)

If yes, what sections of Code are cited? (Attach copies) _____,_____,_____,_____

Application is herein made for section(s) of the Code of the Town of Huntington.

_____,_____,_____,_____,_____,_____

Property Description from the Letter of Denial from the Town of Huntington Building Department:

_____

Is the property within one mile of an airport or 500 feet of: (a) the boundary of any existing or proposed county, state or federal park or other recreation area, (b) the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, (c) existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, (d) the existing or proposed boundary of any other county, state or federally-owned land or (e) the boundary line of any village or town? Yes_____ No _____

Located in Zone District designated as:_____

Previous Appeals. Please check one.

( ) A previous appeal has been made dated _____ ZBA#(s) _____

( ) A previous appeal has not been made with respect to this denial of the Building Inspector or with respect to this property.

Reason for Appeal to change present status:

_____

_____

_____

Names and addresses of all owners of real property within a radius of 500 feet (200 feet for property zoned R-15, R-10, R-7 and R-5).

I hereby affirm that to the best of my knowledge the list of property owners presented with this application is accurate and that all statements herein are true.

_____ _____

Signature(s) of Owner(s). Print name(s) below Signature of Applicant. Print name below

_____ _____

The undersigned certifies that the owner(s) listed in section 2 of this application is/are a complete representation of the current owner(s) of the real property referred to in this application.

_____ _____

Signature of Owner(s). Print name(s) below Signature of Applicant. Print name below

_____ _____

FOR OFFICE USE ONLY

I, Clerk of the Zoning Board of Appeals, do hereby affirm that legal notices of the hearing has been published in the official Town Paper(s) on _____.

_____

Date: _____ Clerk of the Zoning Board of Appeals

Fee: _____

Receipt #: _____

website: huntingtonny.gov
e-mail: planning@huntingtonmy.gov
Town of Huntington Zoning Board of Appeals

APPLICANT CERTIFICATION
Signed by ALL Applicants

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

   _____

2. I reside at _____.
3. The nature of my interest in the aforesaid application is as follows:

   _____

   _____

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

_____
Notary Public

_____

_____
Signature(s)

_____

_____
Please print name(s)

OWNER CERTIFICATION
Signed by ALL Deeded Owners

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

   _____.

2. I reside at _____.
3. The nature of my interest in the aforesaid application is as follows:

   _____

   _____

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

_____

Notary Public

_____

_____

Signature(s)

_____

_____

Please print name(s)

DISCLOSURE STATEMENT
Signed by ALL Applicants and Deeded Owners

In accordance with the requirements of §809 of the General Municipal Law of the State of New York, directing that all applications requesting relief from the Zoning Board of Appeals of the town of Huntington must include a statement by the applicant disclosing, to the extent known to said applicant, the name and residence of any officer or employee of the Town of Huntington or County of Suffolk, or any state officer, having an interest in the applicant and the nature and extent of that interest, the applicant provides as follows:

NAME	ADDRESS	NATURE AND EXTENT OF INTEREST

(if the space allocated above is insufficient to list all persons interested in the applicant, please provide the required information on additional interested persons on a separate sheet(s) of paper and attach hereto)

For the purposes of completing this statement, the word "applicant" shall mean the person, corporation, partnership or association making such application.

Furthermore, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

(a) is the applicant, or

(b) is an officer, director, partner or employee of the applicant, or

(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

A PERSON WHO KNOWINGLY AND INTENTIONALLY WITHHOLDS THE NAMES AND ADDRESSES OF ANY PERSONS INTERESTED IN THE APPLICANT AS DESCRIBED IN THIS STATEMENT VIOLATES §809 OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK AND SHALL BE GUILTY OF A MISDEMEANOR.

The undersigned affirms, to the best of his or her knowledge, that the person(s) disclosed in this statement is/are the only person(s) having an interest in the applicant.

Date:

Signature of Owner	Signature of Applicant
Signature of Owner	Signature of Applicant
Signature of Owner	Signature of Applicant

If the Applicant is a Corporation, Partnership or Association, state the relationship of the signer to the Applicant.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information

Name of Action or Project:

Project Location (describe, and attach a location map):

Brief Description of Proposed Action:

Name of Applicant or Sponsor:	Telephone:
	E-Mail:

Address:

City/PO:	State:	Zip Code:

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	☐	☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:	☐	☐

3.a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

4. Check all land uses that occur on, adjoining and near the proposed action.
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐

	NO	YES
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES		
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

CONCEPTUALIZED SITE PLAN REQUIREMENT

A CONCEPTUALIZED SITE PLAN is required for:

Non-residential applications.

Residential applications with the intent of applying to the Planning Board for subdivision approval. Large maps must be individually folded with the information box in the lower right-hand corner.

CONCEPTUALIZED SITE PLAN IS NOT REQUIRED

for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings. The below list is only the bare necessities for a technical review on behalf of the Zoning Board of Appeals and by no means constitutes a full site plan review. Please note that when an application is submitted to the Planning Board for full site plan review additional items will be required at that time.

A CONCEPTUALIZED SITE PLAN contains the following features:

Lot area, building lot coverage, Names of abutting streets, general boundary lines, bearings, distances, area of parcel, a tie distance to an established street intersection, a north point and notation as to a standard scale (1"=10', 1"=20', 1"=30', 1"=40' or 1"=50').

Zoning of the subject and abutting properties must be accurately depicted. All zone district boundary lines, must be shown.

Key map at a scale of no less than 1"=1000', may be included to indicate approximate location of property that is subject of the application.

Existing and proposed curbs, sidewalks, buildings, areas to be landscaped, utilities, fencing, free-standing signs, dumpsters, proposed parking areas, aisles and driveways, buffers and their ***exact dimensions must be shown.***

Parking calculations based on uses (§198-47). Parking spaces to be standard 9 x 20. Handicapped spaces to be 8' x 20' with an 8' x 20' transfer area.

Existing and proposed building Gross Floor Area to include an area breakdown of the building's existing and proposed uses on all building levels to coincide with #5 above.

Loading zones, where applicable, as required pursuant to §198-54.

Special use permits, pursuant to §198-110(C)(3), will also require submission of a yield map.

MAKING YOUR PRESENTATION

The Zoning Board of Appeals of the Town of Huntington consists of seven members who are all residents of the Town of Huntington. Although state and local laws give the Board specific responsibilities, most applications deal with matters where strict application of the terms of the Zoning Ordinance and literal enforcement would result in lack of reasonable benefit or unnecessary hardship. In making its' decision, the Board is limited by the powers the Ordinance grants it as well as by prior legal decisions on similar cases.

The question frequently arises as to whether an applicant should retain an attorney to present his or her case. The Applicant is permitted to present their own case by themselves or choose a representative. Each Application will be as carefully considered as if presented by a lawyer. In most relatively simple matters the Applicant presents their own case. Attorneys frequently present more complicated cases. Since two cases are seldom exactly alike, the decision of whether to retain a lawyer (as well as which one) is left exclusively in the hands of the applicant.

Applicants have, as much time as they feel is necessary to properly present their cases to the Board, but are encouraged to be reasonably concise in their presentations. The Board is interested in why the variance is needed, a brief description of the neighboring properties and any other information that will help it reach a sound decision. In short, the Board is interested in obtaining as much factual material as possible concerning the requested variance, both from proponents as well as opponents of the application. In this manner the Board can reach an equitable decision that will fairly balance the rights of the applicant and the community at large. However, opinions are not factual and therefore the Board requests that limited time be spent on opinions.

Variances are a legal proceeding prescribed by New York State Law, which demands that the Zoning Board of Appeals make it determination based on findings presented up to, and including the public hearing.

There are separate considerations when making determinations depending on the type of variances requested.

An **AREA VARIANCE** is a variance of a *dimensional or physical requirement* such as a front yard variance to erect a porch or a side yard variance to legalize a garage constructed without a permit too close to the property line. MOST RESIDENTIAL APPLICATIONS ARE AREA VARIANCES. See the following AREA VARIANCE TEST for guidance on the types of findings the ZBA will be looking for in your presentation.

A **USE VARIANCE** is a request *to use property for a purpose*, which is otherwise not allowed or is prohibited by the applicable zoning regulations. Due to the nature of a USE VARINACE the proofs to be made are difficult and usually best presented by an attorney or other land use representative familiar with use variances and New York State land use law. A USE VARIANCE is not the same thing as a SPECIAL USE PERMIT. See the following USE VARIANCE TEST for guidance on the types of findings the ZBA will be looking for in your presentation.

A **SPECIAL USE** or **CONDITIONAL USE**, more commonly known, as **SPECIAL USE PERMITS** are uses that are not permitted unless the Applicant proves conformance with conditions spelled out in Town Code at a public hearing. The tests for these uses are found under the specific Town Code authorizing the ZBA to act. SPECIAL USE PERMITS are not the same thing as USE VARIANCES.

Once you are confident you know the type of variance you have requested, you can prepare your presentation accordingly.

AREA VARIANCE TEST

New York State TOWN LAW §267-1(b) states:

> "'Area variance' shall mean the authorization by the zoning board of appeals for the use of land in a manner which is not allowed by the dimensional or physical requirements of the applicable zoning regulations."

New York State TOWN LAW §267-b(3)b states:

> "In making its determination, the zoning board of appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:
> (1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
> (2) whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
> (3) whether the requested area variance is substantial;
> (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district: and
> (5) whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance."

It would be beneficial to your case to secure a letter in support from neighbors of adjoining properties.

If the variance request is substantial or unusual, please be prepared to present examples of similar situations in your neighborhood in the form of photos and/or prior ZBA decisions.

USE VARIANCE TEST

New York State TOWN LAW §267-1(a) states:

> "'Use variance" shall mean the authorization by the zoning board of appeals for the use of land for a purpose which is otherwise not allowed or is prohibited by the applicable zoning regulations.'

New York State TOWN LAW §267-b(2)b states:

> No such use variance shall be granted by a board of appeals without showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate to the board of appeals that for each and every permitted use under the zoning regulations for the particular district where the property is located,
>
> (1) the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
>
> (2) that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
>
> (3) that the requested use variance, if granted, will not alter the essential character of the neighborhood; and
>
> (4) that the alleged hardship has not been self-created.

<u>NOTE</u>: A Special Use Permit is <u>NOT</u> the same as a <u>USE VARIANCE</u>.

Special Use applications must comply with the conditions of §198-66 of the Town of Huntington's Zoning Ordinance.

website: huntingtonny.gov
e-mail: planning@huntingtonny.gov
Town of Huntington Zoning Board of Appeals

NOTIFICATION BY MAIL REQUIREMENT

This mailing is not performed until after submission of your APPLICATION and receipt of the NOTICE OF HEARING from the ZBA office.

Town of Huntington TOWN CODE §198-112(E) states:

"The applicant shall mail notices, post marked no less that thirty (30) days nor more that thirty five (35) days before the hearing, to the owners as well as the occupants of all adjoining properties within five hundred (500) feet of the exterior limits of the applicant's total property holding, as shown on the current tax roll; with the exception of applications in the R-15, R-10 and R-5 zoning districts where notification to adjoining property owners and occupants shall be to those within two hundred (200) feet of the exterior limits of the applicants total property holding, as shown on the current tax roll."

"In addition the applicant shall provide a "Certificate of Mailing" for each recipient, which legibly indicates the name and address of the person, including the occupant, to which the notice was mailed, and is duly certified by the post office."
"The applicant shall also file an affidavit of mailing together with the duly certified "Certificates of Mailing" to the Zoning Board of Appeals office, in no less than five (5) working days before the hearing. Said affidavit shall include the name of the person that actually mailed the notices and the names and addresses of the property owners and the addresses of the occupants that were notified."
"Failure to mail the notices and/or provide the affidavit and/or the Certificates of Mailing to the Zoning Board of Appeals office may result in postponement of the public hearing. . . ."

DIRECTIONS FOR CERTIFICATE OF MAILING

1. You must have a numbered list of the addresses to be certified printed from a Computer or neatly printed in pen. This list becomes the sender's receipts. Any alterations must be initialed by the mailer and the post office clerk. Any addresses that may appear on your list that are not part of your mailing must be crossed out by drawing a diagonal line through them.
2. Put the letters to be certified in the same exact order as the list of addresses.
3. All letters being mailed must have your return address on the.
4. Each envelope must be numbered lightly on top of each address. This is so the post office clerk can check your list of addresses against the letters to ensure that everything is the same and accounted for.
5. ALL LETTERS BEING MAILED MUST HAVE PROPER POSTAGE AFFIXED (PRIOR TO SUBMISSION TO THE POST OFFICE CLERK).

6..ALL LETTERS BEING MAILED MUST BE IN THE SAME EXACT ORDER AS YOUR PRINTED LIST OF ADDRESSES (PRIOR TO SUBMISSION TO THE POST OFFICE CLERK)

7.The cost to create a Certificate of Mailing is

8. Current rate of Certificate of Mailing X # of letters

+ Postage for each letter

= Total cost of mailing

POSTING A SIGN REQUIREMENT

Town of Huntington TOWN CODE §198-112(F) states:

As well as the notification provision in Subsection E above, the applicant or his/her authorized agent shall also post a sign on each frontage of the subject property giving notice that an application is pending before the Zoning Board of Appeals and the nature of that application as well as the date, time and place at which the public hearing will take place.

(1) The sign(s) shall be 20 inches by 30 inches and shall be supplied to the applicant by the Town Planning Department for a fee. Said sign shall be located at the center of the frontage of the property, not more than 10 feet back from the property line. It shall be nailed to a tree, pole or post not less that two feet nor more that six feet above grade and it must be clearly visible from the street. On or before the date and time of the public hearing the applicant or his/her agent shall certify, in writing, in a notarized affidavit to the Board, that he/she has erected the sign as described herein. At the discretion of the Board, failure to erect the sign or submit the affidavit may mean cancellation of the hearing.

(2) Such sign or signs shall be displayed for a period of not less than five days immediately preceding the public hearing and shall be removed by the applicant or his/her agent within three days after the hearing has taken place.

AFFIDAVIT OF MAILING

THIS IS TO CERTIFY THAT I HAVE MAILED NOTICES OF PUBLIC HEARING FOR Z.B.A. APPLICATION # _____ SUBMITTED TO THE ZONING BOARD OF APPEALS, WHICH HEARING IS TO BE HELD ON _____ AT _____ AM/PM, TO ALL OWNERS AND ADDRESSES WITHIN 500 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY WITH "CERTIFICATES OF MAILING" (*WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY IF THE SUBJECT PROPERTY IS WHOLLY ZONED R-15, R-10 or R-5*), AS INDICATED BY THE CURRENT TAX ROLL ON: _____.

(date mailed)

ATTACHED IS A LIST OF THESE OWNERS AND ADDRESSES AND CERTIFICATES OF MAILINGS FOR EACH RECIPIENT.

_____

(Signature)

_____

(Print name)

Sworn to before me this

_____ day of _____

_____

Notary Public

Reminder, include copy of notice.

AFFIDAVIT OF POSTING

THIS IS TO CERTIFY THAT I HAVE POSTED OR CAUSED TO BE POSTED A CLEARLY VISIBLE SIGN ON EACH FRONTAGE OF THE SUBJECT PROPERTY LOCATED AT _____ GIVING NOTICE THAT AN APPLICATION IS PENDING BEFORE THE ZONING BOARD OF APPEALS ACCORDING TO §198-112 (F) OF THE CODE OF THE TOWN OF HUNTINGTON.

ZBA APPLICATION # _____

HEARING DATE :_____

DATE SIGN POSTED: _____

_____

(Signature)

_____

(Print name)

Sworn to before me this

_____ day of _____

_____

Notary Public

SURVEY REQUIRMENTS

The Board now requires a current survey (no later than 6 months old at the time of application) that shows all structures on the subject property existing as of the date of the public hearing. The survey must show the dimensions of all structures as well as the setback of all structures from the lot lines. Please note that where applicable, this includes proposed structures and additions to existing structures not yet built as well as structures existing or modified without prior municipal approval. An older survey may be used only if the setbacks and the accuracy of the survey in all existing structures has been certified by a licensed design professional, including an architect, surveyor or professional engineer.

No application will be calendared unless these requirements have been complied with.