

## INCORPORATED VILLAGE OF LYNBROOK

### Instructions for a Variance Application

1. The following forms are to accompany a petition or application:
  - A. **TEN (10)** original Variance Applications, **using the forms provided.**
  - B. **TEN (10)** sets of **complete** floor plans for the cellar, first, second, and third floors.
  - C. **TEN (10)** copies of Nassau County Short Environmental Assessment Form, **using the forms provided.**
  - D. **TEN (10)** copies of the Denial Letter.
  - E. **TEN (10)** copies of a recent dated survey by a licensed engineer or surveyor showing the property involved and indicating the Section/Block/Plot numbers of the Village of Lynbrook.
  - F. **TEN (10)** sets of unmounted photographs showing the four (4) corners of the building and/or property.
  - G. **TEN (10)** complete and accurate lists of the names and addresses of the owners of all the lands within a radius of two hundred (200) feet of the boundary lines of property affected by such petitions or applications, five hundred (500) feet from any Town, City, or Village boundary, and one thousand (1,000) feet from any New York State property, **using the forms provided and indicating the section, block, and lot numbers of the Village of Lynbrook tax map.**
  - H. **TEN (10)** copies of a radius map of all properties within two hundred (200) feet of the subject property lines showing the size of the plots. The radius map must also show any Town, City, or Village boundary within five hundred (500) feet and any New York State property within one thousand (1,000) feet of subject property: **indicating the section, block, and plot numbers on the Village of Lynbrook tax map.**
  - I. **One (1)** original Disclosure Statement (attached).
2. A notice on the form which is provided should be sent to the property owner affected by the application or appeal shall be signed by the petitioner or applicant, his agent, or attorney, identifying the property affected, stating the relief requested and the date, time, and place fixed by the Board for a hearing and shall be served by the applicant upon every owner of the property within a radius of two hundred (200) feet of the boundary lines of the property affected by said petition or application as follows:
  - A. In case of such owners whose properties abut on the subject plot, notice must be mailed **Certified Mail, return receipt requested**, and also **ordinary mail** directed to each of such owners.
  - B. In case of such owners of such property within the radius of two hundred (200) feet, notice may be mailed by **ordinary mail** directed to each of such owners at their residence addresses.
  - C. In the case of County, Town, or Village boundaries within a five hundred (500) feet and any New York State property within one thousand (1,000) feet of the subjected property, notice may be mailed by **ordinary mail.**
3. All notices provided for in Part #2, shall be mailed **NOT less than ten (10) days or MORE than twenty (20) days** before the date set for the Public Hearing.
4. An Affidavit of mailing on the forms furnished shall be filed in the office of the Building Department at least **five (5)** days before the date of the Public Hearing.

5. When an application is filed it shall be accompanied by a fee payable by check/money order made payable to the Incorporated Village of Lynbrook according to the following schedule:

**Residential:**

Alterations or Additions	\$375
New Dwelling	\$375
Garages or Accessory Structures	\$150
Above Ground Pool	\$150
In Ground Pool	\$250
Fences	\$150
Permission to Extend a Non-Conforming Use	\$375

**Commercial:**

Signs	\$375
Any Other Variance	\$750

6. Optional: if you wish to have the requested Radius Map and Mailing Addresses, we have attached the Nassau County Department of Assessment Radius Map Request Form for your convenience if you choose to use it.

**\*\*You must collate all TEN (10) sets before filing the application\*\***

**Board of Appeals, Village of Lynbrook**

In the Matter of the Application of \_\_\_\_\_

Variance # \_\_\_\_\_ Zoned: \_\_\_\_\_

**To the Board of Appeals, of the Incorporated Village of Lynbrook, NY:**

The application of \_\_\_\_\_ respectfully states and alleges:

1. That the applicant (residing at) \_\_\_\_\_ (doing business at) \_\_\_\_\_

2. That the premises affected by this application is located at: \_\_\_\_\_ Lynbrook, New York.

3. That (the applicant) (the applicant's duly authorized \_\_\_\_\_) on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ filed in the office of the Department of Buildings of the Incorporated Village of Lynbrook, NY an application for a (building/sign/fence) permit.

4. That on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the Department of Buildings denied said application for the following sections of the Zoning Code of the Village of Lynbrook: \_\_\_\_\_

5. Nature of proposed improvements: \_\_\_\_\_

6. Nature and date of improvements erected prior to obtaining a variance: \_\_\_\_\_

7. That said premises are now being used as follows: \_\_\_\_\_

8. That the applicant seeks authority to make use of said premises as follows: \_\_\_\_\_

9. That the following is a statement of other factual information deemed pertinent by the applicant: \_\_\_\_\_

10. That the grounds for this application are as follows: \_\_\_\_\_

11. That any deed covenants or restrictions running with the land prohibiting the desired use are as follows: \_\_\_\_\_

(1) Strike out inapplicable phrase. (2) State whether applicant is owner/lessee or has option or contract. If other than owner state terms of agreement. (4) Obtain reason for denial. Refer where possible to paragraphs/sections by numbers. (5) Describe by construction and number of stories. If none, so state. (7) State nature of use of property. If business give brief description. (8) Describe fully & clearly the use desired. (9) If more space is needed annex statement on separate sheet & refer to it here with the following words: "See annexed statement which is made part hereof." Save opinions for Hearing. (11) If non-conforming use is claimed set forth uses made of premises & dates in chronological order.

Wherefore, the applicant respectfully prays that the authority sought herein is granted.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(by) \_\_\_\_\_

(its) \_\_\_\_\_

State of New York }

County of Nassau }

The applicant named in the foregoing application, being duly sworn, deposes and says that \_\_\_\_\_  
\_\_\_\_\_ read the foregoing application subscribed by \_\_\_\_\_  
and know the contents thereof, and that the same is true to \_\_\_\_\_  
own knowledge except as to the matters therein stated to be alleged on information and belief, and that as to  
those matters \_\_\_\_\_ believe it to be true.

Sworn to me before this  
\_\_\_\_\_ Day of \_\_\_\_\_

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

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

**Affidavit of Owner**

To be completed only if the owner is not the applicant

State of New York }

County of Nassau }

Being duly sworn, deposes, and says:

That (he/she) is (\_\_\_\_\_ the owner of) (is the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, which \_\_\_\_\_ the owner of) the property concerned is correct to  
the best of the knowledge of deponent.

That the owner \_\_\_\_\_ consent \_\_\_\_\_  
to the granting of the authority sought in the above application.

Sworn to me before this  
\_\_\_\_\_ Day of \_\_\_\_\_

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

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

**Notice of Conflict of Interest**

I have read Section 809 of the General Municipal Law concerning disclosure of any conflict of interest and  
herby certify that there are no conflicts in respect to this application.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

**APPLICANT DISCLOSURE STATEMENT**  
**Chapter 14 of the Village of Lynbrook Code**

---

TO THE VILLAGE OF LYNBROOK:

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Nature of Application: \_\_\_\_\_

---

**Please check whichever of the following applies to you:**

1. [ ] Please check this box if you have a financial relationship with any Officer or Employee of the Village of Lynbrook.
  2. [ ] A Village Officer or Employee is a family member of the applicant.
  3. [ ] The applicant is a corporation and a Village Officer or Employee is an Officer or director of the corporation or owns more than 5% of the outstanding stock of the corporation.
  4. [ ] A Village Officer or Employee either has or intends to enter into an employment, professional, business, or financial relationship with the Applicant or with any principal of the Applicant.
  5. [ ] A Village Officer or Employee has received a financial or other benefit having a total value of more than two thousand (\$2,000) dollars from the Applicant within the past twenty four (24) months.
  6. [ ] A Village Officer or Employee will receive, pursuant to an agreement with the Applicant or any person, a financial or other benefit if the Village's disposition of the Applicant is favorable to the Applicant.
  7. [ ] The Applicant has made one or more campaign contributions totaling two hundred fifty (\$250.00) dollars or more within the past twenty four (24) months to an Officer or Employee of the Village of Lynbrook.
  8. [ ] Other-Please explain (attach additional sheets if necessary): \_\_\_\_\_
- 

If any boxes are checked above, please write the name of the Village Officer or Employee with whom the Applicant has a financial relationship.

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

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

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









# Nassau County Department of Assessment

240 Old Country Road, 4th Floor

Mineola, New York 11501

(516) 571-0154

E-Mail: DOARadiusMap@nassaucountyny.gov

## Radius Map Request Form

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Municipality: \_\_\_\_\_

(Town/Village/City receiving Radius Map)

### Radius Map Pricing\*

100' Radius Map (\$100.00) _____	400' Radius Map (\$250.00) _____
200' Radius Map (\$150.00) _____	500' Radius Map (\$300.00) _____
300' Radius Map (\$200.00) _____	Custom/Combo Map (TBD) _____

\*For a Double Radius Map, add \$50 to base price. For a Triple Radius Map, add \$100.

\*All Town of Hempstead Radius Maps are prepared as a Double Radius Map, per Town of Hempstead requirements, and require an additional \$50.

Includes 10 copies of Radius Map and Owners List. Additional copies can be provided at \$5.00 per copy.

Payment Due at the time order is placed. Payment forms accepted: Cash, check or money order.

Radius maps must be ordered and picked up in person at this office.

**NOTES:** \_\_\_\_\_

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

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Contact E-Mail Address

\_\_\_\_\_  
Radius Property Street Address

<b>FOR INTERNAL USE ONLY</b>
Amount: _____
Received By: _____
Date: _____

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Zip Code