

INCORPORATED VILLAGE OF LYNBROOK
INSTRUCTIONS FOR 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, 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) comers 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 will be drafted and emailed to the applicant to be mailed per Village Code.
 - 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.
 - D. All notices provided for, shall be mailed NOT less than ten (10) days or MORE than twenty (20) days before the date set for the Public Hearing.
 - E. An Affidavit of mailing shall be filed in the office of the Building Department by the date provided by the Building Department before the date of the Public Hearing.

BOARD OF ZONING APPEALS

In the matter of the application of _____

Variance # _____ Zoned _____

To the Zoning Board of Zoning Appeals of the Incorporated Village of Lynbrook:

The application of _____ respectfully states and alleges:

1. The applicant, residing or doing business at _____
 2. The premises affected by this application is located at: _____
 3. The applicant and/or applicant duly authorized _____, on or about the _____ day of _____, 20____ filed in the office of the Inc. Village of Lynbrook, Department of Buildings an application for a Building, Fence, Sign permit.
 4. That on or about the _____ day of _____, 20____, the Department of Buildings denied the applications citing the following sections of the Inc. Village of Lynbrook Zoning Code: _____

 5. Proposed Improvements: _____

 6. Said premises are now being used as _____

 7. The applicant seeks authority to make use of said premises as follows: _____

 8. That the following is a statement of other factual information deemed pertinent by the applicant: _____

 9. The grounds for this application are as follows: _____

 10. That any deed, covenants or restrictions running with the land prohibiting the desired use are as follows: _____

- (1) Strike out any inapplicable phrase (2) State whether the applicant is owner/lessee or has an option contract. If other than owner state terms of agreement. (4) Obtain reason for denial, refer where possible to paragraph, section numbers. (6) Nature of use of property, if business, give brief description. (7) Full and clear use desired. (8) If additional space is needed attach separate sheet (11) If non-conforming use is claimed set forth uses made of premises & dates in chronological order.

Wherefore, the applicant respectfully request that the authority sought here in is granted.

Dated: _____ By: _____

State of New York }

County of Nassau }

The applicant named in the foregoing application, being duly sworn, deposes and says that _____
_____, read the application subscribed by _____
and know the contents thereof to be true to their own knowledge except as to the matters therein stated to be alleged
on information 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
_____, the property concerned and consents to _____
_____ (applicant) the granting of the authority sought in the above application.

_____ 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 hereby
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: _____

- 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: _____

Signature of Applicant: _____

Email Address of Applicant: _____

Phone#: _____

Date: _____

FEES

RESIDENTIAL

COMMERCIAL

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)	
C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:	
C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:	
C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:	
C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:	
C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:	
C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:	
C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/>	Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)

Reset

